



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

Internal Quality Assurance Cell (IQAC)

Meeting: 13

Date: December 15, 2021

NOTICE

The second meeting of the Internal Quality Assurance Committee (IQAC) for the academic year 2021-2022 is scheduled on the 22nd of December, 2021 at 11.30 a.m. All the members are requested to make it convenient to attend the meeting.

Venue: Board Room Ground Floor

The Agenda of the meeting is as follows.

AGENDA

Item No. 01. Confirmation and review of minutes of 12th IQAC meeting held on 09/07/2021

Item No. 02. To review the plan of action for the academic year 2021-2022

Item No. 03. To decide an action plan to ensure maximum enrolment for MOOCs courses.

Item No. 04. Review of mentor/mentee scheme.

Item No. 05. Training and placement initiative.

Item No. 06. Discussion on energy audit

Item No. 07. Discussion on Budget for various departments.

Item No. 08. Status of placement.

Item No. 09. Any other point with the permission of the Chairperson.

Prof. P. J. Salunke
Coordinator, IQAC

Dr. Geeta S. Lathkar
Chairperson, IQAC



Internal Quality Assurance Cell (IQAC)

Meeting: 13

Date: December 22, 2021

Minutes of the IQAC meeting held on December 22, 2021

Proceeding of meeting:

The second IQAC meeting was conducted on 22nd December, 2021 at 11.30 a.m. to 2.00 p.m. in the ground floor board room.

Item No. 01. Confirmation and review of minutes of 12th IQAC meeting held on 09/07/2021: The Chairperson, asked the IQAC Coordinator to circulate the minutes of previous meeting held on 09/07/2021.

Item No. 02. The discussion is initiated by chairperson Dr. Geeta Lathkar . Initially discussion plan of action for curricular and cocurricular activities to be carried out during the first half of 2022. As last year due to pandemic situation convocation ceremony could not held, it is decided to organize it in campus. The following plan of actions are decided for coming semester FH-2022.

- Planing of seminars/webinars and workshops in each department for students and faculty members as well.
- Encouraging the students to participate in various online certificate courses.
- Conduction of Internal Assesment Test/End semister theory/practical, oral examination.
- Planing of assesment and evaluation of examination.
- Initiating the plan for establishing incubation centre.
- Review of students feedback to take coorrective actions to fulfil deficiency observed if any.

Item No. 03. It is decided to encourage the students to register for various MOOCs courses such as nptel, coursera etc. It is decided that faculty members should address the students about benefits of completing these courses.

Item No. 04. A review of mentor/mentee system is carried out. It is decided to address the faculty members to pay attention to personal/academic related problems of each student under them. Chairperson Dr. Geeta Lathkar insisted on conduction of regular mentor-mentee meetings.

Item No. 05. Mr. sanjay Jadhav, Training and Placement coordinator of the institution conducted meeting with each department placement coordinator to continue the internal training to third year and final year students as an initiative to improve aptitude and soft skills of the students. Online mock interviews, webinars and campus drives are organized for the students in pandemic situation.

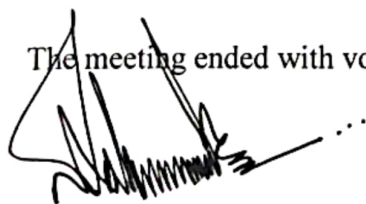
Item No. 06. Chairperson Dr. Geeta S. Lathkar initiated the discussion about need of energy audit of the institution and initiative to use energy saving appliances to save the energy. The energy audit of the institution was carried out by ShamStar India Consultancy from Pune. As per suggestions, 80% work has been completed.

Item No. 07. The Budget for Academic Year 2021-2022 was presented before the members. It was again suggested to present the Programme wise Budget to identify which programme is in profit or loss.


Item No. 08. The existing position of placement of the candidates was revived from Training and placement cell and what measures are to be taken for better placement of the candidates was discussed.

Item No. 09. In order to conduct online meetings and various programs for students and faculty members, a decision is taken to purchase zoom platform.

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