



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

## **INTERNAL QUALITY ASSURANCE CELL**

Date: - 22/12/2021

### **IQAC Meeting No. 34**

### **CIRCULAR**

**Subject: - IQAC Meeting No.34- Intimation to the members of IQAC**

The meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 24<sup>th</sup> December, Friday, 2021.

**Venue:** Board Room at 3.00 pm.

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

1. Academic Audit.
2. Activities for non-teaching.
3. Planning of extra and co-curricular activities.
4. Discussion on academic and activity planner.
5. Collaboration with industry/agencies.
6. Review of all infrastructure facilities and their maintenance.
7. Library
8. Accreditation NAAC
9. Accreditation NBA
10. Review on Teaching learning

*Verdant*  
Dr. Mrs. X. R. Joshi  
Principal.





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## INTERNAL QUALITY ASSURANCE CELL

24/12/2021

### IQAC MEETING NO.34

Meeting of IQAC was held on 24<sup>th</sup> December, Friday, 2021 at 3.00 pm.

The following members were present:-

1. Prof. Dr. Mrs. K.R. Joshi
2. Prof. S.S. Deshmukh
3. Prof. Dr. Mrs.S. A. Itkar
4. Prof. Dr. Mrs. N.R.Kulkarni
5. Prof. Dr. Mrs. S. D. Deshpande
6. Prof. Dr. Mr. S. Y. Bhosale
7. Prof. Dr. Mrs. P.A.Mulay
8. Prof. Dr. S. S. Bhandwalkar
9. Prof. Dr. Mrs. A. J. Vyavahare
10. Prof. Dr. Mrs. S. V. Pandit
11. Prof. Dr. B. D. Phulpagar
12. Prof. Dr. Mrs.V.V.Khatavkar
13. Prof. Dr. Mrs. V.Edlabadkar
14. Prof. Dr. Mrs. S.N. Chaphekar
15. Mr. Atharva Borekar
16. Mr. Ashish Wani
17. Mr. Shubham Kambale
18. Mr. Bharat Jamdar
19. Prof. Dr. Adkar D. S.
20. Mr. Mahesh Gawali
21. Mr. Sanjivani Bansode
22. Mrs. Leena Chaudhari
23. Mr. D. D. Gangurde
24. Prof.Dr.Mrs. R. S. Kamathe

Mr. Atharva Borekar, Prof. Dr. Adkar D. S and Prof. Dr. Mrs. P.A.Mulay conveyed their absence.

Venkat





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**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 29<sup>th</sup> September, Wednesday, 2021.**

1. Infrastructure arrangements for academics

**Discussion-**Arrangements considering online exam conduction and if required offline exam conduction is done. Students having weak internet connection can reappear for exams.

2. Updates on the website

**Discussion-**All the important policies and activities at institute level are uploaded on website.

3. Planning of skill development activities

**Discussion-** All the departments have prepared planner for the skill developments activities.

4. Planner of academics and activity to be prepared before term commencement.

**Discussion** –Academics and activity planner at department level is prepared and shared with all faculty and students.

5. Budget for activities

**Discussion-**Budget was submitted for the workshops and expert talks by the departments.

6. Review of end Semester Examination preparation

**Discussion-** End sem examination preparation done.

7. Student mentoring:

**Discussion** – Message to conduct one to one meeting was conveyed to all the mentors.

8. Workshops/Seminars conducted for faculty.

**Discussion** – Departments to plan workshops and seminars for faculty considering their skill development and submit budget for the same.

9. AQAR 20-21

**Discussion** – Preparation for filling of AQAR is in process.

10. Syllabus Revision

**Discussion** – At department level discussions were carried out regarding revision in syllabus and conveyed accordingly.

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**B. IQAC coordinator outlined the agenda for the IQAC meeting held on 24<sup>th</sup> December, Friday, 2021 and the action plan for each point was identified.**

**1. Academic Audit**

**Action Plan-** Internal and External Audit to be performed and reports of the previous term audit to be submitted.

**2. Activities for non-teaching**

**Action Plan-** Activities for the non-teaching faculty of department to be arranged.

**3. Planning of extra and co-curricular activities**

**Action Plan-** The various activities planned for the institute level tech fest need to submit their respective organization schedule, their planning committee member lists, budgets and other requirements well in advance as per the given time frame

**4. Discussion on academic and activity planner.**

**Action Plan-** The academic schedule planned at the beginning of the semester needs to be followed strictly to maintain the decorum and follow the deadlines as decided.

**5. Collaboration with industry/agencies.**

**Action Plan-** The execution of work by departments through various committees (Research and Development, Innovation cell, Professional society activities, ED cell, skill development, and III cell) shall be planned for improvements in the industry institute interaction.

**6. Review of all infrastructure facilities and their maintenance**

**Action Plan-** Maintenance work for the institute level infrastructure needs to be reviewed. Additional requirements, if needed, should be discussed and taken into consideration.

**7. Library**

**Action Plan-** eBooks for students and faculty shall be added to the central and departmental libraries.

**8. Accreditation NAAC**

Members took Review of preparation for NAAC from criterion coordinators

**9. Accreditation NBA**

Review with E& TC and Electrical HOD's was done regarding their progress and preparation to face NBA visit.

**10. Review on Teaching learning**

Academic Planning and monitoring team had discussion with IQAC members regarding the developments in teaching learning.

**Dr. Mrs. K.R. Joshi**  
Principal,  
Chairperson IQAC



**Dr. Mrs. R.S. Kamathe**  
IQAC coordinator