

Vidya Prasarak Mandal's College Of Engineering Thane

Internal Quality Assurance Cell (IQAC)

Minutes of the First IQAC Meeting

Date: 19th October 2024

Time: 10 am **Venue:** Office Board meeting room

Members Present:

1. Dr. [D.K Nayak, Chairperson & Principal
2. Mrs R.U.Patil, Coordinator, IQAC
3. Dr (Mrs) Usha Raghavan, Member
4. Dr (Mrs) K.S.Agash, Member
5. Mr.T.V.Mohite Patil, Member
6. Mrs S.K Shukla Member
7. Mrs V A Joshi Member
8. Mrs S D Khandagale Member
9. Mrs G A Pujare Member
10. Mrs R G Tendulkar Member
11. Mrs R O Kambli Member

Agenda:

1. Introduction and welcome address
2. Formation of IQAC – Structure and responsibilities
3. Objectives and role of IQAC
4. Discussion on quality enhancement initiatives
5. Action plan for the current academic year
6. Any other matter with the permission of the Chair

Minutes:

1. **Welcome Address:**
The meeting commenced with a warm welcome by Dr. D,K Nayak, Principal and Chairperson of IQAC. He emphasized the significance of the IQAC in ensuring quality and excellence in the institution.
2. **IQAC Formation and Structure:**
Mrs R.U.Patil, Coordinator presented the structure of the IQAC, outlining the

composition as per accreditation guidelines. The roles and responsibilities of each member were discussed and agreed upon.

3. Objectives of IQAC:

The core functions and goals of the IQAC were explained, including institutionalizing quality assurance, internalizing a culture of continuous improvement, and preparing doc as per accreditation/reaccreditation

4. Quality Enhancement Initiatives:

Suggestions were invited for quality enhancement. Ideas discussed included:

- Faculty development programmes
- Student mentoring systems, students participation in activities
- Feedback mechanisms
- Digitization of administrative processes
- Collaboration with industry and community

5. Action Plan for the Academic Year 2024-25

An outline of proposed actions was agreed upon:

- Conducting regular IQAC meetings
- Organizing workshops/seminars/visit
- Launching green campus initiatives
- Internal academic audits

6. Any Other Matter:

- Dr (Mrs) Usha Raghavan suggested initiating LCD projectors installation in classrooms.
- Mrs V A Joshi Member proposed for max utilization of IT lab facilities

Conclusion:

The meeting concluded with a vote of thanks by the IQAC Coordinator. All members expressed their commitment to work collaboratively for quality enhancement and institutional growth.

Next Meeting: Tentatively scheduled for April 2025

Prepared by:

Mrs R.U.Patil, Coordinator
21 October 2024

Approved by:

Dr. D,K Nayak Principal & Chairperson, IQAC