



Ref.: ICEM/ 23 24/165

Date : 24th March 2023

NOTICE

Sub: Internal Quality Assurance Cell Meeting

This is to inform you the IQAC meeting is planned on 28th March 2022 March 2023 at 11 am 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: 27/03/2023

Agenda

Following is the agenda for the Internal Quality Assurance Cell meeting to be held on 28th March 2023 at ICEM, Parandwadi.

1. To welcome all members.
2. To confirm minutes of the last IQAC meeting.
3. To discuss and finalized to apply for new course as per new norms.
4. Discussion about registration to NSQF course and online mode.
5. Discussion on Benchmarking.
6. To finalize leave policy. scholarship policy, R&D
7. Discussion for work allotment to be done to subcommittee of NAAC. 6. Formation of academic format evaluation committee.
8. MoU with Tata STRIVE Google Scholarship program and employability. life Singapore based company for free
9. Discussion on job profile documentation
10. Approval of AAA audit report.
11. ACIC application and discussion on visit.
12. AOB



Date: 3 April 2023

Minutes of Meeting

Date: 28th March 2023

Day: Tuesday

Time: 11:00 am

Venue: ICEM Conference Hall

Agenda: Academic formats

IQAC department of ICEM conducted a Meeting with IQAC committee members, all Heads of Department along with Director ICEM Dr. Sunil Ingole Sir. The discussion points are as follows:

1. Welcome of the expert Dr. R.K. Jain by Principal, ICEM, Dr. Rupa Hiremath and IQAC Members
2. Last meetings MOM were discussed
3. New course application possibilities as per new AICTE manual were discussed with major thrust on core branches.
4. Dr. Jain suggested to get the NBA accreditation for horizontal and vertical expansion of ICEM
5. NAQF course registration point was discussed and as per guidelines from management NSQF courses will be applied and implemented.
6. Principal ICEM discussed on benchmarking
 - a. based on audits few benchmarks have been finalized
 - b. criteria heads will decide new benchmarks
 - c. Dr. Jain guided on R7 D benchmarks in context of various funding agencies like SERB, DSTE, DBT, ECI, ISRO etc.
7. Research policy was presented by Dr. Poorna Shankar
 - a. Dr. Jain asked to practice Institute name as one of the applicants for patents (with undertaking for no commercial share interest for the institute)
 - b. Dr. Jain asked to have a committee for funding patent proposals for assessment of patent potential
 - c. Dr. Jain also suggested to rethink on the quality standards and funding support for international patents.
 - d. for interdisciplinary projects funding the level of project shall be assessed before consideration for funding.
 - e. for the percentage share to faculties on research grant, Dr. Jain suggested to rethink before implementation.
 - f. Dr. Jain suggested to start funding mega projects of students for participation in SUPRA, BAJA, Hackathon, Robocon etc.



8. For leave policy Principal, ICEM informed that the IGI policy is being followed at ICEM
9. Dr. Jain suggested that for ICEM scholarship, keep records and present the same as it carries weightage in NIRF ranking. r. Jain also suggested to offer scholarship on Merit Basis and on Need basis.
10. NAAC sub-committee and work distribution was informed to all by Principal, ICEM
11. Academic formats committee is formed for NAAC purpose.
12. Dr. Rupa Hiremath suggested to start Job profile documentation at registrar office to identify the roles and responsibilities and to provide Job Description accordingly.
13. For AAA audit the findings and action plan for implementation is to be shared with Dr. Jain
14. The point related to ACIC application and probable visit of the committee to campus was discussed. Dr. Jain suggested to visit such projects in the nearby area for good implementation.

Dr. Rupa Hiremath
Dean-IQAC

Dr. Sunil Ingole
Director-ICEM



Date: 3 April 2023

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

Date: 28th March 2023

Day: Tuesday

Time: 11:00 am

Venue: ICEM Conference Hall

Agenda:

- To welcome all members.
- To confirm minutes of the last IQAC meeting.
- To discuss and finalized to apply for new course as per new norms.
- Discussion about registration to NSQF course and online mode.
- Discussion on Benchmarking.
- To finalize leave policy, scholarship policy, R&D
- Discussion for work allotment to be done to subcommittee of NAAC.
- 6. Formation of academic format evaluation committee.
- Discussion on job profile documentation
- Approval of AAA audit report.
- ACIC application and discussion on visit.

Review and Action taken

1. **To welcome all members & to confirm minutes of the last IQAC meeting.**
Welcome of the expert Dr. R.K. Jain by Principal, ICEM, Dr. Rupa Hiremath and IQAC Members
2. **To confirm minutes of the last IQAC meeting.**
Chairman has presented brief of last minutes held on 24th Dec 2022 review and action taken. All IQAC members have confirmed the MOM.
3. **To discuss and finalized to apply for new course as per new norms.**
New course application possibilities as per new AICTE manual were discussed with major thrust on core branches.
4. **Discussion about registration to NSQF course and online mode.**
As of now the registration to NSQF course is on hold.
5. **Research policy, Leave Policy & scholarship Policy**
Policy was presented by Dr. Poorna Shankar and implemented as per suggestions given by expert.



IGI policy has been implemented for leaves.

Scholarship policy –suggestions by expert will be implemented from next academic year.

6. Discussion for work allotment to be done to subcommittee of NAAC. 6.

Formation of academic format evaluation committee.

NAAC sub-committee and work distribution was informed to all by Principal, ICEM
Academic formats committee is formed for NAAC purpose.

7. Discussion on job profile documentation

The maintenance of job profile documents has commenced at the Registrar's office.

8. Approval of AAA audit report.

Audit has been postponed till August 2023.

9. ACIC application and discussion on visit.

Yet to confirmed from AIM's ACIC office.

Dr. Rupa Hiremath
Dean-IQAC

Dr. Sunil Ingole
Director-ICEM