

Internal Quality Assurance Cell

Date- 24 June 2025

**Notice of IQAC Meeting –Academic Year 2025-26 (Meeting-1)**

Date: 28 June 2025

Venue: Conference Room, Mech. Engg. Dept., IOE

Time: 11.00 AM

All IQAC members are hereby informed that the first meeting of the Internal Quality Assurance Cell (IQAC) for the Academic Year 2025-26 is scheduled as per the above-mentioned details. The agenda of the meeting is as follows:

**Agenda:**

1. Review and Compliance of Previous Annual Quality Assurance Report (AQAR)
2. Review of the Annual Quality Assurance Report (AQAR) for the Academic Year 2024-25
3. Approval of the IQAC Committee for the Academic Year 2025-26
4. Nomination of Departmental Coordinator For AY 2025-26
5. Discussion and Approval of the Academic Calendar for AY 2025-26 (UG & PG)
6. Procedure for Document Submission and Publication on the Institute Website
7. Online Student Satisfaction Survey for the Academic Year 2024-25.
8. Deliberation on Guidelines for the Admission Process for AY 2025-26.
9. Formation of AICTE IDEA Lab Purchase Committee
10. Nomination of Professor In-charge for Alumni Association.
11. Any other point with the kind permission of Chairman.

All members are requested to attend the meeting and actively participate in the deliberations.



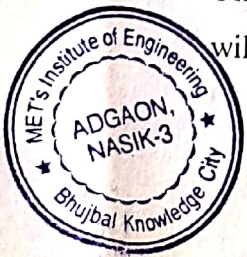
  
IQAC, Coordinator

MET's Institute of Engineering, Nashik

Minutes of Internal Quality Assurance Cell Meeting held on 28/06/2025

The IQAC coordinator welcomed the Principal, All Head of Departments, Industry & Other representatives to the meeting, and the following agenda were discussed in the meetings.

- 1. Review and Compliance of Previous Annual Quality Assurance Report (AQAR):**  
The committee reviewed the compliance status of the AQAR for the previous academic year. The action taken on recommendations was noted, and the members expressed satisfaction with the progress made. Suggestions were recorded for further quality enhancement.
- 2. Review of the Annual Quality Assurance Report (AQAR) for the Academic Year 2024–25:**  
A detailed presentation of the AQAR 2024–25 was given by the Dr. Shyamkumar Kalpande (IQAC Coordinator). The members reviewed the draft, provided constructive feedback, and suggested necessary modifications before final submission to NAAC.
- 3. Approval of the IQAC Committee for the Academic Year 2025–26:**  
The proposed structure of the IQAC Committee for the Academic Year 2025–26 was discussed, and the committee unanimously approved the composition. The approved list of IQAC Committee members for AY 2025–26 is provided in Annexure-I.
- 4. Nomination of Departmental Coordinators for AY 2025–26:**  
For the smooth functioning of IQAC activities, a departmental coordinator is required to serve as the Single Point of Contact (SPOC) in each academic department. Accordingly, departmental coordinators have been nominated for all academic departments and approved by Dr. V. P. Wani, Principal and Chairman, IQAC, MET's IOE. The list will be circulated among the departments to ensure effective communication and coordination. The approved list of IQAC Departmental Coordinators for AY 2025–26 is provided in Annexure-II.
- 5. Discussion and Approval of the Academic Calendar for AY 2025–26 (UG & PG):**  
The proposed Academic Calendar for the Academic Year 2025–26, covering UG & PG programs, was presented before the committee for review and discussion. After careful consideration and necessary suggestions, the committee unanimously approved the Academic Calendar as per the institutional and Savitribai Phule Pune University, Pune guidelines. The Academic Calendar is given in Annexure-III and will be circulated to all departments for implementation and adherence.



**6. Procedure for Document Submission and Publication on the Institute Website:**

The committee discussed the need for a standardized procedure for the submission and publication of documents on the institute's official website. It was emphasized that timely and accurate dissemination of information is essential for transparency and effective communication.

