



M.S.P. Mandal's  
**Shri Shivaji Institute of Engineering & Management  
Studies, Vasmat Road, Parbhani – 431 401 (M.S.).**

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DTE Code: 2252

University Code: 2252

Shri. Prakash Solanke  
President

Shri. Satish Chavan  
Secretary

Shri. Anil Nakhate  
Joint Secretary

Dr. Anand K. Pathrikar  
Director

## MINUTES OF IQAC MEETING

**Date of Meeting:** 10/07/2023

**Time of /meeting:** 03:15pm to 05:15pm

**Venue of Meeting:** Director's Cabin

### Agenda:

1. Formation of IQAC Committee
2. Review of NAAC Criterion Progress
3. Discussion on Physical Infrastructure Improvements
4. Roles and Responsibilities of Committee Members

### Minutes of Meeting

#### Introduction of Attendees:

Each participant introduced themselves, stating their designation and role within the institute.

#### Work Completion Status by Departmental NAAC Coordinators:

Departmental NAAC Coordinators presented their respective completion status.

#### Introduction to IQAC Functioning:

Dr. Anand K. Pathrikar provided a brief overview of the functions and importance of the Internal Quality Assurance Cell (IQAC).

#### NAAC Criterion Heads Presentation:

All seven NAAC Criterion heads presented their work completion status, highlighting achievements and areas requiring further attention.

#### Discussion on Physical Infrastructure:

Participants discussed the current status of the physical infrastructure of the institute and proposed improvements to enhance the learning environment.

#### Roles and Responsibilities:

A discussion was held regarding the roles and responsibilities of each IQAC member, ensuring clarity in tasks and expectations.

#### Action Taken:

##### **IQAC Committee Formation:**

Formalize the composition of the IQAC Committee.

**NAAC Criterion Progress Reports:**

NAAC Coordinator should Compile a summary of all departmental presentations and share with faculty.

**Infrastructure Improvement Proposal:**

Respective Department's Develop a detailed proposal outlining suggested infrastructure improvements.

**Documentation of Roles and Responsibilities:**

IQAC Coordinator Create and distribute a document detailing the roles and responsibilities of IQAC members.



*PL*  
IQAC Coordinator

*[Signature]*  
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Director  
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Shri Shivaji Institute of Engineering  
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## MINUTES OF IQAC MEETING

**Date of Meeting:** 16/10/2023

**Time of /meeting:** 03:15pm to 05:15pm

**Venue of Meeting:** Director's Cabin

### Agenda:

1. Introduction of Attendees
2. To confirm the minutes of Previous IQAC meeting held on 10/07/2023
3. Action Taken Report on Previous IQAC meeting held on 10/07/2023
4. Departmental NAAC Coordinators' Completion Status
5. Discussion on End Semester Examinations and Duties
6. Review of NSS Activities
7. Discussion on Institutional Values and Best Practices
8. Progression of NPTEL Courses

### Minutes of Meeting

#### Welcome:

IQAC Coordinator welcomed all attendees and emphasized the importance of the meeting in driving institutional quality.

#### Confirmation of the Minutes of Previous IQAC Meeting:

The minutes from the previous IQAC meeting held on [Insert Date] were confirmed

#### Action Taken Report on Previous IQAC Meeting:

The action taken report was reviewed. Updates were provided on each action item, confirming successful completion of most tasks while noting a few outstanding items.

#### Completion Status by Departmental NAAC Coordinators:

Departmental NAAC Coordinators presented their completion statuses, emphasizing progress and areas needing focus.

#### End Semester Examinations:

The group discussed preparations for the upcoming end semester examinations, including assigned duties and responsibilities to ensure smooth conduct.

**NSS Activities:**

A review of recent NSS activities was conducted, highlighting participation levels and community impact. Suggestions for future initiatives were also discussed.

**Institutional Values and Best Practices:**

The participants engaged in a discussion about the core values of the institution and identified best practices to reinforce these values in daily operations.

**NPTEL Courses Progression:**

Progress on NPTEL courses was reviewed, focusing on student enrollment, completion rates and feedback received. Strategies to enhance participation were discussed.

**Action Taken:****End Semester Examinations:**

Exam Coordinator to finalize the exam schedule and distribute duties.

**NSS Activities:**

NSS Coordinator to plan and propose new NSS initiatives for the next semester.

**Institutional Values:**

Criterion 7 In charge to compile a report on best practices and disseminate to all staff.

**NPTEL Courses:**

SPOC to develop a strategy to increase student participation and report findings in the next meeting.



