

## **Minutes of the IQAC Meeting**

**Date:** Friday, 25<sup>th</sup> October 2024

**Time:** 03:30 PM

**Mode:** Online (Google Meet)

**Chairperson:** Dr. Kaushal Prasad

### **Attendees:**

Dr. Prashant Giri - IQAC Coordinator

Dr. Sanjay Kulkarni – Dean Faculty

Dr. Milind Yadav - Dean Academics

Dr. Vinayak Bharadi - NBA Coordinator

Dr. Milind Kirkire - Professor, HoD (Mechanical Engineering)

Dr. Girish Bhide - Associate Professor and Asst. Co-ordinator Students' Council

Ms. Vrishali Nimbalkar - Assistant Professor and HoD CSE (AI & ML)

Mr. Paras S. Jadhav - Member (Student Representative)

### **Agenda:**

1. Review of IQAC - Present Status
2. Discussion on Academic Audit Report
3. Discussion on CO-PO Attainment
4. Discussion on Department Best Practices
5. Any Other Relevant Point with Permission of Chair

### **Minutes of the Meeting:**

#### **Welcome by Chairperson**

The Chairperson, Dr. Kaushal Prasad extended a warm welcome to all the members of the Internal Quality Assurance Cell (IQAC).

The Chair emphasized the importance of the IQAC's role in achieving the institution's vision of academic and institutional excellence.

A special vote of thanks was conveyed to Dr. Y. G. Mulye, the former IQAC Coordinator, for his valuable contributions to the development of IQAC initiatives.

The Chairperson also congratulated Dr. P. A. Giri on his appointment as the new IQAC Coordinator, encouraging him to lead the cell with renewed vigor and innovative ideas.

## **1. Review of IQAC - Present Status**

### **Discussion:**

The IQAC Coordinator provided an overview of present status of the Internal Quality Assurance Cell. Key highlights included:

- Academic processes were reviewed, particularly mentorship, feedback mechanisms and course delivery.
- Infrastructure improvements such as technology-enabled classrooms and upgraded resource centers were developed during AY 2023-24.
- It was noted that the institution has made significant progress in aligning its quality benchmarks with national standards.

### **Decisions/Actions:**

- Departments in coordination with HoD will take efforts to create and contribute to a learning material repository, consolidating course resources, reference materials, and e-learning content.
- IQAC will establish a periodic review mechanism to track the progress of ongoing initiatives.
- Departments were encouraged to actively participate in identifying gaps and sharing feedback with IQAC for continuous improvement.

## **2. Discussion on Academic Audit Report**

### **Discussion:**

Dr. Milind Yadav, Dean Academics presented the findings of the latest academic audit report, highlighting the institution's strengths and areas for improvement.

The Dean suggested conducting an external academic audit for a more comprehensive evaluation of academic practices and benchmarking against peer institutions.

- Strengths: Aligned curriculum, active faculty participation in development programs, and industry-relevant course content.
- Areas of Improvement: The need for more interactive teaching methods and consistent faculty-student engagement was identified.
- Recommendations included conducting faculty training sessions on innovative pedagogy and enhancing assessment practices.

### **Decisions/Actions:**

- Faculty development workshops will be organized to address areas needing improvement as highlighted in the audit.

- Departments will submit a report on their implementation strategies for the recommendations outlined in the audit report.

### **3. Discussion on CO-PO Attainment**

#### **Discussion:**

The NBA Coordinator and Dean Academics discussed the present status of CO-PO attainment.

Most courses met their expected attainment levels, though challenges were noted in certain specialized courses.

The need for project-based learning, practical assessments, and better monitoring mechanisms was emphasized.

The NBA Coordinator suggested to focus on indirect attainment metrics to better understand the broader impact of courses on program outcomes.

#### **Decisions/Actions:**

- Departments facing challenges in CO-PO attainment will be guided by NBA Coordinator.
- NBA/NAAC coordinators will issue guidelines to assist departments in improving attainment levels and sharing best practices.

### **4. Discussion on Department Best Practices**

#### **Discussion:**

Prof. Kirkire, Prof. Nimbalkar and Prof. Bhide shared innovative practices implemented in their departments. The need to standardize these practices and promote their adoption across departments was discussed. These practices were appreciated and recognized as vital to improving overall institutional quality.

#### **Decisions/Actions:**

- It is suggested to compile a repository of best practices to encourage knowledge sharing across departments.
- Departments will submit their successful practices to IQAC for documentation and possible scaling across the institution.

### **5. Any Other Relevant Point with Permission of Chair**

#### **Discussion:**

Additional topics raised included the need for more professional development programs for faculty and a proposal to enhance alumni engagement in quality initiatives.

Suggestions for increasing participation in national and international rankings were also discussed.

**Inactive IQAC Members:**

- The NBA Coordinator raised the issue of inactive IQAC members and suggested their replacement to maintain the effectiveness of the committee.
- Action: IQAC Coordinator will initiate the process of identifying inactive members and propose replacements with active and engaged participants.

**Website Updates:**

- It was highlighted that all formats and guidelines related to IQAC initiatives, faculty responsibilities, and student feedback mechanisms should be updated on the institution's website for ease of access.
- Action: The website team will be tasked with ensuring regular updates and accessibility improvements on the website.

**Learning Material Repository:**

- The IQAC Coordinator emphasized on creating a centralized repository for learning materials, including lecture notes, reference documents, and e-learning resources.
- Action: Departments to upload and maintain materials in a standardized format.

**Indirect Attainment:**

- The NBA Coordinator highlighted the significance of tracking indirect attainment, such as alumni feedback and employer satisfaction, to complement CO-PO mapping.
- Action: NAAC/NBA Coordinator will work with departments to develop indirect attainment methods and integrate them into assessment strategies.

**Concluding Remarks:**

The Chairperson thanked all attendees for their active participation and valuable contributions. It was emphasized that the collective efforts of all members are crucial to achieving the institution's quality goals. The meeting concluded with a commitment to implement the discussed actions effectively.

**Prepared by:**

Dr. P. A. Giri

*IQAC Coordinator*



**Approved by:**

Dr. Kaushal Prasad

*Chairperson*

