

Sipna College of Engineering & Technology, Amravati

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting

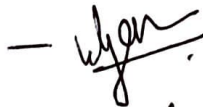





Date: 21st August 2024

Time: 3PM

Venue: IQAC Office

Chairperson: Dr. Ajay A. Gurjar

Attendees:

1. Dr. A. A. Gurjar — 
2. Dr. A. B. Deshmukh — 
3. Dr. P. D. Gawande
4. Dr. G. D. Mandavgade
5. Prof. R. L. Pardhi 
6. Prof. K. R. Ingole 
7. Dr. Mrs. S. N. Shirbhate 
8. Prof. S. P. Mahajan — 

Agenda:

1. Distribution of Portfolio to New Team Assigned for 3rd Cycle of NAAC
2. AQAR Submission for Academic Year 2023-24
3. Discussion & Action Plan
4. Any other subject with the permission of Chair.

Meeting Proceedings:

1. Opening Remarks by Dr. Ajay A. Gurjar:

- Dr. Gurjar welcomed the new team members and briefed them about the importance of the upcoming 3rd Cycle of NAAC accreditation.
- He emphasized the significance of effective teamwork and coordination in ensuring a successful NAAC evaluation.

2. Distribution of Portfolio to New Team:

- The roles and responsibilities for the 3rd Cycle of NAAC were discussed and assigned as follows:

Criteria 1: Dr. A. B. Deshmukh

Criteria 2: Dr. P. D. Gawande

Criteria 3: Dr. G. D. Mandavgade

Criteria 4: Prof. R. L. Pardhi

Criteria 5: Prof. K. R. Ingole

Criteria 6: Dr. Mrs. S. N. Shirbhate

Criteria 7: Prof. S. P. Mahajan

Each member was encouraged to review the criteria thoroughly and plan their respective activities accordingly.

3. AQAR Submission for Academic Year 2023-24:

- Dr. Gurjar highlighted the importance of timely submission of the Annual Quality Assurance Report (AQAR) for the academic year 2023-24.
- The following points were discussed:
 - The team should begin the data collection process immediately.
 - Regular meetings should be scheduled to monitor progress and address any challenges.
 - Each member was assigned specific tasks related to the AQAR preparation to ensure a comprehensive and accurate report.

4. Discussion & Action Plan:

- It was decided that a follow-up meeting would be held in two weeks to review the progress on the assigned tasks.
- Dr. Gurjar requested all members to study the assigned criteria before the next meeting.

5. Conclusion:

- The meeting was concluded with a reiteration of the importance of collaboration and adherence to deadlines.
- Dr. Gurjar thanked the members for their participation and commitment.

6. Action Items:

Task	Responsible Person	Deadline
Review of assigned criteria and preparation of initial draft	All team members	2 nd September 2024
Begin data collection for AQAR 2023-24	All team members	Immediate
Schedule follow-up meeting	Dr. Ajay A. Gurjar	12 th September 2024


Dr. Ajay A. Gurjar

Dean Quality Assurance