  
IQAC Coordinator

  
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Director

## MINUTES OF IQAC MEETING

**Date of Meeting:** 12/01/2024

**Time of /meeting:** 03:15pm to 05:15pm

**Venue of Meeting:** Director's Cabin

### Agenda:

1. Welcome
2. To confirm the minutes of Previous IQAC meeting held on 16/10/2023
3. Action Taken Report on Previous IQAC meeting held on 16/10/2023
4. Awareness of Academic Bank of Credits
5. Review of NAAC Accreditation Preparation
6. Review of Various Committee Work
7. Review of NPTEL Activity and Progress
8. Review of FLOA Courses and Progress

### Minutes of Meeting

#### Welcome:

IQAC Coordinator welcomed all attendees and emphasized the importance of the meeting in driving institutional quality.

#### Confirmation of the Minutes of Previous IQAC Meeting:

The minutes from the previous IQAC meeting held on [Insert Date] were confirmed

#### Action Taken Report on Previous IQAC Meeting:

The action taken report was reviewed. Updates were provided on each action item, confirming successful completion of most tasks while noting a few outstanding items.

#### Awareness of Academic Bank of Credits:

A detailed presentation was given on the Academic Bank of Credits (ABC), explaining its objectives, benefits, and implementation strategies. Participants discussed ways to promote awareness among students and faculty.

#### Review of NAAC Accreditation Preparation:

Updates were provided on the progress of NAAC accreditation preparations. Departmental coordinators reported on their respective tasks, highlighting achievements and areas needing attention.

**Review of Various Committee Work:**

The work of various committees was reviewed. Each committee head provided a status update on their initiatives, focusing on key outcomes and challenges faced.

**Review of NPTEL Activity and Progress:**

The NPTEL activity was discussed, with reports on student enrollment, completion rates, and feedback. Strategies to increase student participation in NPTEL courses were proposed.

**Review of FLOA Courses and Progress:**

The progress of FLOA (Foreign Language Online Application) courses was reviewed, including enrollment statistics and course completion rates. Suggestions for improving student engagement in these courses were discussed.

**Action Taken:****Awareness of Academic Bank of Credits:**

Respective departments have to develop a communication strategy to enhance awareness of ABC among students and faculty.

**NAAC Accreditation Preparation:**

NAAC Coordinator Finalize documentation and reports required for NAAC submission.

**Committee Work Review:**

Committee heads have to Compile a summary report of committee activities and circulate it among members.

**NPTEL Activity and Progress:**

SPOC should implement strategies to boost student participation in NPTEL courses.

**FLOA Courses Progress:**

FLOA Coordinator should evaluate current engagement strategies for FLOA courses and propose enhancements.



  
IQAC Coordinator

  
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Director

## MINUTES OF IQAC MEETING

**Date of Meeting:** 19/04/2024

**Time of meeting:** 03:15pm to 05:15pm

**Venue of Meeting:** Director's Cabin

### Agenda:

1. Welcome
2. To confirm the minutes of Previous IQAC meeting held on 12/01/2024
3. Action Taken Report on Previous IQAC meeting held on 12/01/2024
4. Review of NAAC accreditation work Progress
5. Training and Placement Activities
6. NSS Activity Review
7. Progression of FLOA Courses
8. NEP 2020 Initiatives

### Minutes of Meeting

#### Welcome:

IQAC Coordinator welcomed all attendees and emphasized the importance of the meeting in driving institutional quality.

#### Confirmation of the Minutes of Previous IQAC Meeting:

The minutes from the previous IQAC meeting held on [Insert Date] were confirmed

#### Action Taken Report on Previous IQAC Meeting:

The action taken report was reviewed. Updates were provided on each action item, confirming successful completion of most tasks while noting a few outstanding items.

#### Review of NAAC Accreditation Work Progress:

Departmental coordinators provided updates on the NAAC accreditation work. Key milestones were highlighted, and areas requiring immediate attention were identified.

#### Training and Placement Activities:

The status of training and placement activities was reviewed. Recent placement statistics were shared, and strategies for enhancing student readiness were discussed.

**NSS Activity Review:**

The review of National Service Scheme (NSS) activities highlighted recent community service projects and participation rates. Suggestions for future initiatives were made to increase student involvement.

**Progression of FLOA Courses:**

The progression of Foreign Language Online Application (FLOA) courses was assessed, with discussions on enrollment numbers and completion rates. Recommendations for improving student engagement were presented.

**NEP 2020 Initiatives:**

The meeting concluded with a discussion on the initiatives under the National Education Policy (NEP) 2020. Various strategies for aligning the curriculum and teaching methods with NEP objectives were explored.

**Action Taken:****NAAC Accreditation Work:**

NAAC Coordinator Finalize outstanding documentation and ensure timely submission for NAAC accreditation.

**Training and Placement Activities:**

TPO should develop a comprehensive plan to enhance student training and placement readiness.

**NSS Activities:**

NSS Coordinator Plan upcoming NSS projects and increase awareness among students.

**FLOA Courses:**

FLOA Coordinator Evaluate current engagement strategies for FLOA courses and propose new initiatives to boost participation.

**NEP 2020 Initiatives:**

Respective Department's Formulate a strategy for integrating NEP 2020 initiatives into the curriculum.



  
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