After deliberation, the following procedure was proposed and approved:

- a. All documents intended for website publication must be routed through the respective departmental HOD and IQA cell for approval of Principal.
- b. The content will be verified and approved by the concerned Head of Department and forwarded to the website coordinator through IQAC after approval of Principal.
- c. All the official documents must be submitted in the prescribed format to the IQAC for record purpose.

**7. Online Student Satisfaction Survey for the Academic Year 2024–25:**

The IQAC resolved to conduct the Student Satisfaction Survey online using structured NAAC-approved formats. The survey will be carried out in July'2025, and the analysis will be incorporated into the AQAR.

**8. Deliberation on Guidelines for the Admission Process for AY 2025–26:**

Dr. V. P. Wani and Dr. V. S. Khairnar insightfully discussed on preliminary admission guidelines to ensure transparency and efficiency. The committee recommended strengthening online admission support, grievance redressal mechanisms, and publication of timelines and other related details on the website.

**9. Formation of AICTE IDEA Lab Purchase Committee.**

The committee discussed the requirement of forming a Procurement Committee for the AICTE IDEA Lab to ensure smooth and transparent procurement of equipment, software, and other necessary resources.

After due deliberation, the committee unanimously approved the formation of the **AICTE IDEA Lab Procurement Committee** with the following members:

- Chairman: Dr. V. P. Wani, Principal, IOE
- Management Representative: Dr. R. S. Narkhede, Principal, IOT-P
- Technical Expert: HOD of Respective Department (Lab)
- Procurement cum Finance Expert: Mr. Tanvir Shaikh, MET's BKC Nashik
- Procurement Officer: Dr. D. D. Deshmukh, Co-Coordinator AICTE IDEA Lab



- Coordinator AICTE IDEA Lab: Dr. S. D. Kalpande

The committee will be responsible for processing all procurement-related activities under the AICTE IDEA Lab initiative, ensuring compliance with institutional and AICTE guidelines.

The formation of this committee will be communicated to all concerned stakeholders for further action.

**10. Nomination of Professor In-charge for Alumni Association.**

The committee discussed the importance of strengthening alumni engagement and the need for a dedicated faculty member to coordinate alumni-related activities. After due consideration, the committee unanimously nominated Dr. Rajesh Pehpade as the Professor In-charge for the Alumni Association of MET's Institute of Engineering and every department should nominate one coordinator for Alumni Association. Dr. Rajesh Rehpade and team will be responsible for coordinating alumni interactions, maintaining the alumni database, organizing alumni meets, and facilitating communication between the institute and its alumni network. The nomination will be formally communicated to all concerned departments for further coordination and support.

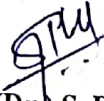
**11. Any other point with the kind permission of the Chairman:**

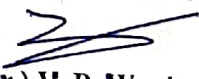
- The Chairperson emphasized the importance of aligning departmental activities with NEP 2020 goals.
- The need for more inter-departmental collaboration and industry-academia linkage was highlighted.
- Support to Entrepreneurship Resource Cell (ERC) for innovation and startup culture among students. The cell will work in collaboration with local industries and incubation centres. The ERC is required to submit a quarterly progress report to the IQAC For this purpose, Dr. Rajesh Rehpade will act as the Professor In-charge, assisted by coordinators from each academic department.
- Discussion on NPTEL Courses and Their Academic Impact: Members discussed the growing relevance of NPTEL (National Programme on Technology Enhanced Learning) courses and their integration into academic planning. It was agreed that:
  - Departments should encourage students to enroll in domain-relevant NPTEL courses.
  - Faculty mentors should track student progress and guide them in selecting appropriate courses.



