



SavitribaiPhuleShikshanPrasarakMandal's  
**N B NAVALE SINHGAD COLLEGE OF ENGINEERING**

(Approved by AICTE & Affiliated to Solapur University, Solapur)  
Opp.Solapur University, Solapur – Pune National Highway, Kegaon, Solapur. Tel: 0217-2500610

**Internal Quality Assurance Cell**

**Date: 31/05/2019**

It is here by informed to all the members of Internal Quality Assurance Cell to attend the meeting to be held on 04<sup>th</sup> June 2019 for the following agenda.

Agenda of Meeting

1. Review of last meeting
2. Action plane of next Academic Year
3. To encourage the students for higher studies at abroad
4. Discussion about VAP to be conducted by all department
5. Aptitude Training Program for student
6. Discussion about placement activity
7. Discussion about students feedback for faculty member
8. To encourage faculties member to take up NPTEL courses for recent technologies



**Prof. S S Hippargi**  
**IQAC Coordinator**  
**NBNSCOE, Solapur**



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## Minutes of Meeting

- 1) Meeting was initiated by Chairperson Remark by taking review about points discussed in last meeting.
  - a) IQAC coordinator informed about conduction of One day Workshop on Moodle Learning Management System on 15/03/2019. Total 29 Participants was participated in workshop. Institute has got Rs. 5000/- sponsor ship for this workshop from PMMMMNMTT and IIT, Bombay Action plane of next semester
- 2) To prepare Academic calendar for next semester by 20<sup>th</sup> June 2019 by Academic Dean in concern with principal & H.O.D of all departments .
- 3) Course files checking by Academic Dean with senior staff members before 30<sup>th</sup> June 2019.
- 4) It is decided to encourage & provide information to all B.E students about higher education in abroad by Dean Higher studies & career cell (HSCC).
- 5) All H.OD are informed to conduct Value Added Program (VAP) for students during vacation or in first week of July 2019 on recent technologies.
- 6) Review by H.O.Ds about Aptitude Training program conducted by internal faculty members during regular class time table was taken by all H.O.Ds.
- 7) Discussion on students second feedback for faculty member is done & Academic Dean is informed to
  - a) To counsel faculty member who have feedback less than 75%
  - b) To issue an appreciation letter to faculty members who got 100% feedback
- 8) It is decided to inform faculty members to register for NPTEL courses on cutting edge technologies.



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**Date:** 04/06/2019

## Action Taken Report

Following action/s were taken as per suggestions and discussions in the last meeting held on 05/03/2019:

- a) As per point no. 2 of last meeting, Dean Academics has conducted counseling sessions for staff members having less feedback.
- b) As per point no. 3 of last meeting, Dean HSCC has conducted sessions in classes about activities and plans of HSCC.
- c) As per point no. 4 of last meeting, data collection for different ranking agencies has been started by respective coordinators.
- d) As per point no. 5 of last meeting, HoDs have planned for VAPs and the schedule for the same has been already included in the Academic Calendar of semester 2 of 2018-19.
- e) As per point no. 7 of last meeting, One day Workshop on Moodle Learning Management System has been conducted on 15/03/2019. Total 29 Participants have participated in workshop. Institute has got Rs. 5000/- sponsorship for this workshop from PMMMMNMTT and IIT, Bombay.



Prof. S S Hippargi  
IQAC Coordinator