

D.Y.Patil College of Engineering and Technology, Kolhapur.

Minutes of IQAC

Academic year :2019-20

Meeting no.1

Date: Thursday, 25th July 2019

The first meeting of IQAC for the current academic year was held on 25th July 2019 at the Board room at 9.15 a.m. The meeting was presided over by Dr.A.K.Gupata, Executive Director of D.Y.Patil Group of Institutions. The list of the members who were present for the meeting is attached herewith.

Sr No	Agenda/Points	Discussion.	Agreed/Approved by
1	Welcome & objective of committee	Dr.A.K.Gupta-Executive director,Dr.K.V.Kulhalli-Principal and Dr.Mrs.S.V.Sankpal-Dean IQAC welcomed everyone for the meeting & stated need & objectives of committee. Revamping of committee is also informed.	
2	Recap of work done	Dr.Mrs.S.V.Sankpal updated the work done by IQAC till date by giving power point presentation	Agreed by all
3	Academic activity and academic calender	The academic activities, academic audit and its schedule were discussed in detail with all committee members and adequate inputs were taken.	Approved by all
4	I.I.I. and T and P activities planned	The inputs about curriculum gap analysis were collected from all stake holders and their suggestions are taken into consideration for implementation of the same. The planned and conducted activities under I.I.I. and T and P were discussed	Agreed by all
5	Approval of Vision and Mission of Institute and Department	The departments which are going for NBA accreditation and preparing SAR ,their vision,mission,short term goal, long term goal etc.were discussed for approval.	Approved by all
6	Approval of POs,PSOs of Department	The POs and PSOs of all departments were discussed for approval	Approved by all

Suggestions from members :

- 1) All the policies should be prepared , signed by concerned authorities and kept in IQAC cell for reference.(It should differentiate policy, planning ,procedure and impact).
- 2) IQAC meeting should be conducted at least once in three months.
- 3) Minutes of the meeting and agenda should be uploaded on the website.
- 4) Vice Principal ,all HoD and Deans , librarian and industry persons should be invited for the next meeting of IQAC.
- 5) Action should be taken about feedback of faculty.
- 6) Corrective measures to be taken for poor attendance of students.
- 7) Awareness should be created amongst all stakeholders regarding NBA, and all policies.
- 8) Quality circle should be formed within 15 days at department level for different types of issues.
- 9) Value added courses should be conducted to fulfill the curriculum gap .
- 10) Due cognizance and action should be taken on any complaint of students against any faculty.
- 11) The students members should represent on behalf of all college students for discussion of their issues.

Resolutions :

- 1) It is decided that every HoD should carry out curriculum gap analysis by mapping curriculum with three four institutions and involving minimum 2-3 members of BoS , industry persons and alumni.This should be completed before 31st August 2019.- **Responsible person- Principal**
- 2) It is decided that external audit committee should be formed and they should visit SGI,KIT for internal and external audit implementation purpose. The detailed schedule should be prepared by Dean Academics. **Responsible person- Dean Academics**
- 3) NBA co ordinator and Dean Academics should submit report of external audit and internal audit and progress of NBA to IQAC before the next meeting. **Responsible person- Dean Academics and NBA coordinator**
- 4) The minutes of the meeting of IQAC should be submitted to Principal and Principal should submit action taken report to IQAC within 7 days
- 5) The second meeting is scheduled on 11th October 2019 at 2.30 in the board room.

Dean IQAC

Principal