# Internal Quality Assurance Cell (IQAC)

**Meeting: 11**                                           **Date:** March 8, 2021

## NOTICE

The third meeting of the Internal Quality Assurance Committee (IQAC) for the academic year 2020-2021 is scheduled on the 16th of March, 2021 at 3.00 p.m. in the online mode on Zoom 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 10th IQAC meeting held on 14/12/2020

**Item No. 02.** Faculty requirement for the academic year 2021-2022

**Item No. 03.** To discuss and create an action plan for improving the infrastructure in the institute.

**Item No. 04.** Upgradation of institute website.

**Item No. 05.** Purchase of equipment, tools for improving laboratories in various department.

**Item No. 06.** Use of virtual labs, online contents for teaching learning process.

**Item No. 07.** Any other point with the permission of the Chairperson.

Prof. P. J. Salunke                                    Dr. Geeta S. Lathkar
Coordinator, IQAC                                    Chairperson, IQAC

# Internal Quality Assurance Cell (IQAC)

Meeting: 11                                Date: March 16, 2021

## Minutes of the IQAC meeting held on March 16, 2021

**Proceeding of meeting:**

The third IQAC meeting was conducted on 16th March, 2021 at 3.00 p.m. to 4.45 p.m. in the online mode on zoom platform.

**Item No. 01.** Confirmation and review of minutes of 10th IQAC meeting held on 14/12/2020: The Chairperson, asked the IQAC Coordinator to circulate the minutes of previous meeting held on 14/12/2020.

**Item No. 02.** Chairperson Dr. Geeta S. Lathkar initiated the discussion about faculty requirement in each department of the institute as per the UGC norms. In this regard, number of vacancies in each categeory: Professor, Associate Professor, Assistant professor and Training and Placement Officer is discussed. Decision is taken to publish advertisement in print media and on website. It is decided to sccrutinize the eligible applications as per the norms and to conduct interviews in both online and offline mode as well. It is also decided to form selection panel with subject experts from various prestigeous institutions.

**Item No. 03.** In order to fulfil the students' needs, a decision is taken to improve institute infrastructure like student section, laboratories facilities, classrooms and lavatories etc.
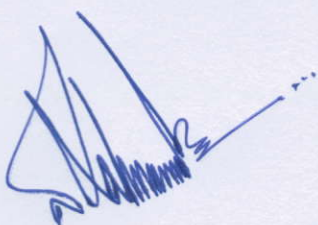
**Item No. 04.** IQAC decided to upgrade the website of institute. As per this, a web site coordinator is informed to take necessary corrective actions.

**Item No. 05.** A discussion is carried out on requirement/deficiency of equipment/tools in each department. As per observations, a decision is taken to purchase upgraded laboratory equipment.
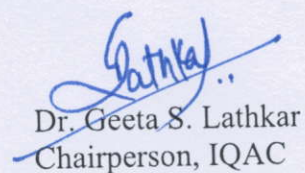
**Item No. 06**. In order to improve teaching learning process in pandemic situation, it was decided to use virtual labs for conduction of practical for various courses. It was also decided to focus on online content to fulfil the students' academic needs.

**Item No. 07**. All faculty members are appreciated by IQAC for use of online platforms for teaching learning process. As per discussion in previous meeting, six zoom licenses are purchased and monthly renewal of the same is executed.  It was decided to visit SPIT Andheri to study and discuss about the functioning of Incubation center.

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