

## **Internal Quality Assurance Cell**

### **Minutes**

IQAC meeting was conducted under the chairmanship of Director Dr. Santosh Khalate on 08/07/2024 at 11.00 am in the IQAC meeting room of Institute of Technical Education, Research and Management, Akurdi, Pune-411044. A meeting is started with welcoming all the members of IQAC by the director.

#### **Points Discussed and resolved in meeting**

**Point 1** To confirm and finalize the minutes of previous meeting

**Resolution:** Prof. Ajit Patange, IQAC coordinator read out the minutes of last meetings and it was confirmed with the intermittent discussion by the members present. The minutes of previous meeting were finalized and was duly signed.

**Point No.2** To review NAAC related work.

**Resolution:** Director Dr. Santosh Khalate sir explained to all staff members that as we have submitted SSR of NAAC accreditation now we need to prepare ourselves for NAAC Peer team visit. Prof. Ajit Patange IQAC coordinator also requested all teaching staff to be ready with their Personal File as well as their all subject's files.

**Point No. 3** To discuss about Facilitation center activities and centralized admission activities for academic year 2024-25.

**Resolution:** As our institute is facilitation center for DTE's document verification process and Probable date of starting FC is in the month of July-August 2024, it was resolved and recommended to make an arrangement for offline document verification process and the responsibility was given to the admission committee. Followed by this CAP process is also starting, so admission committee members are instructed to assist the students in CAP process and complete the institutes admission process as well.

Dr. Santosh Khalate sir instructed all staff members that along with our regular institute work NAAC documents preparation needs to be done.

**Point no. 4** To take review of various activities conducted in academic year and Planning of academic activities for 2024-25.

**Resolution:** Following student's development activities are conducted in the institute during last Semester.



1. Shiv Jayanti
2. Mahatma Phule Jayanti
3. Maharashtra Din
4. Guest Lecture
5. Days Celebration
6. Annat Jallosh 2024 (Annual Gathering)
7. Sport Day
8. Placement Activity
9. Swachhata Abhiyan
10. Plastic Collection Activity

**Point No. 5.** Formation of various academic committees for academic year 2024-25.

**Resolution:** Dr. Santosh Khalate discussed allocation and allotment of various committees to staff members. Respective staff member will be responsible for documentation activities and reports related to an assigned committee.

- |                                 |                       |
|---------------------------------|-----------------------|
| 1. Anti-ragging committee       | Prof. Pranav Muley    |
| 2. Student support committee    | Prof. Priyanka Doshi  |
| 3. Admission committee          | Prof. Ajit Patange    |
| 4. Alumni Committee             | Prof. Pooja Prajapati |
| 5. Exam Committee               | Prof. Pooja Prajapati |
| 6. Placement Committee          | Prof. Priyanka Doshi  |
| 7. Library committee            | Mr. Kirti Pasalkar    |
| 8. SC/ST Students Welfare       | Prof. Ankita Vhatkar  |
| 9. Internal Complaint Committee | Prof. Ajit Patange    |

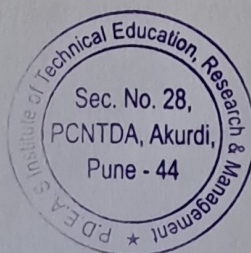
**Ponit No.6** To plan academic sessions for academic year 2024-25. Preparation of time table etc.

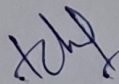
**Resolution:** MBA course coordinator along with IQAC coordinator is taken a responsibility of next semester academic sessions planning. Accordingly, coordinator is instructed to prepare academic sessions planning time table, allotment of subjects and work load distribution.

Vote of thanks was extended by IQAC coordinator Prof. Ajit Patange.

  
Prof. Ajit Patange.

IQAC Co-ordinator



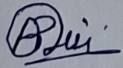
  
Dr. Santosh Khalate

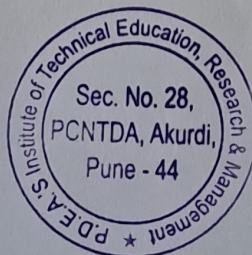
Director  
P.D.E.A.'s Institute of Technical Education  
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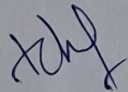


## Action Taken Report on the resolutions of the meeting held on 08-07-2024

1. All the members unanimously approved the Action taken report Presented by IQAC Chairman Prof. Ajit Patange.
2. All staff are doing their NAAC peer team visit documentation as advised by Director and IQAC head.
3. Facilitation center is starting in the institute from the month of July-September 2024 and the responsibility of document verification was given to Prof. Ajit Patange, Prof. Pooja Prajapati, Prof. Pranav Muley, Prof. Priyanka Doshi and Prof. Ankita Vhatkar. All of them have completed the entire FC work within specified time limit. They have made all necessary arrangement for FC. Admission committee also completed the entire admission process in time. Institute level admission process was also completed by admission committee before cut-off date.
4. Review of Various activities conducted during academic year was taken and documentation part was completed and also planning for various activities in next academic session was done by the staff members.
5. Academic committees are formed with the allotted conveyor of the committee. Various committees formed are
  1. Anti-ragging committee Prof. Pranav Muley
  2. Student support committee Prof. Priyanka Doshi
  3. Admission committee Prof. Ajit Patange
  4. Alumni Committee Prof. Pooja Prajapati
  5. Exam Committee Prof. Pooja Prajapati
  6. Placement Committee Prof. Priyanka Doshi
  7. Library committee Mr. Kirti Pasalkar
  8. SC/ST Students Welfare Prof. Ankita Vhatkar
  9. Internal Complaint Committee Prof. Ajit Patange
6. Prof. Ajit Patange is working on next semester planning including preparing time table, work load distribution, remedial lectures for backlog subjects etc.

  
Prof. Ajit Patange.  
IQAC Co-ordinator



  
Dr. Santosh Khalate  
Director  
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