- Motivates to students who complete the NPTEL courses with certification.
- Implementation of Inward and Outward Register in All Academic Departments:  
The committee discussed the need for maintaining proper records of official correspondence to ensure smooth and efficient administrative functioning across all academic departments.  
It was informed that the Assistant Registrar has provided the standard format and contents for the Inward and Outward Registers. After review, the IQAC Committee unanimously approved the proposed format for implementation and printing purposes.  
All academic departments are instructed to implement the Inward and Outward Registers as per the approved format with immediate effect.
- The Principal, Dr. V. P. Wani, addressed the committee and instructed all Heads of Departments to extend necessary staff support to the office personnel to ensure the timely and efficient completion of administrative tasks.

The meeting was successfully concluded with a Vote of Thanks proposed by Dr. Nisha Patil. She expressed gratitude to all the members for their active participation, valuable inputs, and continued support towards the effective functioning of the IQAC.

  
Prof. (Dr.) S. D. Kalpande  
IQAC Coordinator  
MET's Institute of Engineering

  
Prof. (Dr.) V. P. Wani  
Principal  
MET's Institute of Engineering,  
Bhujbal Knowledge City  
At. Adgaon, Tal. & Dist. Nashik



Annexure-I

**Internal Quality Assurance Cell**  
**Academic Year 2025-2026**

**Nomination of IQAC Committee Members for the Academic Year 2025-2026**

S.N.	IQAC Committee Post	Name	Designation & Affiliation
1	Chairperson	Dr. V. P. Wani	Principal, IOE
2	Management Representative	Dr. R. S. Narkhede	Principal, IOP-T
3	Teachers Representative	Dr. S. V. Gumaste	HOD, AI&DS Engineering
4	Teachers Representative	Dr. P. N. Ghumare	HOD, Civil Engineering
5	Teachers Representative	Dr. P. M. Yawalkar	HOD, Computer Engineering
6	Teachers Representative	Dr. D. P. Kadam	HOD, Electrical Engineering
7	Teachers Representative	Dr. V. J. Gond	HOD, EnTC Engineering
8	Teachers Representative	Dr. Ms. N. R. Kale	HOD, IT Engineering
9	Teachers Representative	Dr. V. S. Khairnar	HOD, Applied Sciences
10	Teachers Representative	Mr. P. D. Jadhav	HOD, MCA
11	Teachers Representative	Dr. N. Patil	Faculty, AI&DS Engineering
12	Entrepreneurship Resource Cell Representative	Dr. R. B. Rehpade	Faculty, EnTC Engineering
13	Alumni Association Representative		
14	Training & Placement Officer	Ms. Jaspreet Kaur Kohli	Training & Placement Officer. MET's IOE
15	Administrative Officer	Mr. S. L. Prasad	Assistant Registrar, IOE
16	Nominee From Society	Ms. Ashwini Pant	Mahila Sarvangeen Utkarsh Mandal, Pune
17	Nominee From Student	Mr. Varad Neve	Student, TEME, Batch AY 2024-25
18	Nominee From Alumni	Dr. A. S. Patil	ME Student, Batch AY 2015-16
19	Nominee From Industry/Employer	Mr. A. Shinde	Dy. Manager, M&M, Nashik
20	IQAC Coordinator	Dr. S. D. Kalpande	HOD, Mechanical Engineering

*Principal*

**Principal**

MET's Institute of Engineering,  
Bhujbal Knowledge City  
At. Adgaon, Tal. & Dist. Nashik



**MET's IOE**  
**Inward / Outward**

No.: MET-BKC/IOE/IQAC/2025/04

Date: 28/10/25 Sign.: *[Signature]*

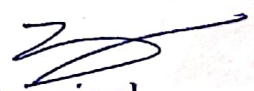
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Annexure-II

