



Savitribai Phule ShikshanPrasarak Mandal's  
**N B NAVALE SINHGAD COLLEGE OF ENGINEERING, SOLAPUR**

(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 : 4<sup>th</sup> August 2021

**IQAC Meeting**

All the members of Internal Quality Assurance Cell (IQAC) of N B Navale Sinhgad College of Engineering, Solapur are hereby invited for the online IQAC meeting to be held on 7<sup>th</sup> August 2021.


Kindly note the agenda for the meeting as follows:

1. Opening remarks
2. Review of last IQAC meeting held in February 2021
3. Quality enhancement initiatives of AY : 2020-2021
4. Review of presentations delivered by activity coordinators in last week
5. HoD presentations and suggestions to departments
6. Guidelines for planning of AY : 2021-2022

Time : 10.30 a.m. onwards

Platform : Google Meet



  
Prof. A. K. Shaikh  
IQAC Coordinator



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**Internal Quality Assurance Cell**

**Minutes of Meeting of IQAC held on 7<sup>th</sup> August 2021**

Meeting of IQAC members was conducted on 7<sup>th</sup> August 2021 through online mode. The agenda for the meeting was conveyed to the respective members prior to the meeting. Following are the minutes of meeting :

1. Meeting started with opening remarks by Hon. Principal with welcome of all the members. Information about various initiatives and achievements of the institute in the A.Y. 2020-2021 was conveyed to all the members through these opening remarks.
2. Minutes of meeting of last IQAC meeting held in February 2021 were put up for discussion by IQAC coordinator and the same were confirmed in the meeting.
3. Following quality enhancement initiatives of AY : 2020-2021 were presented in the meeting by IQAC coordinator :
  - a) MOODLE LMS training for all teaching staff was organized by IQAC for effective implementation of online teaching and assessment during the ongoing Covid-19 pandemic.
  - b) Student Development and Career Counselling (SDCC) Cell was formed for ensuring inputs for overall development of students and mentoring of students regarding available career options.
  - c) Refined academic-cum-activity calendar including all the minute details of curricular, co-curricular and extra-curricular activities of the institute and the departments was prepared.
  - d) Course file contents were updated as per requirements of OBE.
  - e) Progress monitoring card for monitoring and ensuring student's progress to be maintained with Teacher Guardians was developed and added to the existing activities as per institute's TG Guardian Scheme.
  - f) In continuation with point 'e)' roles and responsibilities of Teacher Guardian were revised for effective implementation of TG Scheme.
  - g) Roles and responsibilities of Class Coordinators were framed as per requirements of effective implementation of academic and related activities.
  - h) To ensure timely reviewing and planning of various activities taking place at the institute, presentations of activity coordinators were conducted in last week of July 2021. Activity coordinators have presented the review of last academic year and plan for the next year during these presentations in presence of the screening committee defined by Hon. Principal.
4. Review of presentations delivered by activity coordinators in last week of July was presented to all the members and suggestions given by screening committee members were also discussed. It was suggested to have grouping of activities as per their target outcomes.
5. HoDs have delivered their departmental presentations in the meeting wherein the activities and achievements of A.Y. 2020-2021 were included with proposed plans for A.Y. 2021-2022.

6. Guidelines for planning of AY : 2021-2022 were discussed in the meeting with a focus on academics, placements, internships and admissions.

• Important suggestions and guidelines by Management Members :

a) Suggestions given by Management Member – Dr. M S Gaikwad

- i. All the activities being conducted be recorded as per AQAR requirements with a view to have readiness for second cycle of NAAC. Also, change in format by NAAC is to be taken into consideration during the process.
- ii. Future requirements of NAAC-NBA to be studied and activities be aligned accordingly.
- iii. A practice of compiling departmental data and presenting institute's progress since last IQAC meeting in the succeeding IQAC meeting be started.
- iv. Possibility of sharing resources at STES Institutes and SPSPM Institutes to be studied in view of quality curriculum delivery regarding Honors Courses initiated by SPPU, Pune and PAHSU, Solapur.
- v. Emphasis is to be given on having a greater number of provisional admissions from all the possible nearby regions.

b) Suggestions given by Management Member – Dr. S D Lokhande

- i. Quality enhancement aspect in planning of future activities with respect to previously conducted activities like FDPs, Conferences, Student Placements, Student Achievements, etc. to be ensured by Principal, Deans, HoDs and IQAC.
- ii. More quantification of data to be done for effective analysis and planning corrective actions.
- iii. Institute level, department level and faculty level benchmarks be set for a semester or a year for self-monitoring.
- iv. Percentage of students getting certified in courses against students appearing be improved. A similar approach to be applied in case of placements.
- v. A survey to be conducted by admission coordinator to find points of attraction for students who opted other colleges last year.

The meeting was concluded with vote of thanks by IQAC coordinator, with the permission of chair.



Prof. A. K. Shaikh  
IQAC Coordinator

Date : 7<sup>th</sup> August 2021

## Action Taken Report

Action Taken as per last meeting held on 25<sup>th</sup> February 2021:

- As per point no.2, admission coordinator has considered the suggestions and aspects discussed and planned for better admissions for next academic year.
- As per point no.4, to address the work load issues, HoDs have taken care of inter-departmental sharing mutually.
- As per point no.5, IIC members have prepared and implemented strategy to enhance outcomes of their activities through different initiatives.
- As per point no.6, various departments have organized FDPs related to use of Open Source Software and one national conference related to Mathematics has been conducted successfully.
- As per point no.7, a crash course for CET preparation was conducted for engineering aspirants of nearby areas in month of May in online mode.



  
Prof. A. K. Shaikh

IQAC Coordinator