

Minutes of the First Meeting INTERNAL QUALITY ASSURANCE CELL

Date:	July 15, 2017
Convenor:	Dr. Vikram S. Patil, IQAC Chairperson
Time:	11:00 a.m. – 12:00 p.m.
Venue:	Seminar Hall

Members present for the IQAC meeting:

NO.	NAME	DESIGNATION
1.	Dr. Vikram S. Patil	IQAC Chairperson & Principal
2	Mr. Prasad B. Iyer	HOD – Printing & Packaging Technology and IQAC Coordinator
3.	Mrs. V. Vijayalakshmi	Office Superintendent
4.	Dr. Manasi Karkare	Dean – FE
5.	Dr. A. N. Kemkar	HOD – EXTC
6.	Dr. Rizwana Shaikh	HOD – Computer Engineering
7.	Prof. Leena Ladge	HOD – Information Technology
8.	Dr. Pradip Patil	HOD – Mechanical Engineering
9	Prof. Katyayini Tembadmani	HOD - Biotechnology
10.	Prof. Seema Khan	I/c – T&P Cell
11.	Mr. Ramesh Bidi	I/c – Library
12.	Mr. Saikrishna	I/c – Network Administration
13.	Prof. Ashwin Chavan	I/c – Examination Cell
14	Prof. Sumitra Padmanabhan	I/c – Students' Council
15	Dr. S. V. Viswanathan	Management Representative
16	Dr. Sanjay Saraswat - Vice President-India R&D, Airspan Networks	Industry Representative
17	Mr. S. Srinivasan - Head-Customer Relations, Siemens Healthcare Pvt. Ltd.	Parent Representative
18	Ms. Tanuja Kolte	Student Council Representative
19	Mr. Saurabh Prabhu – Research Analyst, Crisil Ltd.	Alumni Representative

Minutes of the meeting:

1. To discuss about preparation of AQAR:

Dr. Vikram S. Patil, Principal, explained the importance of preparation of Annual Quality Assurance Report (AQAR). The AQAR would help in systematic documentation of various activities and important information related to teaching-learning process. The AQAR will be prepared for the academic year 2017-18.

2. To include NAAC Coordinator in IQAC:

It was decided that NAAC Coordinator of the SIESGST should be included in the team of IQAC for getting the important information regarding NAAC criterias. The views of NAAC Coordinator would be of significant help in the functioning of IQAC.

3. Discontinuity of ISO 9001:2008 QMS:

ISO QMS Coordinator Prof. Prasad Balan Iyer updated the members that ISO 9001:2008 Quality Management Systems certification has been discontinued. However, Prof. Prasad also stressed that the prevalent quality conscious culture in SIESGST will not be affected since the ISO system will now effectively function under the IQAC, coordinated by Prof. Prasad Iyer.

4. The student data sheet was discussed by the Principal to be covered under the mentor-mentee scheme with efforts and dedication of faculty to mould the next generation of engineers passing out of the Institute.
5. It was decided that the Management review meeting will now be conducted under the IQAC cell. The next management review meeting will be scheduled in the month of August 2017 tentatively to discuss progress and objectives of each department.

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6. It was unanimously decided that as per the new guidelines of NAAC, SIESGST will apply for Assessment and Accreditation in the window between Nov.1 - December 31, 2017.
7. The next IQAC meeting was tentatively decided to be scheduled during Oct - Nov.2017.
8. The meeting concluded with vote of thanks proposed by Prof. Prasad Iyer.



Prof. Prasad B. Iyer
**HoD-PPT &
IQAC Coordinator**



Dr. Vikram S. Patil
Principal

Internal Quality Assurance Cell Formation REPORT

Date:	April 21, 2017
Convenor:	Dr. Vikram S. Patil, Principal
Time:	11:00 a.m. – 12:00 p.m.
Venue:	Seminar Hall

Agenda: Formation of Internal Quality Assurance Cell (IQAC)

Members present for the IQAC Formation meeting:

