

## MAHARASHTRA INSTITUTE OF TECHNOLOGY, CHHATRAPATI SAMBHAJINAGAR

(An Autonomous Institute)

(Accredited with NAAC "A" Grade)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## Minutes of the Internal Quality Assurance Cell Meeting

26/11/2024

The Internal Quality Assurance Cell (IQAC) convened its meeting on 26th November 2024 at 03:00 PM in IQAC Room No. 301, Maharashtra Institute of Technology, Chhatrapati Sambhajinagar. The meeting was presided over by the Director, MIT CSN, as Chairman of IQAC. The meeting commenced with opening remarks by the IQAC Coordinator welcoming all members and outlining the agenda of the meeting

**Agenda:**

- Confirmation of the Minutes of the IQAC Meeting held on 22<sup>nd</sup> June 2024, prepared by Dr. Bhakti Ahirwadkar (Dean, QA)
- Submission of Self-Assessment Reports (SARs) for Plastic and Polymer Engineering Programme, Electrical Engineering Programme, Civil Engineering Programme under Tier-II NBA Accreditation Category
- Review of Academic and Administrative Audit (AAA) reports for the academic year 2023-24 and planning of Audit activities for subsequent academic years.

**Present Members:**

S.N.	Name of Members	IQAC Member Category
1.	Dr. Nilesh Patil	Chairman
2.	Prof. Sachin Lomte	Senior Administrative Officers
3.	Dr. Ajij Dildar Sayyad	Senior Administrative Officers
4.	Mr. Suresh Shakkarwar	Industry Representative
5.	Mr. Mandar Kulkarni	Nominee from Alumni
6.	Dr. Ram K. Kanhe	Teacher
7.	Dr. Supriya A. Kinariwala	Teacher
8.	Dr. H. M. Dharmadhikari	Teacher
9.	Dr. Deepak Bornare	Teacher
10.	Dr. Prashant Chintal	Teacher
11.	Dr. Manish Dixit	Teacher
12.	Mr. Zameer H. Shaikh	Teacher
13.	Dr. Seema Chaudhari	Teacher
14.	Dr. Chetan Kuthe	Teacher
15.	Dr. T. P. Kulkarni	TPO (Invited)
16.	Ms. Chaitali Shevtekar	Nominee from Stakeholders (Students)
17.	Dr. Bhakti Ahirwadkar	IQAC Co-ordinator

## Proceedings

The meeting commenced with the permission of the Chair. Dr. Bhakti Ahirwadkar, IQAC Coordinator, welcomed the members and briefed them about the agenda of the meeting.

### Agenda Item 1: Confirmation of Previous Minutes

The minutes of the IQAC Meeting held on 22nd June 2024, prepared by Dr. Bhakti Ahirwadkar, Dean (Quality Assurance), were placed before the members. After due discussion, the minutes were unanimously confirmed and approved by the IQAC.

### Agenda Item 2: Submission of SARs for NBA (Tier-II)

The IQAC discussed the preparedness and completeness of the Self-Assessment Reports (SARs) prepared by the Plastic and Polymer Engineering Programme, Electrical Engineering Programme, and Civil Engineering Programme for submission under the Tier-II NBA Accreditation Category.

After detailed deliberations, the members reviewed the SARs with respect to NBA guidelines and expressed satisfaction with the documentation, data accuracy, and outcome-based reporting.

### Agenda Item 2: Review of AAA Reports and Planning of Future Audit Activities

The Academic and Administrative Audit (AAA) reports for the academic year 2023–24 were reviewed. Observations, strengths, and areas for improvement were discussed.

Further, the IQAC deliberated on future audit planning and proposed the following:


- Academic Audit for the academic year 2024–25 (Part I) to be conducted in January 2025
- External Academic and Administrative Audit (AAA) to be conducted in February 2025 to strengthen quality assurance and accreditation preparedness
- Administrative Audit and Laboratory Audit to be conducted annually at the end of each academic year

## Resolutions

- It was resolved that the Self-Assessment Reports (SARs) of the Plastic and Polymer Engineering Programme, Electrical Engineering Programme, and Civil Engineering Programme are approved by the IQAC and may be submitted to the National Board of Accreditation (NBA) under the Tier-II accreditation category.
- It was resolved that the Academic and Administrative Audit (AAA) for the AY 2024–25 shall be conducted in January 2025.
- It was further resolved that the External AAA shall be conducted in February 2025, and Administrative and Laboratory Audits shall be conducted annually at the end of each academic year.


## Conclusion

The meeting concluded with a vote of thanks to the Chair and all the members for their valuable inputs and constructive suggestions.

  
Dean (QA)  
Dean (Quality Assurance)  
Maharashtra Institute of Technology,  
Chhatrapati Sambhajnagar (M.S.)  
(An Autonomous Institute)

Dean (QA)



  
Director (MIT, CSN)  
Chairman of IQAC

Chairman  
Internal Quality Assurance Cell  
Maharashtra Institute of Technology,  
Chhatrapati Sambhajnagar (M.S.)  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action Taken Report on the Decisions of IQAC Meeting held on 26<sup>th</sup> November 2024**

Sr. No.	Agenda / Resolution	Decision Taken	Action Taken	Responsibility	Status
1	Confirmation of minutes of IQAC Meeting held on 22/06/2024	Minutes were approved	The minutes were formally confirmed and recorded in IQAC records.	IQAC	Completed
2	Submission of SARs for Plastic and Polymer Engineering, Electrical Engineering, and Civil Engineering Programmes under Tier-II NBA Accreditation	Approval granted for submission of SARs to NBA	The approved Self-Assessment Reports (SARs) of Plastic and Polymer Engineering, Electrical Engineering, and Civil Engineering Programmes were submitted to NBA.	Heads of Concerned Departments / NBA Coordinators/ IQAC	Completed
3	Conduct of Academic Audit for the academic year 2024-25	Academic Audit to be conducted in January 2025	Academic Audit for the academic year 2024-25 (Part I) was scheduled and completed on 24-25 January 2025.	IQAC	Completed
4	Conduct of External Academic and Administrative Audit	External AAA to be conducted in February 2025	External Academic and Administrative Audit was conducted during 8 <sup>th</sup> to 9 <sup>th</sup> February 2025 to strengthen quality assurance and accreditation preparedness.	IQAC	Completed
5	Annual Administrative and Laboratory Audit	Administrative and Laboratory Audits to be conducted annually at the end of each academic year	Administrative and Laboratory Audit processes have been institutionalized to be conducted annually at the end of each academic year.	IQAC / Administrative Departments	Ongoing

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Dean (QA)

Dean (Quality Assurance)  
Maharashtra Institute of Technology,  
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Date : 13/06/2025



*hms*  
Director (MIT, CSN)  
Chairman of IQAC

Chairman  
Internal Quality Assurance Cell  
Maharashtra Institute of Technology,  
Chhatrapati Sambhajnagar (M.S.)  
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