



**A C Patil**  
College of Engineering

**Jawahar Education Society's**  
**A. C. Patil College of Engineering, Kharghar, Navi Mumbai**  
**Internal Quality Assurance Cell (IQAC)**  
**A. Y. 2023-2024**

**Accredited by NAAC**

**CIRCULAR**

December 15, 2023

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, December 22, 2023 at 11.00am. Please make it convenient to attend in the IQAC office.

Agenda:

1. Approval of MoM of last meeting
2. NAAC cycle 2 SSR preparation review
3. To discuss Academic calendar for Even semester of AY 2023-24
4. To discuss the restructuring of labs and class rooms
5. Review the action taken report submitted to IQAC.
6. To discuss the student participation status and outcome in Avishkar, SIH
7. To review the preparation of the conference ICATM-2024 in April 2024.
8. To take review of the training and placement activities
9. Any other point with the permission of chair

  
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

Date: December 22, 2023

Time: 11:00 AM

Location: IQAC Office

#### Proceedings:

1. Approval of MoM from last meeting:  
The minutes of the previous meeting were reviewed and unanimously approved.
2. NAAC Cycle 2 SSR preparation:  
A detailed review of the preparation for NAAC Cycle 2 SSR was conducted. Key responsibilities were assigned to specific criteria incharges to ensure timely completion.
3. Academic Calendar for Even Semester of AY 2023-24:  
The draft academic calendar was discussed. Suggestions were made for adjustments, and it was decided to finalize the calendar by the end of December 2023.
4. Restructuring of labs and classrooms:  
A proposal for the restructuring of labs and classrooms due to the setup of modern smart classrooms in staircase classrooms was presented. The committee emphasized the need for modern equipment and learning spaces to enhance student experience.
5. Action Taken Report (ATR):  
The ATR submitted to IQAC was reviewed. It was noted that most action points had been addressed, but a follow-up was required for a few ongoing tasks.
6. Student Participation in Avishkar and SIH:  
The current status of student participation in Avishkar and SIH was discussed. The committee encouraged increased engagement and proposed workshops to prepare students for these events.
7. Preparations for ICATM-2024:  
Dr. Deshpande updated the preparation for the ICATM-2024 conference. The organizing committee is on track, and further promotional activities were suggested in the first week of January.



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**8. Training and Placement Activities:**

A review of training and placement activities revealed positive trends. Continued efforts to enhance industry partnerships were recommended.

**9. Any other points:**

No additional points were raised.

**Action Items:**

- Finalize the academic calendar by December 31, 2023.
- Assign responsibilities for the NAAC SSR preparation.
- Increase student engagement initiatives for Avishkar and SIH.
- Continue preparations for ICATM-2024 with regular updates.

Meeting Adjourned with vote of thanks.

**Attendees:**

- Dr. V. N. Pawar (IQAC Chairperson)
- Dr. S. R. Deore (IQAC Coordinator)
- Dr. M. M. Deshpande
- Dr. N. Mahesh
- Dr. D. S. Marathe
- Dr. Varsha Bhole
- Mr. Anurag Bhahadur
- Mr. C. L. Patil
- Mr. Hemant Patil
- Mr. Madan Kalbhor
- Ms. Unnati S. Patil
- Mr. Sagar Mohite
- Mr. Prathjeet Kulkarni