NO.	NAME	DESIGNATION
1.	Dr. Vikram S. Patil	Principal
2.	Dr. Manasi Karkare	Dean – FE
3.	Dr. A. N. Kemkar	HOD – EXTC
4.	Dr. Rizwana Shaikh	HOD – Computer Engineering
5.	Prof. Leena Ladge	HOD – Information Technology
6.	Prof. Sagar Shejwalkar	HOD – Printing & Packaging Technology
7.	Dr. Pradip Patil	HOD – Mechanical Engineering
8.	Prof. Seema Khan	I/c – T&P Cell
9.	Mr. Ramesh Bidi	I/c – Library
10.	Mr. Saikrishna	I/c – Network Administration
11.	Ms. Neena Jacob	I/c – Examination Cell
12.	Ms. Sumitra Padmanabhan	I/c – Students' Council
13.	Mr. Prasad B. Iyer	ISO QMS Coordinator
14.	Mrs. Vijayalakshmi V.	Office Superintendent

Minutes of the meeting:

1. The meeting started with welcome note by Dr. Vikram S. Patil followed by elaboration on importance of IQAC formation.
2. Eligibility for assessment and accreditation by NAAC was discussed and it was decided to apply for NAAC accreditation by the end of 2017.

Internal Quality Assurance Cell Formation REPORT

3. Prof. Prasad B. Iyer, Assistant Professor of PPT Dept. and ISO QMS Coordinator was appointed as IQAC coordinator.
4. Dr. Vikram S. Patil, Principal of SIES GST was appointed as IQAC chairperson.
5. Stakeholders including students, alumni and industry representative were suggested by Prof. Sumitra Padmanabhan, Prof. Prasad B. Iyer and Dr. Vikram S. Patil.
6. Heads of all departments and all the section incharges were nominated as members of IQAC.
7. It was discussed by Principal that the ISO 9001:2008 QMS certification may be discontinued from next academic year onwards and with that in view, ISO Coordinator Prof. Prasad B. Iyer was made the IQAC Coordinator.
8. The best practices and systems of ISO Quality Management Systems was agreed unanimously to be followed under the IQAC Cell.
9. It was discussed that the IQAC shall evolve mechanisms and procedures for:
 - a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
 - b) The relevance and quality of academic and research programmes.
 - c) Equitable access to and affordability of academic programmes for various sections of society.
 - d) Optimization and integration of modern methods of teaching and learning.
 - e) The credibility of evaluation procedures.
 - f) Ensuring the adequacy, maintenance and functioning of the support structure and services.

g) Research sharing and networking with other institutions in India and abroad.

10. It was discussed that the IQAC will have the following major functions:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- d) Dissemination of information on various quality parameters of higher education
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- f) Documentation of the various programmes/activities leading to quality improvement.
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.

11. IQAC will facilitate / contribute in

- a) Ensuring heightened level of clarity and focus in institutional functioning towards quality enhancement
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- c) Provide a sound basis for decision-making to improve institutional functioning.
- d) Build an organised methodology of documentation and internal communication.


12. The standard operating procedures of ISO 9001:2008 would be now converted as procedures for IQAC cell. The procedures, if required, may be revised with the help of regular inputs from all the stakeholders and will be finalised in the IQAC meeting. Regular audits will also be continued similar to the ISO QMS audits.

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13. The structure of IQAC in SIESGST was finalized as given below:

Sr. No.	Designation	Name
1	Chairperson	Principal Dr. Vikram S. Patil
2	Administrative Officer	Office Superintendent Mrs. V. Vijayalakshmi
3	Teachers	All Head of Departments - HODs (Electronics & telecommunication, Computer Engineering, Information Technology, Printing & Packaging Technology, Biotechnology, Mechanical Engineering) All Section I/c (Training & Placement cell, Exam cell, Office, Library, Network Administrator, Student Council)
4	Management Representative	Dr. S. V. Viswanathan – SIES Member
5	Local Society / Students / Alumni / Parents Representative	President of Students' Council, Mr. Saurabh Prabhu, Alumni Member, Mr. S. Srinivasan, Head-Customer Relations, Siemens Healthcare Pvt. Ltd. - Parent member.
6	Industry Representative	Dr. Sanjay Saraswat, Vice President-India R&D, Airspan Networks
7	IQAC Coordinator	Prof. Prasad Balan Iyer, Asst. Professor, PPT dept. & ISO QMS Coordinator

14. The meeting was concluded by vote of thanks proposed by the Principal.

Chairperson - IQAC	Dr. Vikram S. Patil, Principal
Signature:	
Date:	21/04/2017