



INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT

Parandwadi, Pune – 410506, Ph. 02114 661500, www.indiraicem.ac.in

Ref.: ICEM/23-24/164

Date : 1 June 2022

NOTICE

Sub: Internal Quality Assurance Cell Meeting

This is to inform you the IQAC meeting is planned on 11th June 2022 at 2 pm in the conference room of the admin building. We request you to attend the meeting as your input is valuable for us in planning the path of overall development of the college.

Dr. Rupa Hiremath
Dean-IQAC

Dr. Sunil Ingole
Director-ICEM



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Date: 1 June 2022

Agenda

Following is the agenda for Internal Quality Assurance Cell meeting to be held on 11th June 2022 at 2 pm at conference room of the admin building, ICEM, Parandwadi.

1. To welcome all IQAC members.
2. To confirm the minutes of last IQAC meeting.
3. VAC policy formation.
4. Gender equity and Sensitization activity as per NAAC guidelines.
5. Projects based learning in AY 2022-23.
6. Sports activities in AY 2022-23.
7. AAA audit for AY 2022-23
8. All stakeholder's feedback.
9. Discussion on Competitive exam cell.
10. AOB



Date: 11th June 2022

**IQAC Meeting
Minutes of Meeting**

Date: 11th June 2022

Day: Saturday

Time: 2:00 pm

Venue: ICEM Conference Hall

- 1) Principal Dr. Sunil Ingole initiated the meeting with welcome speech to all members and our guest Mr. Chetan Khairnar (Industry Nominee).
- 2) Regarding the formation of the VAC policy for the academic year 2022-23, it is required to provide 30 hours of training to the students. Professor Meenakshi Madgunaki suggested that one certification course should be given to each student. This can be continued in the coming year as well, with 30 hours planned accordingly in the Time-Table.
Dr. Parag Shah emphasized the importance of identifying the need for VAC. Feedback can be obtained from alumni.
Dr. Vinayak Kale mentioned that second-year students cannot participate in the certification program due to the short duration. However, it is suitable for first-year and third-year students.
Mr. Chetan Khairnar proposed that online courses can be chosen. The platform needs to be identified and selected accordingly. It can be done through industry experts, in-house resources, outsourcing, or the departmental approach. Dr. Sunil Ingole suggested that a minimum of one and a maximum of two courses can be taken.
- 3) Regarding the planning for gender equity and sensitization activities, as mandated by NAAC guidelines, Dr. Parag Shah emphasized the need for maximum participation. These activities can be conducted either online or offline. Two programs can be planned annually, with one in the first week of August and the second in the second semester. It should be organized at the college level rather than the department level.
- 4) In the academic year 2022-23, Project-Based Learning (PBL) will be introduced. Mr. Chetan Khairnar emphasized that PBL is a fundamental requirement in the IT industry. Projects can be assigned based on problem statements provided by the industry.



- 5) Dr. Sunil Ingole suggested that one coordinator per department should be assigned for this task. The planning of sports activities for every student in each department needs to be included in the Time Table. Dr. Vinayak Kale mentioned that sports activities may not be possible for all students due to the inclusion of 4 hours of soft skills in the Time Table and an additional 30 hours for VAC. Mr. Chetan Khairnar proposed that inter-department competitions can be organized. Student Ms. Rutuja Bagul also shared her suggestion that sports should be included in the curriculum so that students can participate in different sports based on their interests. Principal Dr. Sunil Ingole stated that the time slot from 4:00 pm to 5:00 pm will be allocated for sports or clubs in the Time Table. Maximum participation is desired, and the final decision will be made after discussing with the HODs and the Dean.
- 6) The finalization of the AAA audit for the academic year 2022-23 (pending format approval) was discussed. Dr. Rupa Hiremath inquired about the timing for the audit, and Dr. Parag Shah responded that conducting the audit once a year is sufficient.
- 7) Principal Dr. Sunil Ingole requested that the AAA format be sent to all HODs for their review. He also proposed August-September as the tentative months for the audit. He mentioned that this matter would be further discussed in the upcoming NAAC meeting, and the dates would be finalized accordingly. The format will be circulated soon.
To collect feedback related to the curriculum, a mechanism involving all stakeholders needs to be established. Prof. Meenakshi Madgunaki mentioned that feedback is currently collected through Google Form, and the curriculum should be reviewed on a semester basis. Dr. Parag Shah suggested including parents as stakeholders and also mentioned that the feedback should be sent to universities once or twice.
- 8) The need for a discussion on the Competitive Exam cell was addressed and planned accordingly. Principal Dr. Sunil Ingole suggested coordinating the International Students Guidance Cell with the Placement Coordinator, Mr. Gurucharan Sidhu Jora, at the college level. Notices can be displayed to inform students about this initiative, and maximum participation is desired.
- 9) Initiatives for scholarships and freeships (policy making and implementation) are planned for the academic year 2022-23. Principal Dr. Sunil Ingole mentioned that there are available but vacant seats. Scholarships are being offered to the children of defense personnel, farmers, and parents with



disabilities. He added that these existing scholarships will continue, and there is a possibility of introducing a few more. Dr. Parag Shah suggested that the institution can also offer private scholarships.

10) Any other point with permission of chairman of IQAC. MOU with IQAC Cluster has been approved and finalized by IQAC Committee members.

11) Vote of Thanks was given by Principal Dr. Sunil Ingole.

Dr. Rupa Hiremath
Dean-IQAC

Dr. Sunil Ingole
Director-ICEM



Date: 22 Nov 2022

**Internal Quality Assurance Cell
Review and Action taken report of Meeting**

Date: 11th June 2022
Day: Saturday
Time: 2:00 pm
Venue: ICEM Conference Hall

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- Sports activities in AY 2022-23.
- AAA audit for AY 2022-23
- All stakeholder's feedback.
- Discussion on Competitive exam cell.

Review & Action taken

1) To welcome all IQAC members.

Principal Dr. Sunil Ingole initiated the meeting with welcome speech to all members and our guest Mr. Chetan Khairnar (Industry Nominee).

2) VAC policy formation.

The VAC policy has been formulated and implemented across all departments as per requirement

3) Gender equity and Sensitization activity as per NAAC guidelines.

Gender equity and sensitization activity has been planned in next academic year for women and maximum number of participation will be ensured.

4) Introducing Project based learning activity has been planned in next academic year.

5) Sports activities in AY 2022-23.

Sports activities has been included in the curriculum so that different students can get involved in different sports as per their interest in it. Maximum activities will be conducted.



6) **AAA audit for AY 2022-23**

Department wise AAA audit has been conducted in AY 22-23.

7) **All stakeholder's feedback.**

The stakeholder feedback system has been initiated to gather valuable input. We have commenced the implementation of the stakeholder feedback system to ensure comprehensive engagement.

8) **Discussion on Competitive exam cell.**

The establishment of the Competitive Exam Cell has commenced, providing support for students' competitive exam preparations. We have initiated the Competitive Exam Cell to facilitate and guide students in their pursuit of competitive examinations.

Dr. Rupa Hiremath
Dean-IQAC

Dr. Sunil Ingole
Director-ICEM