



Ref.: ICEM/23-24/163

Date: 15 Dec 2022

NOTICE

Sub: Internal Quality Assurance Cell Meeting

This is to inform you the IQAC meeting is planned on 24th Dec 2022 at 1:30 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



Date: 15 December 2022

Agenda

Following is the agenda for Internal Quality Assurance Cell meeting to be held on 24th December 2022 at 1:30 pm at conference room of the admin building, ICEM, Parandwadi.

1. To welcome all IQAC members.
2. Confirmation of last minutes of meeting held on 11th June 2022.
3. AQAR submission and formation of committee.
4. Plan of activities and benchmarking of coming term.
5. Preparedness for NEP 2020 for coming academic year.
6. Planning of OBE audit.
7. Academic, administrative audit and its review report submission.
8. A.O.B.



Date: 24 December 2022

**Internal Quality Assurance Cell
Minutes of Meeting**

Date: 24/12/2022

Time: 1:30 pm onwards

Venue: Conference room of the admin building

Points discussed:

1. AQAR submission is been planned in the last week of Dec-2022, Core committee for the same has been finalized.
2. It is been asked and discussed, every department has to submit plan of activities to be conducted and execute the same. These activities will be benchmarking form coming term to achieve good excellence in academics.
3. Asper NEP guidelines, details about holistic development activities have to be implemented in this academic year. Detail draft has been presented in front of the IQAC committee. Committee has suggested few changes in the draft as new activities can be the part of the NEP which will be presented in next IQAC meeting.
4. It has been decided that next OBE audit will be scheduled in the month of Jan 2023, details report of the same will be submitted to academic dean by 2nd week of Feb-2023.
5. Due to academic winding and pending work and activities of few departments, audit of following department has been conducted: MBA, MCA, Mechanical and Civil. And remaining will be planned in the 2nd week of Jan. Review reports of those department whose audit has been conducted is discussed in the meeting and will be submitted to the principal office and concern department once all departments audit is done.
6. It has been observed during audit, teacher's diary was missing in all the departments, IQAC is in the making of teachers' diary and formats submit to C/CDC committee meeting in the month of Jan for final approval.
7. It is being observed that last AQAR was submitted without attachments in it, concern faculty is requested to be ready with the relevant attachments in order to make corrections.

Dr. Rupa Hiremath
Dean-IQAC

Dr. Sunil Ingole
Director-ICEM



Date: 20 Feb 2023

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

Date: 24/12/2022

Time: 1:30 pm onwards

Venue: Conference room of the admin building

Agenda:

To welcome all IQAC members.

Confirmation of last minutes of meeting held on 11th June 2022.

AQAR submission and formation of committee.

Plan of activities and benchmarking of coming term.

Preparedness for NEP 2020 for coming academic year.

Planning of OBE audit.

Academic, administrative audit and it's review report submission.

Review and Action taken

1. Confirmation of last minutes of meeting held on 11th June 2022.

Chairman has presented brief of last minutes held on 11th June 2022 review and action taken. All IQAC members have confirmed the MOM.

2. AQAR submission and formation of committee.

AQAR submission is been scheduled in the last week of Dec-2022, Core committee for the same has been finalized

3. Plan of activities and benchmarking of coming term.

Every department has submitted the plan of activities to be conducted and execute the same.

4. Planning of OBE audit.

It has been decided that next OBE audit was scheduled in the month of Jan 2023, later on rescheduled in the month of August 2023.

5. Academic, administrative audit and its review report submission

Academic, administrative audit and its review report has been submitted

6. It has been observed during audit, teacher's diary was missing in all the departments, IQAC is in the making of teachers' diary and formats submit to C/CDC committee meeting in the month of Jan for final approval.

Teachers Dairy is ready and will be presented in the month of July as per instructions received by Director-Dr. Sunil Ingole. This dairy is designed by branding team of IGI.

Dr. Rupa Hiremath
Dean-IQAC

Dr. Sunil Ingole
Director-ICEM