	Title: Notice/Circular Academic Year: 2023-2024	Format No.: MIT ACSC/ACA/N/F/01	Rev. No.: 00 Date : 16-06-2008
	Dept.: Principal Office		

Ref No.: MIT ACSC/ACA/PO/29

Date: 21/07/2023

Notice No. 29
Internal Quality Assurance Cell (IQAC)

As per UGC guidelines, the committee has constituted for establishment of Internal Quality Assurance Cell (IQAC) for the period of one academic year 2023-2024. The committee consists of the following members:

Sr. No.	Name & Designation	Role in the committee
1	Dr. B. B. Waphare, Principal	Chairman
2	Mrs. Vijayalaxmi M. Kothiwale	IQAC Coordinator
3	Mr. Sandeep Rohinkar, Registrar	Administrative Officers
	Ms. Reshma Somvanshi, HR Manager	
4	Mrs.Akshada Kulkarni, Vice Principal Dr. Manasi Atitkar, Vice Principal Dr. Vikas Mahandule, HOD Comp. Application Dept. Dr. Padmavati Undale, HOD Arts & Commerce Dept. Dr. Mangesh Bhople, HOD Business Administration Dept. Dr. Sangita Birajdar, HOD Science & Computer Science Dept. Dr. Pradip Pansare, HOD Mathematics Dept. Dr. B. B. Pawar, Asst. Prof. Electronics Mrs. Rashmi Lad, Asst. Prof., Computer Science Mrs. Bareen Shaikh, Asst Prof. Computer Science	Teacher Members
5	Dr. Mahesh Goudar, Director, MIT AOE	Management Nominee
6	Mr. Deepak Patil, Training & Placement Officer	Member
7	Mr. Ajit Wadgaonkar, Alandi (D)	Local Society Nominee Student Nominee
	Ms. Vaibhavi Bandal, TY BBA (CA).	
8	Mr. Sachin Bavale, Senior Software Engineer, HSBC Software	Stakeholder Nominee
9	Mrs. Aruna Machhindra Deshmukh	Parent Nominee

Objectives:

- To act as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- To disseminate information on various quality parameters of higher education.
- To organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- To arrange feedback responses from students, parents and other stakeholders on quality related institutional processes.
- To prepare Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- To develop and apply quality benchmarks/parameters for various academic and administrative activities of the institution.

Prof. Dr. B. B. Waphare
Principal
Sd/-

MIT Arts, Commerce & Science College	Title: Notice/Circular Academic Year: 2023-2024	Format No.: MIT ACSC/ACA/N/F/01	Rev. No.: 00 Date : 16-06-2008
Dept.: Principal Office			

Copy (for information among their faculty/ staff) to:

1. Vice Principal- Mrs. Akshada Kulkarni
2. Vice Principal- Dr. Manasi Atitkar
3. HOD Business Administration
4. HOD Computer Application
5. HOD Arts & Commerce
6. HOD Science & Computer Science
7. HOD Mathematics
8. IQAC Coordinator
9. Registrar
10. Dy. Registrar
11. HRM
12. Students Section
13. Accounts
14. Library
15. Store & Purchase
16. Placement Officer
17. Director of Physical Education
18. System Administrator

Internal Quality Assurance Cell


Date: 15th July 2023

Notice

All the Internal Quality Assurance Cell members are here by informed that there will be a meeting scheduled on 22nd July 2023, Saturday at 9.30 am in conference room.

Agenda of the Meeting:

1. Welcome by chairman
2. Commencement of preparation of Annual Quality Assurance Report-AQAR.
(Duration – 2022-23).
3. Commencement of preparation of Committees annual report and planning for next academic year(2023-24)
4. Planning of curriculum delivery.
5. Presentation of Weeding Policy(Library).
6. Proposal to form ‘Scrap Committee’
7. Discussion and review on All stakeholder feedback report.
8. Approval of New Feedback form (Alumni, Parents, Employer)
9. Introduction of new Feedback from teachers exclusively regarding curriculum.
10. Commencement of Student Satisfaction Survey (SSS).
11. Identifying andfinalizing two institutional best practices for Academic Year 2022-23.
12. Any other point by the permission of the Chairman.


Mrs. Vijayalaxmi M K

Coordinator IQAC


Prof. Dr. B B Waphare

Chairman IQAC

Internal Quality Assurance Cell

MINUTES OF MEETING

Date: - 22/07/2023

Timing: 9.30 am

Presence: Dr.B.B.Waphare, Mrs.Vijayalaxmi M.Kothiwale, Mr.SandeepRohinkar,Ms.ReshmaSomvanshi, Mrs.Akshada Kulkarni,Dr.Vikas Mahandule, Dr.Padmavati Undale, Dr.Mangesh Bhopale, Dr.SangitaBirajdar, Dr.Pradip Pansare, Dr.B.B Pawar, Mrs.Rashmi Lad, Mrs.Bareen Shaikh, Mr.Ajit Wadgaonkar, Ms.Sneha Thomas, Mr.SachinBavale.

