

# **IQAC Minutes of Meeting**

**2014-15**

**SSM COLLEGE OF ENGINEERING, PATTAN**



## SSM COLLEGE OF ENGINEERING

Internal Quality Assurance Cell (IQAC)

Academic Year 2014-2015

### Meeting – 1

#### Meeting Agenda

Date: 06-10-2014

Venue: Committee Room

Time: 1:30pm

#### Present in the Meeting: -

1. Principal.
2. Director (M&C).
3. HOD Civil Engineering.
4. HOD Computer Science Engineering.
5. HOD Electrical/Electronics & Communication Engineering.
6. HOD MCA.

#### Agenda for the meeting of IQAC

1. Confirmation of minutes of previous IQAC meeting.
2. Review of academic plan and progress.
3. Social Responsibilities initiatives.

#### Agenda 1: Confirmation of minutes of previous IQAC meeting.

The minutes of previous meeting of IQAC were placed before the committee and same were confirmed.

#### Agenda 2: Review of academic plan and progress.

The committee was informed that due to devastating floods in Kashmir valley in Sep 2014 the academic plan for the current academic year got affected badly and as such the plan needs to be modified to compensate for the loss of nearly one month. The members unanimously decided to conduct Extra/Compensatory Classes to cover up lost time.

#### Agenda 3: Social Responsibilities initiatives.

The issue regarding conducting of activities after devastating floods like distribution of essential food items, medicine, blankets, provision of shelter cleanliness drive also came up for discussion and meeting was informed that the students and the faculty members have contributed towards such activities as a responsibility towards society and need to do the same in the situations like floods, earthquake and other natural calamities.

*Nashik*  
Principal  
SSM College of Engineering  
Divar Parihaspora Pattan J&K



## SSM COLLEGE OF ENGINEERING

Internal Quality Assurance Cell (IQAC)

Academic Year 2014-2015

### Meeting -2

Date: 29-11-2014

Time: 01:30pm

Venue: Committee Room

#### Present in the Meeting: -

1. Principal.
2. Director (M&C).
3. Controller of Examinations.
4. HOD Civil Engineering.
5. HOD Computer Science Engineering.
6. HOD Electrical/Electronics & Communication Engineering.
7. HOD Mechanical Engineering.

#### Agenda for the meeting of IQAC

1. Confirmation of minutes of previous IQAC meeting.
2. Work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities
3. Academic Audit of college and various departments

#### **Agenda 1.**

The minutes of previous meeting of IQAC held on 06-10-2014 were put before the committee and the same were confirmed.

#### **Agenda 2.**

In order to ensure timely completion of theory as well as practical classes, it was resolved to strictly adhere to the academic calendar and in case of some laxity conduct compensatory classes.

#### **Agenda 3:**

Following general audit observations/suggestions viz a viz various departments were brought to the notice of all the members



## SSM COLLEGE OF ENGINEERING

Internal Quality Assurance Cell (IQAC)

- Generally all the departments have tried to carry out and document all the activities as per the Academic Regulations.
- In the absence of the dedicated Data Entry operators in Departments, the process of documentation is an additional burden on the faculty members and it appears that the HOD's are struggling to document in proper form and as such need additional support for this purpose.
- All the departments are maintaining documents in ordinary files it is suggested that the hard bound files be provided to each department.
- The comprehensive result analysis of all students of the Department is missing in most of the department and hence the COE may provide the concerned department with result details at the end of each semester.
- In almost all the departments the data with respect to the following is not of the desired level and efforts are to be made to enhance these activities.

Industrial/field visits  
Guest lectures  
Students Achievements  
Publications

- It was suggested that all the data with respect to the department must be available in the respective departments besides copy of the same shall be passed onto the relevant section of central office/administrative office.
- It was suggested that the HODs have the Check list of the files maintained in Hardcopy and in the soft copy .If maintained in soft copy appropriate folders are to be created with proper names so that the data could be retrieved easily during the inspection.
- All the files /Data which are not yet completed may be kept ready for the final inspection during the second week of December 2014.

**Principal**

SSM College of Engineering  
Divar Parihaspora Pattan Jalgaon



## SSM COLLEGE OF ENGINEERING

Internal Quality Assurance Cell (IQAC)

Academic Year 2014-2015

### Meeting - 3

Date: 06-04-2015

Time: 10:00am

Venue: Committee Room

#### Present in the Meeting: -

1. Principal.
2. HOD Civil Engineering.
3. HOD Computer Science Engineering.
4. HOD MBA.
5. HOD Mechanical Engineering.

#### Agenda for the meeting of IQAC

1. Confirmation of minutes of previous IQAC meeting.
2. Previous teaching-learning process were discussed and the chair agreed for introduction of ICT in all classrooms.
3. The existing student feedback system was discussed and changes in the form were suggested by the team.

#### Agenda 1.

The minutes of previous meeting of IQAC held on 29-11-2014 were put before the committee and the same were confirmed.

#### Agenda 2.

The issue regarding improvement in teaching learning process came up for discussion. After thread baring discussions it was suggested by all the members to introduce ICT based learning by providing the facility in all classrooms in a phased manner.

#### Agenda 3.

The issue regarding feedback system in place presently in the institution. It was felt necessary to have a better feedback mechanism with the students, being primary stake holders. For this purpose different options were discussed and improvements suggested by the members which include online feedback mechanism.

*Dr. Anshu*  
Principal  
SSM College of Engineering  
Divar Puthasgara, Pattan



## SSM COLLEGE OF ENGINEERING

Internal Quality Assurance Cell (IQAC)

Academic Year 2014-2015

### Meeting -4

Date: 11-07-2015

Time: 01:30 pm

Venue: Committee Room

#### Present in the Meeting: -

1. Principal.
2. Director (M&C).
3. HOD Mechanical Engineering.
4. HOD Civil Engineering.
5. HOD Computer Science Engineering.
6. HOD MBA
7. HOD MCA.

#### Agenda for the meeting of IQAC

1. Confirmation of minutes of previous IQAC meeting.
2. Review of the reports of different college committees
3. Maintaining admission and result analysis reports
4. Effective implementation of Mentoring system,
5. Standard Operating Procedures (SOP) for various activities.

#### **Agenda 1.**

The minutes of previous meeting of IQAC held on 06-04-2015 were put before the committee and the same were confirmed.

#### **Agenda 2.**

The members were informed that the college committees like grievance redressal committee, students committee etc. which are charged different tasks have given reports. The said reports were received and certain improvements suggested.

#### **Agenda 3.**

It was felt necessary by the committee that every department should analyse results and keep record of the same available and prepare reports for further improvements.



**SSM COLLEGE OF ENGINEERING**  
Internal Quality Assurance Cell (IQAC)

**Agenda 4.**

The mentoring system in practice in the college was also analysed and further improvements suggested by the members.

**Agenda 5.**

In order to have a uniform pattern of documentation viz a viz department activities conducted by various departments, it was felt necessary to have a standard operation procedure (SOP) in place.

Principal  
SSM College of Engineering  
Divar Parhaspegaattan