 **Shetkari Shikshan Sanstha's college of management and commerce**

**Internal Quality Assurance Cell (IQAC)**

Date: 29.11.2023

**SIET/IQAC/2023-24/Meeting 02**

**Circular for IQAC Meeting**

Internal Quality Assurance Cell (IQAC) 2nd Meeting is scheduled on 04.12.2023. All the members of IQAC are requested to attend the meeting. The agenda for the meeting is given below.

**Venue: Board Room**

**Time:10.00 am**

**Agenda :**

1. Principal - Welcome Address
2. Action Taken on the Minutes of Previous Meeting
3. Discussion on Internal Academic Audit outcomes
4. Outcome of Slow learners and Advanced Learners Activities
5. Seed money Projects & Consultancy
6. Discussions on Research Supervisor Recognition
7. Startup / Innovation
8. Bridge courses and organizing program on soft skills and life skills
9. Value added courses
10. Concluding remarks were given by the IQAC Coordinator.

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**Internal Quality Assurance Cell (IQAC)**

**Minutes of IQAC Biannual Meeting II dated 04.12.2023**

The members presented and approved the Minutes 2nd IQAC -Biannual meeting for the academic year 2023-2024.

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| Item.  No | Points Discussed | Target | Responsibility |
| 1. | The principal and Chairperson of IQAC greeted and welcomed all the members present for the meeting. | | |
| 2. | The Principal informed about the preparation of faculty and infrastructure data for the Anna University affiliation visit that is tentatively scheduled in July 2023 for all affiliated institutions. | - | Office/AU Coordinator |
| 3. | The IQAC Coordinator discussed the IQAC activities and actions taken in the previous meeting minutes.+ | - | IQAC Coordinator |
| 4. | The IQAC Coordinator presented the outcomes of the recent internal academic audit. Key observations and recommendations were discussed, including:  • Strengths identified in various departments  • Areas needing improvement  • Action plan for addressing the identified issues | - | IQAC Coordinator |
| 5. | It was suggested to include one-credit courses, new elective courses, and courses related to recent technologies in the syllabus revision of forthcoming BoS meetings.  Introduction and implementation of value-added courses were discussed. The meeting covered:  • Identification of relevant value-added courses  • Collaboration with industry experts for course delivery  • Benefits to students' employability and skill enhancement | - | All Heads and Deans |
| 6. | The initiative of career-track courses into the curriculum, relevant to employability, entrepreneurship, and higher studies, was appreciated, with emphasis on providing suitable training for the same. | - | All Heads and Deans |
| 7. | Discussion on the status and progress of seed money projects and consultancy works was held. Key points included:  • Current projects funded through seed money  • New consultancy projects initiated  • Challenges faced and proposed solutions | - | All Heads and Deans |
| 8. | The importance of preparing a master plan for AQAR 2024-25 submission was emphasized, along with an update on the progress of NIRF 2024 data preparation. The IQAC Coordinator explained the progress and the tentative score obtained. | - | IQAC Coordinator |
| 9. | Discussion on the list of companies to be visited for on-campus placement in the forthcoming days. | - | Placement Coordinator |
| 10. | The status of research proposals received from various government and non-government organizations was reviewed, with an emphasis on converting the outcomes of the research into patents. | - | R&D Coordinator |
| 11. | It was insisted that mini-projects and academic projects be aligned with the design thinking concept and related to the technology domain. | - | All Heads and Deans |
| 12. | Suggestions were made to undertake interdisciplinary projects, student exchange, faculty exchange, implant training, and internships in collaboration with industries and foreign universities. | - | - |
| 13. | Concluding remarks were presented, summarizing the points discussed and expressing gratitude to all members for their useful deliberations. | - | - |