

M. E. S. College of Engineering, Pune-411001


IQAC

Minutes of Meeting

IQAC Meeting was held on 19th December, 2018 at 11.00 AM in the Principal office, Room No. 201.

1. Minutes of last meeting read and discussed to finalize the same.
2. It was informed to all the members of IQAC about AQAR-2017-18 submission and its acknowledgement receipt by the NAAC office Bangalore was shared with all the members present. The same copy of AQAR-2017-18 has been published on Institute website.
3. The proposals of National conferences by all three Departments discussed during the meeting. It was suggested that all the proposals should be in uniform format and these proposals must be get sanctioned as early as possible from authorities.
4. The academic Calendar 2018-19 Sem-II of Departments discussed during the meeting. It was decided to maintain the Academic Calendars in uniform formats by all the Departments. It was decided to take this point further in the HoD meeting for maintaining the uniformity of the format of the Academic Calendar.
5. The review reports of the activities proposed in Academic Calendar of 2018-19 Sem-I were discussed in the meeting. It was suggested to present this review report in the same format as decided.
6. It was suggested to submit the Appraisal forms of teaching and non-teaching staff for Academic Year 2017-18 to office as early as possible. It is found that only teaching staff appraisal forms submitted to the office except some specific cases, So it is suggested to submit all the teaching and non-teaching staff appraisal forms to the office.
7. Discussion on write-off status and final material list to be written-off was finalized under the member coordinator ship of Prof. Mrs. Khedkar madam.

8. It was discussed about the review and verification of appraisal forms of teaching staff. The sub group with the involvement of Prof. S. P. Gadewar, Mr. S. S. Ingole will complete the process of Appraisal form verification and API calculation.
9. Status of proposal sent through AQIS scheme for AY 2017-18 and AY 2018-19 were discussed during the meeting.
10. Under the category of any other point, it was decided to propose the date of next meeting in the same meeting and it is agreed by all members. It was tentatively decided the date of next meeting is 23rd of March, 2019. In the view of the same it is suggested to prepare the Academic Calendar for IQAC where complete picture will be in front of everyone for planning about the meeting.


Dr. V. N. Raibhole

Member Secretary


Dr. A. A. Keste

Principal