



Paramhansa Ramkrishna Mumbaba Shikshan Sanstha's
Anuradha Engineering College, Chikhli
Anuradha Nagar, Sakegaon Road, CHIKHLI, Dist. Buldana
Internal Quality Assurance Cell (IQAC)

Date: 15/05/2020

Time: 11.00 AM

Minutes of meeting

This meeting was held online, to discuss the academic activities in the current pandemic under the condition of lockdown. The following persons attended the meeting.

Sr No.	Designation and affiliation	Name of person
Chairperson		
1	Principal	Dr. A.N.Nanhai
Members from management		
2	Vice president PRMSS	Dr. V.R. Yadav,
Faculty/teachers		
3	Member, H.O.D./Faculty, Mech. Engg	Prof. U.M. Mohod
4	Member, H.O.D / Faculty, EXTC	Dr. R.B. Magari
5	Member, H.O.D./faculty. CSE	Prof. P. Vamashi Krishna
6	Member, H.O.D. Info. Technology	Prof. P. T. Talole
7	Member, H.O.D. /Faculty, Chem. Engg	Prof. J.K. Shinde
8	Member, T & P officer	Prof. P.D. Tupkari
Members from Administration		
9	Member, Dean, Administration	Dr. R.G. Kokate
10	Member, registrar	Mr. V.G. Mode
Nominee from local society, student, alumni		
11	Member, Student nominee	Mr. Gaurav Bhakare
12	Member, Local Society	Mr. Bhagwat Bharad
13	Member, Alumni	Mr. Manish kulkarni
Nominee from Industry		
14	Member, local industrialist	Mr. Sandeep T. Patil
Coordinator/ Director of IQAC		
15	Coordinator	Prof. V.D. Churkavani



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To read and confirm the minutes of the previous meeting:

The coordinator read the minutes of the previous meeting held on 04/01/2020, before the committee. Committee approved it.

Completion of academic activities:

All the teaching portion that was remaining to complete was completed online through the various online app like zoom, google meet etc. Staff didn't face any problem for conducting online classes as all staff was already possessing the e-content of their subject. Chairman congratulated all staff for smoothly conducting the online classes.

To insist the students to complete free online courses available:

Due to the current lockdown, several online education providing institute across the world has made it free to access the course content. The chairman instructed all HOD to ask all students to undertake any certificate course of their choice to utilize the free time available during the lockdown. All staff was instructed to submit the list of students along with the certificate course taken.

To organize various social activities:

Mr. Bhagwat Bharad, a member, local society, asserted that the institute should organize an awareness program on the current covid 19 pandemic. Students should participate in various social activities organized by various social organizations. This is a good opportunity for the student to learn social values and ethics. This idea was seconded by all members. It was decided to appeal to the students to volunteer the various social activities. Also, it was decided to organize the various social activities through the department and through NSS.



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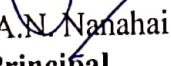
Online parent meet:


The current pandemic caused the university to change the academic schedule and examination pattern. To make the aware parents regarding various changes in the view of the current pandemic, it was decided to organize the parent meet department-wise through online mode. Dr. K.H Walase was asked to prepare the schedule and coordinate the online parent meet.

Workshop on e-learning – managing the online classes and creating the e-content:

The current pandemic compelled all education institutes to arrange online classes. Most of the educational institutes of this region are not aware of various online platforms also they don't know how to create e-content and various tools available to create the material for online teaching. In this context, as an institution's contribution towards the society, it was decided to conduct the Workshop on e-learning – managing the online classes and creating the e-content. This workshop shall be free of cost to all interested faculties from various educational institutes. Dr. K H Walase, HOD computer science has been assigned to plan and coordinate the event.

As there was not any other subject to discuss, the meeting ended with a vote of thanks by coordinator IQAC.


Dr. A.N. Nanahai
Principal


Mr. V.D. Gurudasani
IQAC Coordinator



Date : 15-05-2020
Place : CHIKHLI

Copy to :- 1) Office file,
2) All members via whatsapp.



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Date: 04/01/2020

Time: 11.00 AM

Minutes of meeting

Meeting of IQAC was arranged on 04/01/2020. Member present for the meeting were as shown below.

