



SRES's
SHREE RAMCHANDRA COLLEGE OF ENGINEERING
Lonikand, Pune - 412216

Reference No:SRCOE/2016-17/ IQAC /

Date: 19/01/2017

Notice
Internal Quality Assurance Cell (IQAC)

All the members of Internal Quality Assurance Cell (IQAC) are requested to attend the meeting to discuss upon the agenda and the meeting details are given below and members are requested to attend it.

Meeting details:

Date: - 23/01/2017

Time: - 11 A.M.

Venue: - IQAC Room, Building A Ground Floor

Agenda: - Discussion on following topics

1. Formation & approval of Internal Quality Assurance Cell (IQAC).
2. To form objectives, goals, plan of action of IQAC Cell.
3. Functions and responsibilities of IQAC members/ Cell
4. Preparing SSR for NAAC Cycle-I.
5. Any other item with the permission of chair.

Prof. H. S. Bawiskar
IQAC coordinator

Prof. Dr. A.D. Desai
Principal

Copy to:

1. All concerned committee members.
2. Admin Office for information





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Signature is a token of receipt of the IQAC Committee members meeting dated 23/01/2017 at 11AM.

Sr. no.	IQAC Committee members	Designation	Signature
1	Prof. Dr. A.D. Desai	Principal	
2	Mr. Ravindra Khole	External Member	
3	Prof. Dr. K. C. Mohite	External Member	
4	MR. vasant L. Bhoknal	External Member	
5	Prof. Dr. Sujatha Rao	E & Tc HOD	
6	Prof. V.M.V. Rao	Electrical HOD	
7	Prof. Sushil Nikam	Civil HOD	
8	Prof. Shinde B. A.	Member	
9	Prof. Ramesh Bolade	Member	
10	Mr. Ankush Kanche	Senior administrative officer	
11	Prof. H.S. Bawiskar	IQAC coordinator	





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Minutes of Meeting
Internal Quality Assurance Cell (IQAC)

A meeting of IQAC committee members was held on 23/01/2017. The meeting was commenced with the welcome note of the IQAC coordinator.

Following points were discussed:

1. Formation & approval of Internal Quality Assurance Cell (IQAC).

The Chairman of Trust welcomed the committee members and requested them to introduce. All the members introduced themselves and meeting is to put in order.

Formation and approval of the IQAC was discussed among the members, all of them agreed to constitute IQAC, as per guidelines of NAAC. All members wished all the best to the cell.

2. To form objectives, goals, plan of action of IQAC Cell.

With discussion with all members following objectives of IQAC cell has been finalized :

1. To ensure continuous improvement in the entire operations/ Activities of the Institute
2. To ensure stakeholders connected with higher Education, namely parents, teachers, funding agencies and society in general, of its own quality and probity.

3. Discussion on functions and responsibilities of IQAC members

- Design and implementation of annual plan / academic calendar of Institution for quality enhancement.
- Organization of workshops and seminars on quality – related themes on recent technologies.
- Organizing orientation programs for the Staff and the Administrative Staff.
- Administering feedback mechanism for the College, from all stakeholders for overall improvement in academic and extended activities of the institute.
- Prepare focused annual quality assurance report (AQARs) and work towards achieving its goal.



4. Preparing documentation for NAAC related work.

Principal sir took review of progress of NAAC work and informed about preparation of various documents required for SSR. Various committees shall be constructed with their supports the SSR shall be prepared. Members showed their satisfaction in this regards.

Meeting ended with a vote of thanks to the chair.





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IQAC – 2016-17

Date: 04/04/2017

Action taken Report of IQAC meeting, held on 23/01/2017

Sr.No.	Agenda of meeting	Action taken
1.	Formation & approval of Internal Quality Assurance Cell (IQAC).	IQAC committee is formed and approval taken from principal sir
2.	To form objectives, goals, plan of action of IQAC Cell.	To objectives of IQAC Cell is form as follow: <ul style="list-style-type: none">• The Primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the College.• The IQAC will provide greater clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture• The IQAC will contribute towards enhancement and integration among the activities of the College and institutionalize many good practices
3.	Functions and responsibilities of IQAC members/ Cell	Some of the functions of the IQAC are finalized as: <ul style="list-style-type: none">• Generating and promoting awareness on Quality sustenance.• To device procedures and mechanisms to maintain quality in all the operational aspects of the system-Teaching-learning-Evaluation process.• Measuring the outcome of academic performance of the institution.• Ensuring continuous improvement in all the operational aspects of the Institute.• To keep the institution abreast of quality sustenance activities through Workshops / Seminars / Demonstrations / Case Studies / Panel Discussions.• Developing realistic and attainable quality benchmarks for each of the academic and administrative activity through plan of action, internal assessment, workshops etc.
4.	Preparing SSR for NAAC Cycle-I.	SSR for NAAC Cycle-I is prepared and uploaded on March 2017

H. S. Bawiskar

Prof. H. S. Bawiskar
IQAC Coordinator



A. D. Desai

Prof. Dr. A. D. Desai
Principal