



'THE SHETKARI SHIKSHAN MANDAL'
BHIVARABAI SAWANT COLLEGE OF ENGINEERING & RESEARCH,
Accredited by NAAC with 'A' Grade.

(Approved by A.I.C.T.E. & Govt. of Maharashtra and affiliated to Savitribai Phule Pune University.)
West/1-3669721/2010 New dated 13 Jul 2010

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Dr. T. J. Sawant
BE(Elec) PGDBM, Ph. D
PRESIDENT

Dr. G. A. Hinge
Ph. D LMISH
PRINCIPAL

Date: 16th DEC 2023

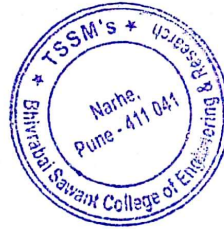
NOTICE


A meeting of all IQAC members is scheduled on 20th December 2023 at 11.00 AM in board room.
The agenda of the meeting is as follows:

Agenda:

1. To strengthen the administrative work commencement and cell audit was scheduled
2. Newly joined faculty orientation
3. Lab preparation before the start of semester
4. Moodle updation for semester-I by uploading teaching learning material
5. Various cell are formed for smooth conduction of academic activities
6. Plan of various activities at departments and various cell
7. Participation of the students in different competitions
8. Review of Placement of students and activities of various cell at college level
9. Any other issues raised by members with the approval of chair.


DR A D Diwate
IQAC Coordinator




Dr G A Hinge
PRINCIPAL, BSCOER

Copy to:

1. All Cell Members
2. IQAC Coordinator
3. Hon'ble Principal
4. All HOD
5. Admin office

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Minutes of Meeting





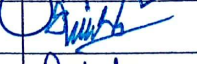
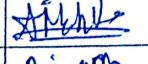
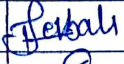
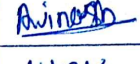

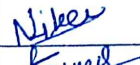



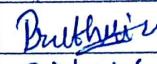

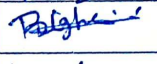


Meeting Date: 20th December 2023

Time: 11:00 AM

Venue: Board Room

Chairperson: Dr. G A Hinge

Attendees:

Sr. No.	Name	Sign	Sr. No.	Name	Sign
1.	Dr. G.A. Hinge		10.	Prof. S. B. Patil	
2.	Prof. G.T. Sawant		11.	Mr. Sahil Bhalerao	
3.	Dr. A. D. Diwate		12.	Ms. Akanksha Mohite	
4.	Ms. N. S. Sable		13.	Mr. Avinash Mahase	
5.	Dr. S.G. Kanade		14.	Mr. Sandeep Nikam	
6.	Dr. P.M. Bagade		15.	Mr. Sachin Kulkarni	
7.	Prof. Sudhir Joshi		16.	Mr. Balasaheb Karad	
8.	Dr. Rahul Karale		17.	Mr. Sandesh Salunkhe	
9.	Prof. A. D. Gujar		18.	Mr. Yogesh More,	

At the outset Dr. A D Diwate IQAC Coordinator welcomed Principal sir & all the members, Dr. A D Diwate requested Principal sir to chair the meeting and commenced the purpose of meeting.

Following points were discussed:

1. Strengthening administrative work and scheduling cell audit

The committee discussed the importance of improving administrative efficiency. It was agreed that an internal audit of all administrative cells would be conducted to identify areas for improvement. The audit schedule was finalized to be carried out in January 2024.

2. Newly joined faculty orientation

A detailed plan for the orientation of newly joined faculty members was discussed. It was decided to hold the orientation program in the first week of January 2024, which will cover institutional policies, academic expectations, and use of teaching tools such as Moodle.

3. Lab preparation before the start of the semester

Lab readiness was emphasized. The Heads of Departments (HoDs) were instructed to ensure that all lab equipment is functional and that software is updated before the semester starts. A readiness checklist will be circulated to all departments.

4. Moodle updation for Semester-I by uploading teaching-learning material

The committee highlighted the importance of updating Moodle with relevant teaching-learning materials. Faculty members were instructed to upload lecture notes, assignments and quizzes for Semester-I courses by the end of December 2023 to ensure seamless learning for students.

5. Formation of various cells for smooth conduction of academic activities

It was decided to form various cells responsible for different academic activities, including examination, research, student development, and extracurricular activities. The committee will finalize the structure and membership of these cells by the end of the month.

6. Planning various activities at departments and various cells:

Departments were asked to plan academic activities, such as seminars, workshops, guest lectures, and industry visits. Each department will submit a calendar of activities for the upcoming semester by mid-January 2024.

7. Participation of students in different competitions:

Members discussed ways to encourage students to participate in academic and co-curricular competitions, both at national and international levels. A proposal was made to provide financial support and guidance to students participating in competitions.

8. Review of Placement of students and activities of various cells at college level

The placement officer provided a review of the current placement scenario. It was noted that while placements were satisfactory, there is scope for improvement. The IQAC recommended increasing industry tie-ups and organizing pre-placement training sessions to improve student employability.

9. Any other issues raised by members with the approval of the chair

No additional issues were raised.



DR A D Diwate
IQAC Coordinator



Dr G A Hinge
PRINCIPAL, BSCOER

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Action Taken Report

Sr. No.	Agenda	Action Taken
1	Strengthening administrative work and cell audit	Internal cell audits have been scheduled for April 2024 to review administrative efficiency and suggest improvements.
2	Newly joined faculty orientation	The orientation program for newly joined faculty has been scheduled for the first week of January 2024, and the agenda has been finalized.
3	Lab preparation before the start of the semester	HoDs have been instructed to complete lab preparations by 5 th Jan 2024. A checklist for readiness has been circulated.
4	Moodle updation for Semester-II	Faculty members have been informed to upload all teaching-learning materials for Semester-II by the end of December 2023. Moodle updation is in progress.
5	Formation of various cells	The structure of various academic and administrative cells has been proposed. The final list of members will be approved by the end of December 2023.
6	Planning various activities at departments and cells	Departments have been asked to submit their activity calendars by mid-January 2024. Planning is ongoing.
7	Student participation in competitions	A support framework has been established to assist students in participating in national and international competitions, including financial aid and mentorship.
8	Review of placements and activities of cells	Pre-placement training sessions and additional industry collaborations have been planned for the upcoming semester. A review of cell activities is scheduled for February 2024.
9	Other issues	No other issues were raised during the meeting.

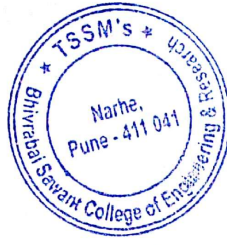
Meeting Adjourned at: 12.30 PM

Next Meeting: 4th July 2024

Recorded by: Dr A D Diwate



DR A D Diwate
IQAC Coordinator



Dr G A Hinge
PRINCIPAL, BSCOER

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