



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

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting No. 30

Date: - 19/11/2020

CIRCULAR

Subject: - IQAC Meeting No.30- Intimation to the members of IQAC

The meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 21st November, Saturday, 2020.

Venue: Online- Google-MEET at 2.00 pm.

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

1. Online Examination Rules and regulations
2. Administration and academic discipline
3. Academic audit
4. Research work review
5. III work review (project III & T&P)
6. Review of activities conducted in term I
7. Activity closure reports
8. Website and social media updates
9. Planning for next term activities
10. First Year and diploma admissions



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21/11/2020

IQAC MEETING NO. 30 MINUTES OF MEETING

Meeting of IQAC was held on 21st November 2020, Monday, at 2.00 pm.

The following members were present:-

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|------------------------------------|-------------------------------------|
| 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 |



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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 7th July, Tuesday, 2020.

1. Infrastructure arrangements for academics

Discussion – the improvements in the ICT infrastructure have been intimated and shall be soon completed.

2. Updates on the website.

Decision – All updates regarding the previous academic year about activities conducted have been made. The updates about any further information from SPPU shall be continuously monitored.

3. Planning of skill development activities

Discussion – Skill development workshops for faculty and students were organized for the upcoming academic year 2020-21 in online mode.

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

Discussion- The status of pending fee was considered and students were given an extension with due consideration of the pandemic.

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

Discussion – For the upcoming academic year 2020-21, an academic planner was made with the inclusion of activities that could be conducted on an online platform.

6. Mentoring Related Activities

Discussion- All departments followed the academic planner and have completed all the mentoring-related activities.

7. Feedback System

Discussion- Feedbacks mentioned in planner for the completed semester are collected and analysis is submitted to IQAC.

8. Modifications in the academic year conduction

Decision- The academics, co-curricular as well as extra – curricular activities were planned in a manner so as to make blended learning possible for the students.

9. E-content formulation

Discussion – The faculty has prepared content in coherence with the syllabus as a part of preparation for online teaching. The content includes virtual labs, videos as well as presentations.



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10. End Semester Examination preparation

Discussion – The grievance and performance improvement exams which are going to be conducted by the SPPU were taken into consideration and guidelines to students were issued accordingly.

B. IQAC coordinator outlined the agenda for the IQAC meeting held on 21st November, Saturday, 2020 and the action plan for each point was identified.

1. Online Examination Rules and regulations

Action Plan- Revised set of guidelines for the outstation as well as local students needs to be prepared which encompasses the rules and regulations of SPPU.

2. Administration and academic discipline

Action Plan- Administration and academic discipline should be maintained throughout the academic year and planning for the execution of the same shall be done.

3. Academic audit

Action Plan- Academic audit reports from all the departments need to be discussed on the basis of result analysis, skill development programs, researches undertaken, course attainment, projects and funding available.

4. Research work review

Action Plan- The scope of research undertaken in various fields needs to be broadened and improved so as to get funding from different organizations. Patents filed, if any, need to be reviewed and updated on the respective staff profiles on the website.

5. III work review (project III & T&P)

Action Plan- The training and placement activities and projects undertaken need to be summarized under the III head. The new tie ups and interactions to be planned for the next academic year

6. Review of activities conducted in term I

Action Plan- All the co-curricular and extra- curricular activities undertaken by all departments need to be documented and mapped with respective POs and Cos.

7. Activity closure reports



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Action Plan- Closure reports for all activities along with the complete feedback from the participants needs to be submitted to the IQAC cell.

8. Website and social media updates

Action Plan- All the updates regarding activities, awards received by students and faculty, NBA accreditation, upcoming activity schedule and other notifications shall be done on the digital platforms.

9. Planning for next term activities

Action Plan- The planning of all the activities in the upcoming term needs to be done and updated in the academic calendar as well as on digital platforms like websites.

10. First Year and diploma admissions

Action Plan- Planning and execution for the admission process to be well planned and scheduled for admission to be prepared according to the AICTE circular.

Principal
PES Modern College of Engineering
Pune 5

CHAIRPERSON IQAC

IQAC COORDINATOR