Krantiveer Vasantrao Narayanrao Naik Shikshan Prasarak Sanstha's

Loknete Gopinathji Munde Institute of Engineering Education & Research
(LoGMIEER)
(formerly, K.V.N.Naik Institute of Engineering Education & Research)

Intenal Quality Assurance Cell (IQAC)

Ref: LoGMIEER/IQAC/2017-18/ 25

Date: 20/09/2017

Minutes of the Eight meeting

of Internal Quality Assurance Cell (IQAC)

IQAC Committee Present Members:

Sr.No.	Name	Designation
1	Dr. A. K .Dwivedi	Chairman
2	Shri Manikrao Sonawane	Member – Management
3	Prof. T. H. Sutar	Member – Head of Department
4	Prof. K. V. Ugale	Member – Head of Department
5	Prof. P. S. Sonawane	Member – Head of Department
6	Prof. R. R. Chakule	Member – Head of Department
7	Prof. S. R. Kherudkar	Member – Head of Department
8	Prof. A. A. Pundlik	Member – Assistant Professor
9	Prof. M. V. Raut	Member – Assistant Professor
10	Prof. S. N. Jadhav	Member – Assistant Professor
11	Prof. S. S. Deshmukh	Member – Assistant Professor
12	Prof. N. V. Kapade	Member – Coordinator

Intenal Quality Assurance Cell (IQAC)

Agenda 1/8: Approval of minutes of Internal Quality Assurance Cell Meeting held on 8 July 2017 and action taken report.

Resolution 1/8: Resolved that the IQAC unanimously approved the minutes of meeting held on 8 July 2017

Agenda 2/8: Quality audit of question papers, Dean Academics put forward the point that the aptitude question papers should also be checked by respective head of the department so that it will be checked whether all questions are mapped to particular course outcome of the course and quality of questions can also be checked.

Resolution 2/8: All the members unanimously agreed to the decision.

Agenda 3/8: Standardization of formats
Resolution 3/8: Prof. A. A. Pundlik informed that various agencies demand data in various formats. Prof. A. A. Pundlik suggested that a faculty will get standardized format for maintaining faculties' updated data. Prof. M. V. Raut suggested that a datasheet can be maintained department wise for all data related to the department.

Agenda 4/8: To plan the internal quality audits to be conducted for the session

Resolution 4/8: It was suggested by the Director that three academic audits should be conducted, the first in the beginning of the session where it would be verified whether proper planning has been carried out by faculties. The next audit would be mid-session and the last one towards the end of the session. Prof. A. A. Pundlik suggested that the audit formats should be revised

Agenda 5/8: To plan steps to improve the quality of academics.

Resolution 5/8:
1. It was unanimously decided that the audit team should attend lectures delivered by newly joined faculties and suggest points for improvement if required.
2. It was suggested that during audit, the head of department should identify subject based on unit test in which students scoring less marks and arrange extra lecture for improvements.

Agenda 6/8: To prepare SRS for NACC.

Resolution 6/8: Prof. A. A. Pundlik suggested as per NAAC SRS template, each criteria in-charge should make proper document related to it. the members unanimously agreed to the decision.

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The meeting concluded with vote of thanks proposed by IQAC Coordinator Prof. N. V. Kapade.

Prof. N. V. Kapade
IQAC Coordinator

Intenal Quality Assurance Cell (IQAC)

Ref: LoGMIEER/IQAC/2017-18/26

Date: 28|09|2017

Action Taken Report

on the decisions of the IQAC meeting held on 20 Sept 2017

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sr. No.	Decision	Action Taken
1.	Standardization of formats	Prof. A. A. Pundlik will maintain proper format for NAAC and NBA like committee.
2.	Internal quality audits	Academic dean will make schedule for internal quality audits and it is followed by dean and HOD.
3.	To prepare SRS for NACC.	Each week criteria in-charge meeting will be held to check progress of each criteria.

This report is to be presented in the next IQAC meeting for its approval and feedback.

Prof. N. V. Kapade
IQAC Coordinator

Prof. A.K. Dwivedi
Chairperson of the IQAC
Principal