Sr No.	Designation and affiliation	Name of person
Chairperson		
1	Principal	Dr. A.N.Nanhai
Members from management		
2	Vice president PRMSS	Dr. V.R. Yadav,
Faculty/teachers		
3	Member,H.O.D/Faculty, Mech.Engg	Prof. U.M.Mohod
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8	Member, T & P officer	Prof. P.D.Tupkari
Members from Administration		
9	Member, Dean, Administration	Dr. R.G.Kokate
10	Member, registrar	Mr. V.G.Mode
Nominee from local society, student, alumni		
11	Member, Student nominee	Mr. Gaurav Bhakare
12	Member, Local Society	Mr. Bhagwat Bharad



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13	Member ,Alumni	Mr. Manish kulkarni
Nominee from industry		
14	Member , local industrialist	Mr. Sandeep T Patil
Coordinator/ Director of IQAC		
15	Coordinator	Prof. V.D.Gurudasani

Prof V.D.Gurudasani, Coordinator (IQAC) welcomed the participants of the meeting. Various issues were discussed. Discussions on various topic are as follows.

Review of minutes of last IQAC Meeting

Minutes of last meeting held on 10/10/2019, were tabled by coordinator. Committee approved the same.

Annual social festival Anuspark 2020

The annual social Event "Anuspark" is conducted every year. Various activities to be conducted for the next event "Anuspark 20" were discussed. Mr. U.M Mohod opined that all activities and programs should be planned and organized by students only, with the minimum role of teacher, providing students more opportunity to learn social and professional ethics.

To conduct the alumni meet.

M/s Sawale madam submitted the report of the last alumni meets held in Jan 2019. Also presented the alumni feedback report before the committee. It was decided to organize the next alumni meet on 15 th Feb 2020.

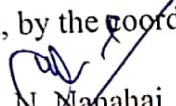
To conduct a national conference on green technology and science.




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Dr. A.S.Kapse was appointed as coordinator for the conference. He briefed the attendee about the action plan for conducting the conference. It was decided to conduct the conference on the very next day of the alumni meet so that it will be convenient for alumni to participate in the conference. The Various issues related to the conference like inviting the experts, guests etc finalized.

As there was no other business to transact, the meeting ended with a vote of thank, by the coordinator.


Dr. A.N. Nanhai
Principal


Mr. V.D. Gurudasani
IQAC Coordinator



Date : 04-01-2020
Place : CHIKHLI



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Date:
10/10/2019
Time: 4.00 PM

Minutes of meeting

The following persons attended the meeting.

Sr No.	Designation and affiliation	Name of person
Chairperson		
1	Principal	Dr. A.N.Nanhai
Members from management		
2	Vice president PRMSS	Dr. V.R. Yadav,
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Agenda 1: Review of minutes of last IQAC Meeting

Minutes of earlier meeting held on 01/08/2019 were read and approved.

Item No.2 : to review the feedback of students on curriculum and on subject teacher

Dr. R.P.Mapari presented a detailed analysis of feedback by students. Found satisfactory. Various suggestions given by the students were discussed.

Item No.3: Reconstitution of the various committee. Subcommittees.

Because of change of academic year and resignation from the institute by few staff. It is needed to reconstitute the various committees and subcommittees. Mr. V.D.Gurudasani proposed to reconstitute the various committees. The proposal was approved by the chairman

Item No 4. To discuss and decide about faculty improvement program for the session2019-2020.

After wide discussion among members, it was decided to organize the faculty training program at the off-campus location with the following objectives.

- To acquaint the staff with the latest trends and development in the industry
- To visit the premier institute, have interaction and discussion with its staff on latest developments in curriculum and teaching-learning process.
- To promote psychological and physical well-being through various adventurous activities.



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- To train the faculty on environmental education.
- To widen the vision.

Mr. V.D Gurudasani was asked to plan the program accordingly and coordinate the event.

Item No 5: Convocation ceremony.

As per guideline from university, the convocation ceremony shall be organized at institute level. In this connection , planning for ceremony discussed . In order to motivate and inspire the students , it was decided to invite the eminent persons from industry and the society.

Item No 6: Approval of ACAR for session 2018-19

Mr. V.D.Gurudasani presented the annual AQAR report to be submitted to NAAC portal. Members noted the annual activities and progress of institute, expressed satisfaction.

As there was not any other issue to discuss, the meeting ended with the permission of chairman.

Dr. A.N. Nanahai
Principal



Mr. V.D.Gurudasani
IQAC Coordinator

Date : 10-10-2019
Place : CHIKHLI



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Date: 01/08/2019

Time: 2.00 PM

Minutes of meeting

The 1 st meeting of the session 2019-20 of internal quality assurance cell (IQAC) was held on 01th Aug, 2019. The following persons attended the meeting.

