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Mahatma Gandhi Mission's College of Engineering and Technology,  
Kamothe. Navi Mumbai

## Internal Quality Assurance Cell (IQAC)

Meeting: 12

Date: July 02, 2021

### NOTICE

The first meeting of the Internal Quality Assurance Committee (IQAC) for the academic year 2021-2022 is scheduled on the 09<sup>th</sup> July, 2021 at 11.30 a.m. in online mode. All the members are requested to make it convenient to attend the online meeting.

**The Agenda of the meeting is as follows.**

### AGENDA

**Item No. 01.** Chairperson will welcome members and Self- introduction by all the members.

**Item No. 02.** Discussion on objective and functions of IQAC for the academic year 2021-22.

**Item No. 03.** Confirmation and review of minutes of 11<sup>th</sup> IQAC meeting held on 16/03/2021

**Item No. 04.** Approval of Academic Calendar for the academic year 2021-2022

**Item No. 05.** Discussion on NAAC Accreditation related activities.

**Item No. 06.** Discussion with members about admission process for AY 2021-22.

**Item No. 07.** Orientation program on revised syllabus Revision 2019 (C scheme)

**Item No. 08.** Relocation of existing library to fifth floor and requirements as per revised curriculum.

**Item No. 09.** Discussion on energy audit carried out in June 2021.

**Item No. 10.** Status of retrofitting of the existing column.

**Item No. 11.** Discussion on result.



Prof. P. J. Salunke  
Coordinator, IQAC



Dr. Geeta S. Lathkar  
Chairperson, IQAC



Mahatma Gandhi Mission's College of Engineering and Technology,  
Kamothe, Navi Mumbai

## Internal Quality Assurance Cell (IQAC)

Meeting: 12

Date: July 09, 2021

### Minutes of the IQAC meeting held on July 09, 2021

#### Proceeding of meeting:

The first IQAC meeting was conducted on 9<sup>th</sup> July, 2021 at 11.30 a.m. to 2.30 p.m. in online mode.

**Item No. 01.** All the members of IQAC are welcomed by Director and Chairperson, Dr. Geeta Lathkar. She briefed the members about IQAC and rationale behind forming the IQAC. Later, the members introduced themselves.

**Item No. 02.** Prof. P. J. salunke, coordinator briefed objectives, strategics and functions of the IQAC along with its benefits to all the members. For AY 2021-22, reframing of certain functions were proposed by some members of the committee. Also, the discussion is carried out about role of the NAAC and other Committee coordinators should be well defined and documented.

**Item No. 03.** Confirmation and review of minutes of 11<sup>th</sup> IQAC meeting held on 16/03/2021: The Chairperson Dr. Geeta Lathkar, asked the IQAC Coordinator to circulate the minutes of previous meeting held on 16/03/2021.

**Item No. 04.** Later the coordinator presented the Academic calender for SH-2021 prepared by the Dean Acadmics. The acadmic calender was approved by the members.

**Item No. 05.** Discussion is carried out about NAAC AQAR to be submitted for AY 2020-21 departments are instucted to study the excel formats of various criteria. This AQAR is to be submitted for the Academic Year 2020-21. All the criteria coordinators are instructed to prepare their respective criteria related data in order to upload on NAAC portal.

**Item No. 06.** Discussion is carried out about status of the first year admission and lateral entry. It is decided to form the admission committee to complete the process of admission.

**Item No. 7.** Electrical energy consumption audit has been carried out on 29/06/21, 30/06/21 and 01/07/21. The suggestions given by committee discussed in the meeting and decided to implement the suggestions by the end of December 2021.

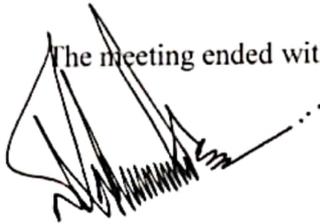
**Item No. 8.** The detailed Master plan of the Institute was prepared and it is discussed in depth the relocate to existing library and the departments at respective floor for the smooth functioning. The detailed discussion was also held regarding Library requirement as per new teaching scheme

**Item No. 9.** It is decided that faculty members should attend the orientation program on various courses of revised syllabus of R-2019 ('C' scheme).

**Item No. 10.** The progress of retrofitting of the existing column is discussed.

**Item No. 11.** It was discussed to improve the result for AY 2021-22 considering the subject wise result analysis of AY 2020-21.

The meeting ended with vote of thanks from the coordinator Prof. P. J. Salunke.



Prof. P. J. Salunke  
Coordinator, IQAC



Dr. Geeta S. Lathkar  
Chairperson, IQAC