



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

Internal Quality Assurance Cell (IQAC)

Meeting: 10

Date: December 8, 2020

NOTICE

The second meeting of the Internal Quality Assurance Committee (IQAC) for the academic year 2020-2021 is scheduled on the 14th of December, 2020 at 11.30 a.m. in the online mode on google meet platform. 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. Confirmation and review of minutes of 9th IQAC meeting held on 14/07/2020

Item No. 02. To review the plan of action for the academic year 2020-2021

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

Item No. 04. Review of mentor/mentee scheme in online mode.

Item No. 05. Training and placement initiative.

Item No. 06. Energy audit of the institution and initiative to use energy saving appliances to save the energy

Item No. 07. Installation of CCTV for surveillance of the campus.

Item No. 08. 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: 10

Date: December 14, 2020

Minutes of the IQAC meeting held on July 14, 2020

Proceeding of meeting:

The second IQAC meeting was conducted on 14th December, 2020 at 11.30 a.m. to 2.00 p.m. in the online mode on google meet platform.

Item No. 01. Confirmation and review of minutes of 9th IQAC meeting held on 14/07/2020: The Chairperson, asked the IQAC Coordinator to circulate the minutes of previous meeting held on 14/07/2020.

Item No. 02. Chairperson Dr. Geeta Lathkar initiated the discussion about the plan of action for curricular and cocurricular activities to be carried out during the first half of 2021. As last year due to pandemic situation convocation ceremony could not held, a decision is taken to conduct it in AY 2021-22. Coordinator presented the Academic calendar for FH-2021 prepared by the Dean Academics. The following plan of actions are decided for coming semester FH-2021.

- Conduction of seminars/webinars etc in each department for students and faculty members as well.
- Encouraging the students to participate in various online certificate courses.
- Conduction of Internal Assessment Test/End semester theory/practical, oral examination in online mode
- Assessment and evaluation of examination in online mode.
- 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 that each department should encourage the students to register for various MOOCs courses such as nptel, coursera etc. Students are addressed about benefits of completing these courses.

Item No. 04. A review of mentor/mentee meetings conducted by faculty members is taken. It is decided to address the faculty members to pay attention to personal/academic related problems of each student under them.

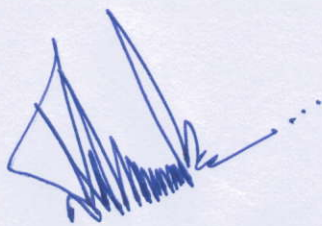
Item No. 05. Mr Mahesh Pisal, Training and Placement coordinator of the institution conducted meeting with each department placement coordinator about the internal training to be offered to third year and final year students as an initiative to improve aptitude and soft skills of the students. Online mock interviews, webinars and campus drives are organized for the students in pandemic situation. Total 54 students were placed in various companies.

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. It was decided to conduct energy audit of the institution by ShamStar India Consultancy from Pune. It was also decided to focus on more use of energy saving appliances in campus in order to save the electric energy.

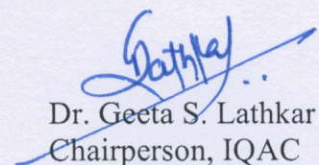
Item No. 07. Chairperson Dr. Geeta S. Lathkar addressed in meeting about the importance of security and surveillance of the campus. The decision is taken to install CCTV cameras at various locations in institute campus.

Item No. 08. 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