

**SSBT'S COLLEGE OF ENGINEERING AND TECHNOLOGY, BAMBHORI, JALGAON**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of Meeting**

A meeting of Internal Quality Assurance Cell (IQAC) was held on **16.03.2024** at Conference Hall at 02.00 PM, the following members were present

Sr. No.	Name	Category	IQAC
1	Prof. G.K.Patnaik	Head of Institution	Chairman
2	Prof. S.B.Pawar	Management	Member
3	Prof. M. P. Deshmukh	Teacher	Member
4	Dr.P.G.Damle	Teacher	Member
5	Dr.R.A.Modiyani	Teacher	Member
6	Mr. Y.K. Chitte	Administration	Member
7	Mr. S. R. Girase	Administration	Member
8	Mr.B.J.Lathi	Society	Member
9	Manasi Patil	Student	Member
10	Mangesh Vispute	Student	Member
11	Sakshi Mahajan	Student	Member
12	Kartik Wani	Student	Member
13	Mr. S.N.Dhake	Industrialist	Member
14	Dr.S.A.Thakur	Teacher	Coordinator

Following members not attended meeting

Sr. No.	Name	Category	IQAC
1	Mr. J.R.Chaudhari	Society	Member
2	Dev Pahuja	Student	Member
3	Mr. Kalyan Dani	Alumni	Member
4	Mr.Vasudev Dusane	Parent	Member
5	Mr. Abhijit Patil	Employer	Member

**1. To confirm minutes of previous meeting.**

The minutes of meeting held on 24.03.2023 were read and confirmed.

**2. Research Culture**

In order to inculcate innovation culture among faculty members and students, it is decided to conduct awareness sessions.

**3. Extension Activity**

The activities of the National Service Scheme Unit received from Program Officer was appraised. The NSS Unit conducted Tree Plantation Drive, Grand Salute to ISRO, Meri Maati Mera Desh, Cleanliness Drive Swachhta Swachhata Hi Seva (SHS), National Innovation Day 2023, National Unity Day, National Voters Day, Seven days NSS Camp to kadholi till date.

**4. Training & Placement**

A report of Training & Placement Cell report about Activities conducted and Placement till date was discussed, also need for more placements has been emphasized.

**5. To appraise about University Result of Winter 2023 Examination**

Prof. G.K.Patnaik, Principal and Chairman IQAC presented and discussed the Result of all UG Engineering and MBA, MCA for winter 2023 examination.

**6. Capacity Building Program**

Prof. G.K.Patnaik, Principal and Chairman IQAC informed attendees that, for professional development and for enhancing quality education Capacity Building Program for Faculty members will be organized by Department of Computer Engineering and Department of Electrical Engineering during 23 March to 13 April 2024

**7. Department Advisory Committee**

Department Advisory Committee Minutes of meetings from various Departments were presented, discussed and approved during discussion.

**8. Program Assessment Committee**

Program Assessment Committee Minutes of meetings from various Departments were presented, discussed and approved during discussion.

**9. Student Empowerment Policy**

Student Empowerment Policy approved by Management, designed for Student development was presented by Prof. G.K.Patnaik, Principal and Chairman IQAC. All members welcomed the initiative by Management and appreciated the efforts taken.

**10. Faculty Empowerment Policy**

Faculty Empowerment Policy approved by Management, intended for faculty development was presented by Prof. G.K.Patnaik, Principal and Chairman IQAC. All members welcomed the initiative by Management and appreciated the efforts taken.

**11. Curriculum workshop for F.E. Curriculum Revision**

Curriculum workshop for F.E. Curriculum revision of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon was organized on 31.01.2024 at our college Prof. G.K.Patnaik, Principal and Chairman IQAC, also Associate Dean (Engineering) detailed the present members about the proposed curriculum designed as per NEP 2020 to be implemented from AY 2024-2025.

**12. Teacher Guardian Scheme**

To assist the students in their learning difficulties and to monitor their performance regularly Teacher Guardian Scheme dated 21.02.2024 was presented to all members. The objectives and highlights, responsibilities of the Teacher Guardian and the process of student distribution for Teacher Guardian scheme were also discussed.

### 13. Any other Subject

- **Online Reports**

With the aim of openness and ease of working, Prof. G.K.Patnaik, Principal and Chairman IQAC informed to members that it has been decided in the meeting of Head of Departments to upload Class Engagement Report, Lesson Plan, Internal Sessional Examination Marks, Teacher Guardian Scheme details Online for all stakeholders. All members welcomed and appreciated the efforts of Management, Principal, HOD's and all Faculty members for the initiative taken.

The meeting ended with thanks to the chair.



Dr.S.A.Thakur  
IQAC Coordinator



Prof. G.K.Patnaik  
Principal, IQAC Chairman

