

**Institute of Engineering****Internal Quality Assurance Cell**

Date:- 5/07/2023

**Notice**

The Internal Quality Assurance cell (IQAC) has scheduled for a meeting on 8/07/2023 at the Conference room. All the IQAC members are requested to attend the meeting and the agenda details are given below.

Venue: - Conference Room, Ground Floor, IOE

Time: - 3 PM

**Agenda**

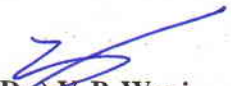
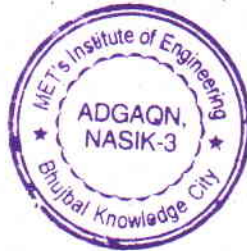
- Internal Audit of NAAC related documents
- Initiate the AQAR 2023-24



**Prof. (Dr.) V. J. Gond**

**IQAC Coordinator**

**MET's Institute of Engineering**



**Prof. (Dr.) V. P. Wani**

**Principal**

**MET's Institute of Engineering**


## Institute of Engineering

### Minutes of Internal Quality Assurance Cell Meeting held on 8/07/2023

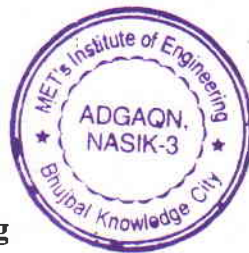
The IQAC coordinator welcomed the Principal and all IQAC members to the meeting, and the following areas were discussed in the forum.


- The guidelines given by Prof. (Dr.) V. J Gond about preparation of Annual Quality Assurance Report for the A.Y. (2023-2024) and the departmental level coordinators have to updated, collect the required data as per the various criteria of NAAC
- Quality objectives have been framed under the Internal Quality Assurance Cell (IQAC) under insightful suggestion given by Prof. (Dr.) V. J Gond. Department-level coordinators have a monthly review meeting to discuss the data proof documentation. It has been planned to prepare an excel sheet that will include all metrics with descriptions and denote the responsibility department-wise.
- An awareness program will be organised for the faculty about the NAAC -SSR (Self Study Report) 5-year documentation and to explain the importance of achieving a higher rank.
- A meeting will be conducted for the club coordinators, to discuss the documentation required from the NAAC portal on departmental level.
- The AQAR (2017 to 2022) data to be make ready for uploading in the NAAC portal; the coordinator of IQAC has suggested that all the department Heads must review the data proof document details that the department has finalised. The NBA review meeting for the all UG departments and two PG department and the list of significant documents is attached for guidelines.
- Prof. (Dr.) V. P. Wani briefly elaborated the importance of academic best practices and their valuable impact on outcome base education.

The vote of thanks given by IQAC Co-ordinator and concluded on the permission of chair

  
Prof. (Dr.) V. J. Gond  
IQAC Coordinator

MET's Institute of Engineering



  
Prof. (Dr.) V. P. Wani  
Principal

MET's Institute of Engineering

## Institute of Engineering

### Attendance sheet for the meeting held on 8/07/2023

Sr. No.	Name	Department	Signature
01	Dr. D. B. Ahire	E & TC	<i>[Signature]</i>
02	Dr. Utkarsha Mohite	Electrical Engg.	<i>[Signature]</i>
03	Mr. Amit S. Patil	Mechanical Engg.	<i>[Signature]</i>
04	Mr. Vivek Wagh	Civil Engg.	<i>[Signature]</i>
05	Mr. Javed Attar	MCA	<i>[Signature]</i>
06	Mr. Kunal Ahire	IT	<i>[Signature]</i>
07	Dr. Vaibhav Dabhade	Computer Engg.	<i>[Signature]</i>
08	Mr. Prashant Rewagad	AI & DS	<i>[Signature]</i>
09	Dr. Rajendra Dhake	Applied Science	<i>[Signature]</i>
10	Mr. S. L. Prasad	Asst. Registrar	<i>[Signature]</i>
11	Mr. A. P. Gadekar	Accountant, IOE	<i>[Signature]</i>
12	Dr. S.G. Patil	Librarian	<i>[Signature]</i>



*[Signature]*

Prof. (Dr.) V. J. Gond

IQAC Coordinator

MET's Institute of Engineering