



**R. C. PATEL  
INSTITUTE OF TECHNOLOGY**

**Internal Quality Assurance Cell**

**IQAC**

**(Minutes of Meeting no 16 - 24th Sep 2020)**

**Minutes of the Meeting of the Internal Quality Assurance Cell held online on 24th September 2020, at 12.30 pm.**

A meeting of the Internal Quality Assurance Cell (IQAC) was held online on 24<sup>th</sup> September 2020, at 12.30 pm.

The agenda for the meeting was taken up:

1. Confirmation of Minutes and Action taken on Previous Meeting:-
  - a. Confirmation of Minutes: Minutes of the IQAC meeting held on 6<sup>th</sup> May 2020 were confirmed.
  - b. Action taken on Minutes: It was reported by the Chair, that the recommendations of the Internal Quality Assurance Cell (IQAC) were placed in the Governing Body meeting, which accepted the same with minor modifications. The modified recommendations, are as follows:

SN	Point of Discussion In previous Meeting	Action Taken
1	IQAC Team members appreciate all initiatives and efforts taken by the institute during COVID-19 pandemic i.e. safety awareness program for students, work from home (WFH) for employees, online teaching and examination, promoting online education using MOOCs, Workshops, FDPs and Training Program, use of WebEX and Coursera.	Words of appreciation of the IQAC Team were discussed with faculties during staff meetings to encourage and appreciate them for adoption of online teaching, smooth conduction of online examination, taking academic/mental/Physical health follow up and getting trained using online courses.

2	To encourage to arrange COVID-19 Social Awareness Activities at departmental level, Institute level through NSS, MESA, etc.	It is decided to address students and faculties by Principal, Vice-principal and HoDs for New Normal. Quizzes and awareness programs conducted by NSS and Departmental Associations. Students were encouraged to distribute safety kits and aware people among society.
3	To plan and develop new guidelines for Post COVID working situations.	New guidelines are developed for working like social distancing, online meeting and web attendance, shiftwise institute, monitoring system and safety boards.
4	To start preparation for a spot visit of the Autonomy Peer Committee.	In staff meetings faculties informed, guided and divided into teams for Autonomy work like administrative and academic prove and files preparation.
5	To update and develop Institutional Website and Online content development for Theory and Lab to increase the web presence of the institute.	It is decided in the governing body meeting to develop a new website for the institute. Staff encouraged to conduct Add on courses, bridges courses for students. Staff were encouraged to develop Digital content for theory and laboratories like Moodle courses, websites, Virtual Labs, Online Quizzes for institute as well as for DBATU.
6	To purchase professional tool from Zoom, WebEX, Google Classroom, Microsoft Teams for conducting Online sessions.	It is decided in the governing body meeting to purchase Professional Zoom tool for Online Classes and Sessions with cloud recording facility.

## 2. Points Discussed In Today's Meeting

- A. To monitor staff working culture and health against COVID-19.
  - B. To review and analyze the status of preparation for a spot visit of the Autonomy Peer Committee, Syllabus Structure and details refinements, formation Board of Studies, Subject panels.
  - C. To develop and modify institute infrastructure for Autonomy and as part of continuous improvement.
  - D. To plan and set guidelines for the new FY admission process and CET examination.
  - E. To set new strategies for placements and employability during and post COVID-19 pandemic under ICC and T & P cell.
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3. All the decisions taken up in this meeting are forwarded to the Governing body for approval.

The meeting ended with a vote of Thanks to the Chair.

The following members were present:

SN	Name of the Member	Designation	Position	Signature
1	Prof Dr J B Patil	Principal	Chairperson	Attended
2	Dr K B Patil	Director, SES	Management representative	Absent
3	Mr. Prabhakar Chavan	Secretary, SES	Local Society representative	Absent
4	Mrs. Sangita Deore	Corporator	Local Society representative	Attended
5	Shri Atul R. Bhandari	Industrialist	Industrialist	Attended
6	Shri Manik Wani	Industrialist	Industrialist	Absent
7	Mr.Hrushikesh Dhande	Academic Relationship Manager, TCS	Employer	Absent
8	Mr.Husain Johar	Founder & CEO, Makemyhouse.com	Employer	Absent
9	Prof. Dr P J Deore	Vice Principal and Head, E&TC Dept	Member	Attended
10	Prof. S P Shukla	Head, Applied Science Department	Member	Attended
11	Prof. Dr N N Patil	Head, Computer Department	Member	Attended
12	Prof. G V Tapkire	Head, Civil Department	Member	Attended
13	Prof. V S Patil	Head, Electrical Department	Member	Attended
14	Prof. Dr D R Patil	Head, IT Department	Member	Attended
15	Prof. P L Sarode	Head, Mechanical Department	IQAC Coordinator	Attended
16	Prof. Dr P T Mahajan	Administrative Officer	Member	Attended
17	Prof. M P Jain	Training and Placement	Member	Attended
18	Mr. Mahesh Sonawane	Librarian	Member	Attended
19	Mr. Ashish Chavare	Network Administrator	Member	Attended
20	Mr. V S Chaudhari	Exam Coordinator	Member	Attended
21	Prof. Dr U M Patil	Associate Professor, Comp Dept	Member	Attended
22	Prof. P R Bhole	Assistant Professor, E&TC Dept	Member	Attended
23	Prof. T M Pattewar	Assistant Professor, IT Dept	Member	Attended
24	Prof. J S Khatik	Assistant Professor, Mech Dept	Member	Attended
25	Prof. Y K Kirange	Assistant Professor, Electrical Dept	Member	Attended
26	Prof. C J Chitte	Assistant Professor, Civil Dept	Member	Attended
27	Prof. Dr M S Sonawane	Assistant Professor, Applied Science Dept	Member	Attended
28	Miss.Sneha Haswani	Alumni (E&TC)	Member	Absent
29	Mr. Rakesh Rajput	Alumni (Mech)	Member	Absent
30	Miss.Eshawa Suma	Student (Comp)	Member	Attended
31	Mr.Dhananjay J Jadhav	Student (Civil)	Member	Attended
32	Mr. Shudhakar N Mali	Parent of Shejal Mali	Member	Absent

Date: 24<sup>th</sup> September 2020

Sd/-  
Coordinator, IQAC



Sd/-  
Chairperson, IQAC

PRINCIPAL  
R. C. Patel Institute of Technology,  
SHIRDUR Dist. Dhule (M.S.)