

Institute of Engineering

Internal Quality Assurance Cell

Date:- 13/09/2023

Notice

The Internal Quality Assurance Cell (IQAC) has plans to prepare a Final Self-Study Report (SSR). Hence, the departmental level coordinators are requested to collect and verify the previous year's proof data details for the academic year 2017-18, 2018-19, 2019-20, 2020-21, and 2021-22. The IQAC members requested to present on date 19/09/2023 for meeting with data and proofs.

Venue: - Conference Room, Ground Floor, IOE

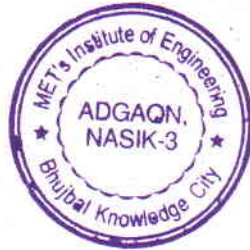
Time: - 3 PM

Agenda

- Finalise the AQAR 2017-2022 data and proofs
- Department level audit for AQAR 2023-2024

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 19/09/2023

The IQAC Coordinator welcomes the all-departmental level member of IQAC and gives brief information about Submission of SSR of Academic year 2017 to 2022. Prof. (Dr.) V. J. Gond deeply explain the flow path for AQAR 2023-24 with some excel formats for smooth collection of required data in prescribed format of NAAC.

About SSR 2017-2022

- The Annual Quality Assurance Report for the Academic Year 2017 to 2022 must be submitted with the proof document to the Institutional level coordinator.
- The file in charge concerned needs to update and submit the proof documentation for the corresponding five years.

About AQAR 2023-24

- The details of the students applying and completing internship and field projects foreach academic year for every program were discussed.
- The IQAC annual plan and policy documents were discussed with the Institutional level coordinators and a whatsapp group has been created for IQAC for the regular up-dates about NAAC.
- For criteria-2 metric number (2.2.2), the template for the student-teacher ratio was discussed also criteria 4 discussed with Assistant registrar and accountant.
- The concerned staff to prepare the IT policy with a revised template with the updated details of a Wi-Fi connection and utilising e-content with smart classroom facilities etc.
- For the criteria-5; coordinator has to discuss with the physical director in terms of getting the proof document related to the sports activity and the student welfare system needs to be upgraded in the online portal.
- A standard operating procedure (SOP) has to prepare the following for the curriculum, syllabus, examination procedures, and research and development with the proper guidelines updated on the NAAC website.
- Prof. (Dr.) Milind Ray gives specific importance about safety operating procedures in workshop as a central facility.

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











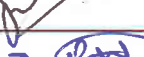




Prof. (Dr.) V. P. Wani

Principal

MET's Institute of Engineering

Institute of Engineering**Attendance sheet for the meeting held on 19/09/2023**

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



Prof. (Dr.) V. J. Gond**IQAC Coordinator****MET's Institute of Engineering**