

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

13/01/2024

The Internal Quality Assurance Cell (IQAC) convened its meeting on 13th January 2024 at 12:30 PM in IQAC Room No. 301, Maharashtra Institute of Technology, Chhatrapati Sambhajinagar. The meeting was presided over by the Director, MIT CSN (Chairman, IQAC).

Agenda:

- 1) Confirmation of the Minutes of the IQAC Meeting held on 18th March 2023, prepared by Dr. Prashant Ambad
- 2) Review and approval of pending Annual Quality Assurance Reports (AQARs) for the academic years 2021–22 and 2022–23
- 3) Review of Audit Activities, including:
 - a. Academic Audit (Course File) for the academic year 2023–24 – Part II (Phase I)
 - b. Administrative Audit for the academic year 2023–24 – Part I
- 4) Review of feedback mechanism
- 5) Discussion on proposal for revision of the Institutional Vision and Mission statements and preparation of the Institutional Development Plan (IDP)

Present Members:

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

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 18th March 2023, prepared by Dr. Prashant Ambad, were placed before the members. After review, the minutes were unanimously confirmed and approved.

Agenda Item 2: Review and Approval of Pending AQARs

The Annual Quality Assurance Reports (AQARs) for the academic years 2021–22 and 2022–23 were presented by the IQAC Coordinator. After due review and discussion, the IQAC approved the AQARs and directed that the same be submitted to the NAAC

Agenda Item 3: Review of Audit Activities

The status of Academic Audit (Course File) for the academic year 2023–24 – Part II (Phase I) and Administrative Audit for the academic year 2023–24 – Part I was reviewed. The IQAC directed that the said audits be conducted in February 2024.

Agenda Item 4: Review of Feedback Mechanisms

The existing feedback mechanisms of the institute were reviewed. The IQAC directed that:

- Student Feedback for the academic year 2023–24 – Part II (Phase I), and
- Infrastructure Feedback

be conducted as per the institutional quality assurance process.

Agenda Item 5: Revision of Institutional Vision & Mission and IDP

Detailed discussions were held on the Institutional Vision and Mission statements, including their period of adoption and relevance. The IQAC decided that the Institutional Vision and Mission statements shall be revised, and an Institutional Development Plan (IDP) for the period 2024–2029 shall be prepared and placed for discussion and approval in the next IQAC meeting.

Resolutions

- It was resolved that the minutes of the IQAC Meeting held on 18th March 2023 are confirmed and approved.
- It was resolved that the AQARs for the academic years 2021–22 and 2022–23 are approved and shall be submitted.
- It was resolved that the Academic Audit and Administrative Audit for the academic year 2023–24 shall be conducted in February 2024.
- It was resolved that Student Feedback and Infrastructure Feedback for the academic year 2023–24 – Part II (Phase I) shall be conducted.

- It was resolved that the Institutional Vision and Mission statements shall be revised and the Institutional Development Plan (IDP) for 2024–2029 shall be prepared and placed in the next IQAC meeting.

Conclusion

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

Bhante

Dean (QA)

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



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Director (MIT, CSN)
Chairman of IQAC

Chairman
Internal Quality Assurance Cell
Maharashtra Institute of Technology,
Chhatrapati Sambhajnagar (M.S.)
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Action Taken Report on the Decisions of IQAC Meeting held on 13th January 2024

Resolution Reference	Decision / Resolution	Action Taken	Responsibility	Status
Resolution 1	Confirmation of minutes of IQAC Meeting held on 18th March 2023	The minutes were formally confirmed and recorded in IQAC records.	IQAC	Completed
Resolution 2	Approval and submission of AQARs for AY 2021-22 and 2022-23	AQARs for AY 2021-22 and 2022-23 were finalized and submitted to NAAC, on 23/02/2024	IQAC / AQAR Team	Completed
Resolution 3	Conduct of Academic Audit and Administrative Audit for AY 2023-24 in February 2024	Planning and scheduling of Academic Audit (Course File) and Administrative Audit were initiated and completed from 8 th to 12 th February 2024	IQAC / Audit Committee	Completed
Resolution 4	Conduct of Student Feedback and Infrastructure Feedback for AY 2023-24 - Part II (Phase I)	Student Feedback Part II (Phase 1) was conducted in 2 nd -3 rd week of February, also Part II (Phase 2) was conducted in 2 nd Week of May 2024; and Infrastructure Feedback processes were carried out in May 2024.	IQAC	Completed
Resolution 5	Revision of Institutional Vision & Mission and preparation of IDP (2024-2029)	Revisions in Institutional Vision & Mission and preparation of IDP (2024-2029) was initiated and discussed in subsequent internal meetings.	IQAC	To be lined up in next meeting

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

Date : 21/06/2024



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