

Minutes of the First Meeting INTERNAL QUALITY ASSURANCE CELL

Date:	July 15, 2017
Convenor:	Dr. Vikram S. Patil, IQAC Chairperson
Time:	11:00 a.m. – 12:00 p.m.
Venue:	Seminar Hall

Members present for the IQAC meeting:

NO.	NAME	DESIGNATION
1.	Dr. Vikram S. Patil	IQAC Chairperson & Principal
2	Mr. Prasad B. Iyer	HOD – Printing & Packaging Technology and IQAC Coordinator
3.	Mrs. V. Vijayalakshmi	Office Superintendent
4.	Dr. Manasi Karkare	Dean – FE
5.	Dr. A. N. Kemkar	HOD – EXTC
6.	Dr. Rizwana Shaikh	HOD – Computer Engineering
7.	Prof. Leena Ladge	HOD – Information Technology
8.	Dr. Pradip Patil	HOD – Mechanical Engineering
9	Prof. Katyayini Tembadmani	HOD - Biotechnology
10.	Prof. Seema Khan	I/c – T&P Cell
11.	Mr. Ramesh Bidi	I/c – Library
12.	Mr. Saikrishna	I/c – Network Administration
13.	Prof. Ashwin Chavan	I/c – Examination Cell
14	Prof. Sumitra Padmanabhan	I/c – Students' Council
15	Dr. S. V. Viswanathan	Management Representative
16	Dr. Sanjay Saraswat - Vice President-India R&D, Airspan Networks	Industry Representative
17	Mr. S. Srinivasan - Head-Customer Relations, Siemens Healthcare Pvt. Ltd.	Parent Representative
18	Ms. Tanuja Kolte	Student Council Representative
19	Mr. Saurabh Prabhu – Research Analyst, Crisil Ltd.	Alumni Representative

Minutes of the meeting:

1. To discuss about preparation of AQAR:

Dr. Vikram S. Patil, Principal, explained the importance of preparation of Annual Quality Assurance Report (AQAR). The AQAR would help in systematic documentation of various activities and important information related to teaching-learning process. The AQAR will be prepared for the academic year 2017-18.

2. To include NAAC Coordinator in IQAC:

It was decided that NAAC Coordinator of the SIESGST should be included in the team of IQAC for getting the important information regarding NAAC criterias. The views of NAAC Coordinator would be of significant help in the functioning of IQAC.

3. Discontinuity of ISO 9001:2008 QMS:

ISO QMS Coordinator Prof. Prasad Balan Iyer updated the members that ISO 9001:2008 Quality Management Systems certification has been discontinued. However, Prof. Prasad also stressed that the prevalent quality conscious culture in SIESGST will not be affected since the ISO system will now effectively function under the IQAC, coordinated by Prof. Prasad Iyer.

4. The student data sheet was discussed by the Principal to be covered under the mentor-mentee scheme with efforts and dedication of faculty to mould the next generation of engineers passing out of the Institute.
5. It was decided that the Management review meeting will now be conducted under the IQAC cell. The next management review meeting will be scheduled in the month of August 2017 tentatively to discuss progress and objectives of each department.

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6. It was unanimously decided that as per the new guidelines of NAAC, SIESGST will apply for Assessment and Accreditation in the window between Nov.1 - December 31, 2017.
7. The next IQAC meeting was tentatively decided to be scheduled during Oct - Nov.2017.
8. The meeting concluded with vote of thanks proposed by Prof. Prasad Iyer.



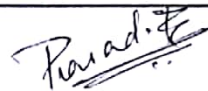

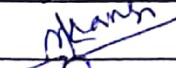

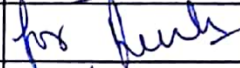



Prof. Prasad B. Iyer
**HoD-PPT &
IQAC Coordinator**



Dr. Vikram S. Patil
Principal

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