

## Institute of Engineering Internal Quality Assurance Cell

Date:- 13/03/2024

### Notice

The Internal Quality Assurance Cell (IQAC) has prepared the Yearly Annual Quality Assurance Report (AQAR) report for the Academic Year 2023-24. The departmental level coordinators are requested to ensure the pending data and proof documents have been submitted to the Institutional Level coordinator. In this regard, the IQAC members are asked to upload the data and proof documents for the A.Y. 2023-24 on the IQAC Google drive up to 20/03/2024.

**Note: Kindly stick to the deadline.**

The IQAC members are requested to present on date 23/03/2024 for meeting with soft data and proofs to finalise the AQAR 2023-24.

Venue- Conference room, Ground Floor, IOE

Time: -3 PM

### Agenda

- Final preparation of AQAR 2023-24
- Review of NBA

**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 23/03/2024

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

- The NBA review meeting is planned for general criteria 8, 9, and 10, and the UG program's visit dates have been finalised
- Criteria-4, a specific attachment, has been discussed with the template which has been updated in the IQAC Google drive.
- The roles of departmental-level coordinators in each department for the NAAC data and proof documentation work were discussed.
- For Criteria 7, we planned to discuss the best practices with every department and implement the possibilities of the concepts.
- The policy documents for EDC Cell, Clubs, Training & placement departments, and other departments have been discussed and the coordinators were informed us to submit the revised draft version to IQAC.
- As per the agenda, AQAR 2023-24 is merely finalised and ready for final review in front of all Head of departments and Principal
- Prof. (Dr.) V. J. Gond concluded the meeting and gives best wishes for facing the NBA committee.

**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 23/03/2024**

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



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

IQAC Coordinator

MET's Institute of Engineering