Sr No.	Designation and affiliation	Name of person
Chairperson		
1	Principal	Dr. A.N.Nanhai
Members from management		
2	Vice president PRMSS	Dr. V.R. Yadav,
Faculty/teachers		
3	Member,H.O.D/Faculty, Mech.Engg	Prof. U.M.Mohod
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Members from Administration		
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Coordinator/ Director of IQAC		
15	Coordinator	Prof. V.D.Gurudasani

Dr. A.N Nanhai (Principal) welcomed all participants. In the opening, remark chairman appreciated the effort and contribution of all stakeholders in the last academic year 2018-19 . Thanked them for improving the academic quality of the institute.

Item No. 1:- To confirm the minutes of the previous meeting.

IQAC coordinator V.D.Gurudasani, read the minutes of the previous meeting held same were approved by all members.

Item No 2 :- Review of first-year admission for the current session.

First year admissions, were reviewed in terms of quantity and quality of students. Some members expressed concern over the quality of students. More efforts should be taken by all staff for proper grooming of students. Dr. A.N . Nanhai expressed the need to follow strictly the student-centric approach in teaching.

Item No. 3:- Review of the result of university examination summer 2019



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Result of university examination summer 2019 reviewed subject-wise. Poor result has been found in few subjects. As a result of the examination reflects the teaching quality, HODs of the concerned department have been asked to submit the action plan to improve the results in the next examination.


Item No. 4:- Review of mentor-mentee meetings in last academic year.

Mentor – mentee meetings conducted by each staff were reviewed. Various student-related issues found were discussed. Appropriate directions were given by the principal.

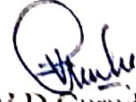
Item No. 5:- To improve the teaching of first year

The principal emphasized that more attention should be given to first year, since it is the beginning of technical education for them. He elaborated on the need to appoint senior and experienced faculty for the first year. All members presented in the meeting supported the views expressed by the principal.

As there was no other subject to discuss, the coordinator thanked all members. The meeting was ended.


Dr. A.N. Nanahai
Principal




Mr. V.D. Gurudasani
IQAC Coordinator

Date : 01-08-2019
Place : CHIKHLI



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ACTION TAKEN REPORT
ON
MEETING DATED 15-05-2020

Actions on –

To insist the students to complete free online courses available:

All students instructed to join online course. Most of student completed the course.

To organize various social activities:

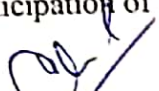
Various activities like distribution of face mask, face shield, distribution of ration to poor and needy people, assembling of sanitizer distribution machine, Manufacturing (formulation) of disinfectant , floor cleaner in the institute, distribution freely or at negligible cost, display of banners on various rules to be followed during pandemic etc were organized by institute. Most of the students and staff voluntarily participated in these activities.


Online parent meet:

Online parent meet was organized on 18 /05/2020. Staff and the principal interacted with parents. Parents got cleared their all doubts and worries.

Workshop on e- learning – managing the online classes and creating the e-content:

Work shop was organized from 8 th to 12 th June 2020. Program received huge participation of teachers from various schools and institute.


Dr. A.N. Nanahai
Principal


Mr. V.D. Gurudasani
IQAC Coordinator





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ACTION TAKEN REPORT
ON
MEETING DATED 04-01-2020

Actions on –

Annual social festival Anuspark 2020


Anuspark 2020 was organized on 12,13 and 14 Feb 2020. All activities were coordinated by students.

To conduct the alumni meet.


Alumni meet was conducted on 15 th Feb 2020.

To conduct a national conference on green technology and science.

Conference was arranged on 16 th feb 2020. Event got wider participation.


Dr. A.N. Nanahai
Principal




Mr. V.D. Gurudasani
IQAC Coordinator



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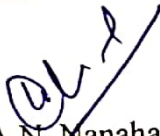
ACTION TAKEN REPORT
ON
MEETING DATED 10-10-2019

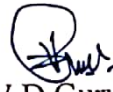
Actions on –

Item No.3- Changes made in various committee and sub committees

Item No. 4- Faculty induction program was completed successfully on 21 , 22 and 23 Dec 2019

Item No. 5- Convocation ceremony was organized on 17/01/2019, Dr. Jadhao , Joint director, JDRO, AICTE, and few local eminent persons were invited. They delivered inspiration speech for students in the convocation ceremony.


Dr. A.N. Manahai
Principal


Mr. V.D. Gurudasani
IQAC Coordinator





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ACTION TAKEN REPORT
ON
MEETING DATED 01/08/2019

Actions on –

Item No. 2 –


All staff and HODs were instructed accordingly in staff meeting held


Item No. 3 –

Action plan sought from HODs . and instruction given as per discussions in meeting.

Item No. 5 -

Senior and well experienced staff appointed to various subjects of first year.


Dr. A.N. Nanahai
Principal


Mr. V.D. Gurudasani
IQAC Coordinator

