Jawahar Education Society's
A. C. Patil College of Engineering, Kharghar, Navi Mumbai
Internal Quality Assurance Cell (IQAC)
A. Y. 2024-2025

AC Patil
College of Engineering

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CIRCULAR

June 7, 2024

The Internal Quality Assurance Cell (IQAC) was set up in the institute in 2017 to address and implement various quality related mechanisms and procedures in academic, administrative and financial tasks.

As a part of a regular meeting to discuss and plan new things a meeting is scheduled on Friday, June 14, 2024 at 2.00pm. Please make it convenient to attend in the IQAC office.

Agenda:

1. To discuss Academic calendar for odd semester of AY 2024-25
2. To discuss the lab development for additional divisions of computer and AIDS departments
3. Review of the upgradation work of smart class rooms.
4. Review of action taken reports.
5. Review the preparation of NAAC cycle 2
6. Allocation of optimal infrastructure to the Basic Sciences and Humanity department for newly added divisions.
7. To discuss the Plan and preparation for student participation in Avishkar, SIH
8. To plan the conference in AY 2024-25.
9. Effective academic and administrative audit

Dr. S. R. Deore
(IQAC-Coordinator)

Dr. V. N. Pawar
(IQAC-Chairperson)

CC
1. IQAC office
2. Principal office
3. All the IQAC members

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Minutes of Meeting for IQAC

Date: June 14, 2024
Time: 2:00 PM
Location: IQAC Office

Meeting Proceedings:

1. Academic Calendar for Odd Semester of AY 2024-25
   o The proposed academic calendar was reviewed.
   o Suggestions were made to adjust the date of internal examination examination schedules.
   o Final calendar to be circulated by Dr. S. R. Deore.
2. Lab Development for Additional Divisions
   o Discussed the requirements for lab development in Computer and AIDS departments as per the increased intake.
   o Agreed to prioritize equipment procurement and workspace allocation to FE.
   o Action: HoD of Computer and AI-DS to draft a budget proposal.
3. Review of Upgradation Work of Smart Classrooms
   o Plan and timeline on smart classroom upgradation on second floor discussed
   o Positive feedback received on completed first floor smart classrooms
   o Action: Estate department to monitor the work progress

4. Review of Action Taken Reports

   o Reviewed previous action items.
   o Most items were completed; a few were noted for follow-up.
   o Action: all concerned to prepare a comprehensive follow-up report.
4. Preparation for NAAC Cycle 2
   o Initial strategies discussed for NAAC preparation.
   o Emphasis on data collection and documentation.
   o Action: Criteria incharges to coordinate data gathering and monitored by respective HoDs
5. Infrastructure Allocation for Basic Sciences and Humanities
   o Discussed optimal allocation of infrastructure for new divisions.
   o Consensus reached on necessary adjustments to existing spaces.
   o Action: Dr Selokar to present a detailed plan at the next meeting.
6. Plan for Student Participation in Avishkar and SIH
   o Strategies to encourage student participation were discussed.
   o Need for workshops and guidance sessions highlighted.
   o Action: Professor S. P. Bansu will be SPOC for SIH and Dr. Ulka Shirole will the coordinator of Avishkar
7. Planning the Conference in AY 2024-25
   o Ideas for the conference theme and publisher were discussed.

8. Action: Administrative and academic Audit

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- ○ Importance of conducting regular audits is emphasized.
- ○ Discussion on timelines and responsibilities for audits.
- ○ Action: HoDs to develop an audit schedule.

Attendees:

1. Dr. S. R. Deore (IQAC-Coordinator)
2. Dr. V. N. Pawar (IQAC-Chairperson)
3. Dr. M. M. Deshpande
4. Dr. N. Mahesh
5. Dr. D. S. Marathe
6. Dr. Varsha Bhole
7. Mr. Anurag Bhahadur
8. Mr. C. L. Patil
9. Mr. Hemant Patil
10. Mr. Madan Kalbhor
11. Ms. Aditi Dabholkar
12. Mr. Sagar Mohite
13. Mr. Prathjeet Kulkarni