**Internal Quality Assurance Cell**  
**Academic Year 2025-2026**

**Nomination of IQAC Department Coordinators for the Academic Year 2025-2026**

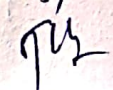
S.N.	Name of Coordinator	Department	Designation & Affiliation
1	Dr. N. D. Patil	AI&DS Engineering	Faculty, IOE.
2	Dr. D. B. Ahire	EnTC Engineering	Faculty, IOE
3	Dr. R.R. Barshikar	Mechanical Engineering	Faculty, IOE
4	Dr. Utkarsha Mohite	Electrical Engineering	Faculty, IOE
5	Dr. Rajendra Dhake	Applied Sciences	Faculty, IOE
6	Mr. Vivek Wagh	Civil Engineering	Faculty, IOE
7	Mr. Mahesh Korde	Computer Engineering	Faculty, IOE
8	Mr. Kunal Ahire	IT Engineering	Faculty, IOE
9	Mr. Javed Attar	MCA	Faculty, IOE



**Principal**  
MET's Institute of Engineering,  
Bhujbal Knowledge City  
At. Adgaon, Tal. & Dist. Nashik



**MET's IOE** ✓  
**Inward / Outward**

No.: MET-BKC/IOE/IQAC/2025/03  
Date: 28/08/25 Sign.:   
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Annexure-III

Internal Quality Assurance Cell  
Academic Year 2025-2026

Academic Calendar (UG): AY 2025-26 (For SE, TE & BE)

SEM-I	
Date	Activity
01 July 2025	Commencement of Classes
21-26 July 2025	FDP on DEEP Dive in Research Innovation
18-23 Aug. 2025	Unit Test-I
23 Aug. 2025	Project Review-I
Sept. 1st Week	Insem Exam (TE/BE)
12-15 Sept. 2025	Students Association Activities
13 Sept. 2025	Parents Meet
13-17 Oct. 2025	Unit Test-II
17 Oct. 2025	Project Review-II
04 Nov. 2025	Conclusion of Teaching
Nov. 2025	Academic and Administration Audit

Note: Department should plan the other activities like FDPs, STTPs, Conferences, Guest Lectures, Trainings, Value Added Courses, Industrial Visits, Projects, Seminars, Alumni Activities, Training and Placement Activities, CSR Activities, etc. as per departmental requirements.

~~Principal~~  
**Principal**  
MET's Institute of Engineering,  
Bhujbal Knowledge City  
At. Adgaon, Tal. & Dist. Nashik



**MET's IOE** ✓  
Inward / Outward  
No.: MET-BKC/IOE/IQAC/2025/01  
Date: 28/06/25 Sign.: [Signature]  
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Annexure-III

Internal Quality Assurance Cell  
Academic Year 2025-2026

Academic Calendar (UG): AY 2025-26 (For BE,SE,TE & BE)

SEM-II	
Date	Activity
01 Jan 2026	Commencement of Classes
12-18 Jan. 2026	NSS Camp
14-16 Jan. 2026	Eduskills Techcamp:- Altair Data Science
09-13 Feb. 2026	Unit Test-I/ Insem
13 Feb. 2026	Project Review-III
Feb. 2026	MET Utsav'26
23-25 Feb. 2026	International Conference (ICIAMET'26)
March 1 <sup>st</sup> Week	Insem Exam (TE/BE)
23-27 Mar. 2026	National Level Technical Symposium (TechFest – ETechX)
27 Mar. 2026	Project Exhibition (Enthusia'26)
27 Mar. 2026	Parents Meet
09-11 Apr. 2026	Doctoral Consortium
25 Apr. 2026	Alumni Meet (Alconnect'26)
04-09 May 2026	Unit Test-II
09 May 2026	Project Review-IV
19/05/2026	Conclusion of Teaching
May 2026	Academic and Administration Audit

Note: Department should plan the other activities like FDPs, STTPs, Conferences, Guest Lectures, Trainings, Value Added Courses, Industrial Visits, Projects, Seminars, Alumni Activities, Training and Placement Activities, CSR Activities, etc. as per departmental requirements.



MET's IOE  
Inward / Outward  
Ref: MET-BKC/IOE/IQAC/2025/02  
Date: 28/06/25  
Signature: [Handwritten Signature]

Principal  
Principal  
MET's Institute of Engineering,  
Bhujbal Knowledge City  
At Adgaon, Tal. & Dist. Nashik