



SARASWATI Education Society's  
**SARASWATI College of Engineering**

Learn Live Achieve and Contribute

Kharghar, Navi Mumbai - 410 210.

## NOTICE

RefNo: SCOE/OUT.DOC/2017/33

Date:03/07/2017

(33)

All the departments and Sections are hereby informed that meeting for formation of new IQAC cell for Saraswati college of Engineering is schedule on 04/07/2017 at 11:30am.

Dr. Manjusha Deshmukh

Principal(SCOE)

PRINCIPAL

Saraswati College of Engineering  
Kharghar, Navi Mumbai-410210





SARASWATI Education Society's  
**SARASWATI College of Engineering**

Learn Live Achieve and Contribute

Kharghar, Navi Mumbai - 410 210.

## **IQAC MEETING-I**

### **VENUE: IQAC ROOM**

**DATE:04/07/2017**

**TIME: 11:30am**

#### **AGENDA:**

- Deputing of new TP coordinator in the department.
- Track students who are not attending the lectures in second half.
- Grooming and Preparing students for placement.
- Appointment of new members in the ACC committee members.
- Student council 2017-18 nomination are to be done by departments.
- Meeting with the parents of the students whose attendance is less and preparing these students for exam by supervised learning methods.
- Activity distribution for next semester such as student council, NSS, EN cell and these activities should be clubbed with individual department.
- Solar panel installation in college campus.
- Proper cleaning should be done in individual class rooms.

#### **Members of IQAC:**

Dr. Manjusha Deshmukh,

Mr. U. W. Mate

Dr. S.V. Lathkar

Dr. Bharati Joshi

Mr.S.N.Teli

Mr.Madan Jagtap

Mr.Amar Shinde

Mr. P.D. Ingle

Mrs. Sheetal Bhujade

Mrs. Shilpa Kewate

Mrs. Anuradha Dandawate

Mr. Dhanraj Waluj

Ms. Archa Nair

## **MINUTES OF MEETING, ACTION TAKEN REPORT AND RESOLUTIONS**

As per the request of Chairperson Dr. Manjusha Deshmukh , the coordinator of IQAC Dr. S.V. Lathkar placed the agenda items for discussion. Action taken on the minutes of previous meeting were discussed in detail. After thorough discussion the following resolutions were made.

- Suggestion for appointing the new TP coordinator in the individual department as directed by Principal madam.
- Resolved to increase the number of student's attendance in second half by arraigning guest lectures in relevant field which will create interest in students.
- Encourage and Motivate students to participate in training programs for maximum placement from college.
- Suggestions for the new ACC committee members for coming session as per directed by Principal madam.
- Recommendation for new Student council members in academic year 2017-18 as per directed by Student council in-charge and Principal madam.
- Suggested to call the parents of the students whose attendance is less and ask them to attend the college till their last paper to cover their missing syllabus and to increase their attendance.
- Distributed activities for next semester such as student council, NSS, EN cell and these activities should be clubbed with individual department as per in-charge of the cell.
- Suggestions for Solar panel installation in college campus to decrease the college electricity bill and to conserve and utilized maximum natural resource.
- Decided to do the deep cleaning of the individual class rooms before and after lectures daily.



SARASWATI Education Society's  
**SARASWATI College of Engineering**

Learn Live Achieve and Contribute

Kharghar, Navi Mumbai - 410 210.

## NOTICE

Ref No: SCOE/OUT.DOC/2018/02

Date:02/01/2018

(02)

All the departments and Sections are hereby informed that meeting for IQAC cell for Saraswati college of Engineering is schedule on 03/01/2018 at 10.30am.

Dr. Manjusha Deshmukh  
Principal(SCOE)



**PRINCIPAL**  
Saraswati College of Engineering  
Kharghar, Navi Mumbai- 410210

## **IQAC MEETING –II**

DATE: 03/01/2018

TIME: 10:30AM

### **Agenda:**

1. Installation of new suggestion box for grievance cell and all girls should know about the woman anti-harassment cell by arranging session on awareness.
2. Women's Grievance cell format should be uploaded on college website.
3. Meeting of R and D coordinators with Head of the Departments and Principal regarding AICTE proposal work of college.
4. H.R. meeting must be organized by Dr. Sanjay Jadhav on 23<sup>rd</sup> Feb. 2018.
5. Water testing and displaying report after every 15 days by Shilpa Kewate.
6. Project competitions identification and conveying information to another department for student's participation getting project registered for the same patent training, patent drafting and registration by Dr. Bharti Joshi.
7. Improving the industry institute interaction by arranging lectures by expert from industry.
8. Motivation to faculties and students to enrol for the courses conducted by IIT's/NPTEL
9. Buying of Software of Plagiarism

## **MINUTES OF MEETING, ACTION TAKEN REPORT AND RESOLUTIONS**

As per the request of Chairperson Dr. Manjusha Deshmukh , the coordinator of IQAC Dr. S.V. Lathkar placed the agenda items for discussion. Action taken on the minutes of previous meeting were discussed in detail. After thorough discussion the following resolutions were made.

1. Suggested to install new box for grievance cell and all girls should know about the woman anti-harassment cell so that if any problem happens with them in future they can free to mention their problems in the letter and drop the letter in the suggestion box.
2. Recommended to arrange one session on awareness of woman anti-harassment for each department so that new girls should be aware of this anti-harassment cell.
3. Suggested to upload women's Grievance cell format on official college website.
4. Meeting arranged by R and D coordinators with head of the departments and Principal regarding AICTE proposal work of college.
5. Dr. Sanjay Jadhav will organize H.R. meeting on 23<sup>rd</sup> Feb. 2018.
6. Suggested Shilpa Kewate to conduct Water testing and displaying report after every 15 days so that everyone should aware of the quality of water.
7. Dr. Bharti Joshi will identify and convey the information to students regarding Project competitions.
8. Dr. Bharti Joshi will initiate for getting project registered for the patent training, patent drafting and registration.
9. Recommended to improve the industry institute interaction by arranging lectures by expert from industry.
10. Motivate the faculties and students to enrol for the courses conducted by IIT's/NPTEL to increase the knowledge of both.
11. Decided to buy Software for Plagiarism to check the originality and quality of project work of BE, ME and conference papers.



SARASWATI Education Society's  
**SARASWATI College of Engineering**

Learn Live Achieve and Contribute

Kharghar, Navi Mumbai - 410 210.

## NOTICE

Ref No: SCOE/OUT.DOC/15

Date:18/06/2018

(15)

All the departments and Sections are hereby informed that IQAC cell for Saraswati college of Engineering is re-formed on 17<sup>th</sup> June 2018. The list of the committee members, their roles and responsibilities are attached with notice.

Dr. Manjusha Deshmukh

Principal(SCOE)



PRINCIPAL  
Saraswati College of Engineering  
Kharghar, Navi Mumbai - 410210



SARASWATI Education Society's

## SARASWATI College of Engineering

Learn Live Achieve and Contribute

Kharghar, Navi Mumbai - 410 210.

### NOTICE

Ref No: SCOE/OUT.DOC/2018/17

Date:20/06/2018

(17)

All the departments and Sections are hereby informed that meeting for formation of new IQAC cell for Saraswati college of Engineering is schedule on 20/06/2018.

Dr. Manjusha Deshmukh

Principal(SCOE)



PRINCIPAL  
Saraswati College of Engineering  
Kharghar, Navi Mumbai - 410210