Venue: MITACSC Conference Room

Agenda of Meeting:

1. Welcome by chairman
2. Commencement of preparation of Annual Quality Assurance Report-AQAR. (Duration – 2022-23).
3. Commencement of preparation of Committees annual report and planning for next academic year(2023-24)
4. Planning of curriculum delivery.
5. Presentation of Weeding Policy (Library).
6. Proposal to form 'Scrap Committee'
7. Discussion and review on All stakeholder feedback report.
8. Approval of New Feedback form (Alumni, Parents, Employer)
9. Introduction of new Feedback from teachers exclusively regarding curriculum.
10. Commencement of Student Satisfaction Survey (SSS).
11. Identifying and finalizing two institutional best practices for Academic Year 2022-23.
12. Any other point by the permission of the Chairman.

Points discussed during the meeting:

1. IQAC Coordinator, Mrs. Vijayalaxmi M K briefed about the profile of the committee to all the members.
2. Chairman IQAC, gave approval for Commencement of preparation of Annual Quality Assurance Report-AQAR. (Duration – 2022-23). It is decided that, the

duration for the Academic year 2022-23 need to be considered from 1st July'2022 to 30th June'2023.

3. Chairman, IQAC said that all the Committees annual reports must be submitted to IQAC on or before 20th August'2023 along with the planning for next academic year (2023-24).

4. Planning of curriculum delivery.

Following suggestions are received While discussing this point

- Mr.Sachin Bavale, alumni representative Suggested to record the video of major topics which will help the students. And he shared opinion that more efforts should be made on projects for 3rd year students. He also extended that Alumni group can help for projects.
 - Ms.Sneha Thomas, student representative suggested TLE to be more activity based and to initiate Industry connect form 1st Year itself.
 - Peer learning suggested by Dr. Vikas Mahandule.
 - Faculty Exchange suggested by Dr. Padmavati Undale,
 - Smart board installation is suggested by Dr. Mangesh Bhopale to make TLE more interactive and live.
5. Weeding Policy the necessity is explained by librarian Mr. Rahul Barathe and with some suggestions by the chairman the same will be put in CDC for approval.
 6. Proposal to make Scrap Committee is agreed by principal Sir, it will be made as and when it is required.
 7. Newformats of Feedback are presented by IQAC Coordinator. Received some suggestions. With said corrections new feedback form will be implemented from A.Y 2023-24 Sem-II.
 8. Introduction of new Feedback from teachers exclusively regarding curriculum is approved.
 9. It is decided that, all Feedback to be managed by Prof. Jeevan Sir.
 10. Commencement of Student Satisfaction Survey (SSS).
 11. Two best practices Suggestion by staff before 28 July 2023.
 12. Vice Principal Mrs.Akshada Kulkarni explained about new software "Preselects: Support for video recording" which is appreciated by Chairman IQAC.

End of the Meeting:

Meeting was ended at 11.30am.


Mrs. Vijayalaxmi M. Kothiwale

Coordinator IQAC


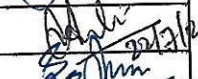
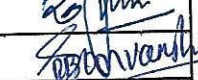
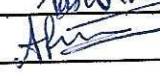

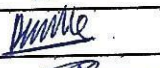

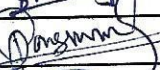
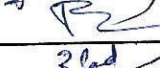

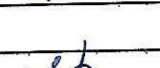





Prof. Dr. B.B. Waphare

Chairman IQAC

Internal Quality Assurance Cell (IQAC)

Academic Year 2022-23

Date of Meeting 22 July 2023

Sr. No	Name & Designation	Role in the committee	Signature
1	Dr. B. B. Waphare, Principal	Chairman	
2	Mrs. Vijayalaxmi M. Kothiwale	IQAC Coordinator	
3	Mr. Sandeep Rohinkar, Registrar	Administrative Officers	
4	Ms. Reshma Somvanshi, Secretary to Principal &		
5	Mrs. Akshada Kulkarni, Vice Principal	Teacher Members	
6	Dr. Manasi Atitkar, Vice Principal		
7	Dr. Vikas Mahandule, HOD Comp. Application De		
8	Dr. Padmavati Undale, HOD Arts & Commerce De		
9	Dr. Mangesh Bhopale, HOD Business Administrati		
10	Dr. Sangita Birajdar, HOD Science & Computer Sc		
11	Dr. Pradip Pansare, HOD Mathematics Dept.		
12	Dr. B. B. Pawar, Asst. Prof. Electronics		
13	Mrs. Rashmi Lad, Asst. Prof., Computer Science		
14	Mrs. Bareen Shaikh, Asst Prof. Computer Science		
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