



**Progressive Education Society's
Modern College of Engineering
Shivajinagar, Pune-5**

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting No. 29

Date: - 04/07/2020

CIRCULAR

Subject: - IQAC Meeting No.29- Intimation to the members of IQAC

The meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 7th July, Tuesday, 2020.

Venue: Online- Google-MEET at 12.45 pm.

You are requested to kindly make it convenient to attend the same. The agenda for the meeting is as follows:

1. Infrastructure arrangements for academics
2. Updates on the website.
3. Planning of skill development activities
4. Review of fee payment link through ERP on college website
5. Committee / department planner and discussion point to be prepared before term commencement
6. Mentoring related activities.
7. Feedback System.
8. Modifications in the academic year conduction
9. E-content formulation
10. End Semester Examination preparation



**Progressive Education Society's
Modern College of Engineering
Shivajinagar, Pune-5**

INTERNAL QUALITY ASSURANCE CELL

07/07/2020

IQAC MEETING NO. 29 MINUTES OF MEETING

Meeting of IQAC was held on 07^h July, Tuesday, 2020 at 12.45 pm.

The following members were present:-

- | | |
|------------------------------------|-------------------------------------|
| 1) Prof. S. S. Deshmukh | 12) Prof. Dr. Mrs. Kalyani Srinivas |
| 2) Prof. Dr. Mrs. K. R. Joshi | 13) Prof. S. N. Chaphekar |
| 3) Prof. Dr. S.A. Itkar | 14) Mr. D. D. Gangurde |
| 4) Prof. Dr. N. R. Kulkarni | 15) Ms. Adhyantini Bogawat |
| 5) Prof. Dr. Mrs. R. S. Kamathe | 16) Mr. Ashish Wani |
| 6) Prof. Mrs. S. D. Deshpande | 17) Mr. Rajesh Khoje |
| 7) Prof. Mr. S. Y. Bhosale | 18) Prof. Dr. Adkar D. S. |
| 8) Prof. Dr. Mrs. V. B. Sangvikar | 19) Mr. Mahesh Deshpande |
| 9) Prof. Dr. Mrs. V. U. Edlabadkar | 20) Mrs. Leena Chaudhari |
| 10) Prof. Dr. B. D. Phulpagar | 21) Mr. Shubham Shevale |
| 11) Prof. Dr. Mrs. V. V. Khatavkar | 22) Ms. Vaibhavlaxmi Bobade |



**Progressive Education Society's
Modern College of Engineering
Shivajinagar, Pune-5**

INTERNAL QUALITY ASSURANCE CELL

The following points were discussed and decisions taken in the meeting

A. IQAC coordinator explained the action taken report of the minutes of the previous IQAC meeting held on 9th March, Monday, 2020.

1. Discussion and review of A.Y.19-20

Discussion – All the activities conducted during the A.Y. 19-20 are reviewed and reports of the same have been submitted.

2. F.E. Admission 2020-21 planning and preparation

Discussion – Arrangements for online admission procedure and efficient crowd management were made. Proper sanitation and hygiene of the premises along with availability of necessary precautions was made.

3. AQAR reports submission

Decision – Review of status of completion has been taken and required data with annexures for the year 2019-20 by all the departments reflecting the activities conducted in the academic year for the quality improvements has been submitted.

4. Student feedback

Discussion – The student feedback was taken in online mode and analyzed for any scope of improvement.

5. Budgets

Decision – Budget requirements for the next academic year, keeping in view the increased ICT usage as well as intake, were discussed for submitting the proposal to the CDC for approval.

6. Extension activities

Decision - Reports for various activities conducted under QIP and VKM have been compiled and the respective files have been completed and submitted to SPPU within the due dates.

7. Website update

Decision - All the activities and staff data has been updated till A.Y. 2019-20 by all the respective In-charges on the website.

8. University exam preparation



**Progressive Education Society's
Modern College of Engineering
Shivajinagar, Pune-5**

INTERNAL QUALITY ASSURANCE CELL

Discussion – Improvements in ICT infrastructure was made.

9. Possible impact of the global health scare

Discussion – Modifications in the academics as well as administration of the institute were made.



INTERNAL QUALITY ASSURANCE CELL

B. IQAC coordinator outlined the agenda for the IQAC meeting held on 7th July, Tuesday, 2020 and the action plan for each point was identified.

1. Infrastructure arrangements for academics

Action Plan- Sufficient ICT tools to be purchased for the smooth conduction of academics. Sanitation and housekeeping/hygiene of the institute to be monitored closely and strictly.

2. Updates on the website

Action Plan- Regular updates on the planning and execution of the current as well as upcoming academic year to be updated on the website for being able to reach the students.

3. Planning of skill development activities

Action Plan- Skill development workshops for faculty and students to be organized for the upcoming academic year 2020-21 with due consideration to the current pandemic situation.

4. Review of fee payment link through ERP on college website

Action Plan- The pending fees status shall be assessed and required actions taken with taking in mind the pandemic conditions. The link of fee payment to be updated on the website for convenience.

5. Committee / department planner and discussion point to be prepared before term commencement

Action Plan- Keeping in mind the prevailing pandemic, a flexible yet effective plan shall be developed for the upcoming academic year 2020-21. The conduction of activities and their detailed planning to be submitted by individual departments.

6. Mentoring related Activities

Action Plan- Mentoring related activities to be completed. Every department should take care about the schedule of mentor-mentee meetings as per the academic planner.



**Progressive Education Society's
Modern College of Engineering
Shivajinagar, Pune-5**

INTERNAL QUALITY ASSURANCE CELL

7. Feedback System

Action Plan- All feedback to be conducted by every department as per the schedule given in academic planner.

8. Modifications in the academic year conduction

Action Plan- Inclusion of ICT in the teaching methods, preparation of online material by the staff and delays in the academic calendar need to be accommodated as a part of the modifications in the academic year conduction.

9. E-content formulation

Action Plan- E content formulation, Usage of virtual labs for practical need to be incorporated in the curriculum.

10. End Semester Examination preparation

Action Plan – Due to undecided action plan of SPPU preparation of possible material to conduct practice exams for students.

Principal
PES Modern College of Engineering
Pune 5

CHAIRPERSON IQAC

IQAC COORDINATOR