



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

Learn Live Achieve and Contribute

Kharghar, Navi Mumbai - 410 210.

IQAC Meeting

Date: 03.03.2017

Time: 1 to 3 p.m.

Venue: IQAC Room

**IQAC MEETING MINUTES AND ACTION TAKEN REPORTS OF 2016-17**

Agenda:

- Welcome Address & Introductory remarks – Principal & Coordinator
- Arrangements for NAAC Peer team visit arrangements.
- Building awareness among Teaching and Non-teaching faculties.
- Verification of preparedness for NAAC Peer team visit.
- Update of Department Manuals.
- Communication of Peer team visit to Students, Parents, & Alumni.
- Discipline inside college campus.
- Any Other.

**The following members were present:**

Chairperson, Dr. Manjusha Deshmukh

Dean Academics, Dr. Bharati Joshi,

Dean Administration, Mr. S.N. Teli,

Registrar, Mr. Amar Shinde.

Mrs. Sheetal Bhujade,

Mr. U. W. Mate,

Mrs Shilpa Kewate,

Mr.P.D.Ingle,

Mr. Madan Jagtap,

Mrs. Anuradha Dandawate,

Mr. Dhanraj Waluj

Wing Commander L. Devrajan (Retd.)

Mr. Rohan Amre,

Mr. Rikesh Salin (Student),

Ms. Archa Nair (G.S.)

Dr. S.V. Lathkar

Mr. Vijay Patil

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

As per the request of Chairperson, the Coordinator placed the agenda items for discussion.

Action taken on the minutes of previous meeting were discussed in detail. After through discussion the following resolutions were made.

- Arrangements to be made for NAAC Peer team members.
- Arranging Stay/ Boarding arrangements for the Peer team members during visit.
- Making available a well-equipped room in college for Report writing with all required facilities.
- Verifying the preparedness of all laboratories and other college facilities.
- Need was felt for creating awareness among all staff members (Teaching & Non-Teaching).
- Resolved to communicate to Students, Parents, & Alumnae.

Signatures:

Dr. Manjusha Deshmukh

Dr. Bharati Joshi,

Mr. S.N. Teli,

Mr. Amar Shinde.

Mrs. Sheetal Bhujade,

Mr. U. W. Mate

Mrs. Shilpa Kewate, Mr. P. D. Ingle,

Mr. Madan Jagtap,

Mrs. Anuradha Dandawate

Mr. Dhanraj Walunj

Wing Commander L. Devrajan

Mr. Rohan Amre

Mr. Rikesh Salin

*R. Salin*  
03/03/2017

Ms. Archa Nair - P

*Archa Nair*  
03/03/2017

Mr. Suresh P

Dr. S.V. Lathkar

*S.V. Lathkar*  
03/03/17

Mr. Vijay Patil

*Vijay Patil*  
03.03.2017



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

Learn Live Achieve and Contribute

Kharghar, Navi Mumbai - 410 210.

**IQAC External Meeting – II**

Date: 06.01.2017

Time: 2 to 5 p.m.

Venue: IQAC Room

**IQAC MEETING MINUTES AND ACTION TAKEN REPORTS OF 2016-17**

**Agenda:**

- Poor attendance of some students' in classes.
- Dress code.
- Discipline inside College campus.
- Misuse of mobile phones and electrical equipment.
- Internal examination.
- Examination result publication.
- Communication with parents.
- Publication of College magazine and prospectus.
- Parent teacher Meeting.
- Procurement of library books.
- Installation of CCTV cameras.
- Conducting examinations fairly.
- Automation of office.
- Any other

**The following members were present:**

Chairperson, Dr. Manjusha Deshmukh

Dean Academics, Dr. Bharati Joshi,

Dean Administration Mr. S.N. Teli.

Registrar Mr. Amar Shinde.

Mrs. Sheetal Bhujade.

Mr. U. W. Mate

Mrs Shilpa Kewate, Mr.P.D.Ingle,

Mr. Madan Jagtap,

Mrs. Anuradha Dandawate

Mr. Dhanraj Walunj

Wing Commander L. Devrajan(Retd.)

Dr. S.V. Lathkar

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

As per the request of Chairperson, the Coordinator placed the agenda items for discussion.

Action taken on the minutes of previous meeting were discussed in detail. After through discussion the following resolutions were made.

- Parent Teacher meeting will be organized as per schedule.
- ACC committee should report student absence meet with the absentees for solving their problem.
- Review meeting will be organized by the principal with different Committees/Cells for effective functioning of these. The Committees/Cells should submit the progress in writings.
- CCTV cameras will be installed at selected places.
- It was decided that, the time table in-charge should be informed to prepare the College time table during vacation so that classes will start in time.
- Communication with parents can be made in parent teachers meetings.
- Resolved to keep clean all the class rooms, labs. & college campus.
- Outsiders are strictly prohibited to enter in to the College Campus. For any important work they can take the permission of the Principal or concerned officer of the college.
- Visitors should enter their names in the register at the main entrance with entry and exit time.
- No student is allowed to enter in to the College campus without ID.
- More no of fans will be installed in girls' & boys' Common room.
- Proper manner & etiquettes are to be maintained among all students & staff members.
- Recruitment of different teaching posts.
- Proper maintenance of sanitation and drinking water.
- Maintaining cleanliness of Class rooms, Laboratories and College campus.
- Updating Class rooms.
- Steps taken for cleaning class rooms and College campus.

- A general notice is given to students' for maintaining discipline and enhancing the educational atmosphere inside the campus.
- A visitor's book kept at the main entrance for recording their visiting schedule.
- The time table in-charge informed about the preparation of time table for 2016-17.
- CCTV cameras installed in outside the College building.

Signatures:

Dr. Manjusha Deshmukh

*Manjusha Deshmukh*  
08/01/17

Dr. Bharati Joshi,

*Bharati Joshi*  
08/01/17

Mr. S.N. Teli,

*S.N. Teli*

Mr. Amar Shinde.

*Amar Shinde*

Mrs. Sheetal Bhujade,

*Sheetal Bhujade*  
08/02/2017

Mr. U. W. Mate

*U. W. Mate*  
08/10/17

Mrs Shilpa Kewate,

*Shilpa Kewate*

Mr.P.D.Ingle,

*P.D. Ingle*  
08/11/17

Mr. Madan Jagtap,

*Madan Jagtap*  
08/01/17

Mrs. Anuradha Dandawate

*Anuradha Dandawate*  
08/11/17

Mr. Dhanraj Walunj

*Dhanraj Walunj*  
08/01/17

Wing Commander L. Devrajan

Dr. S.V. Lathkar

*S.V. Lathkar*  
08/01/17



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

Learn Live Achieve and Contribute

Kharghar, Navi Mumbai - 410 210.

IQAC Meeting

Date: 22.12.2016

Time: 3 to 5 p

Venue: IQAC Room

**IQAC MEETING MINUTES AND ACTION TAKEN REPORTS OF 2016-17**

Agenda:

- Welcome Address & Introductory remarks – Principal & Coordinator
- Frequent arrangement of Guest Lectures/ Research talks and Site Visits for curriculum enrichment.
- Implementation update of Supervised study for weak & needy learners.
- Status information of IIT remote workshop center.
- Follow-up of AMC's to be worked out.
- Improvement in health & hygiene in campus.
- To conduct Spoken English & Personality Development classes for First Year students.
- Progress Report preparation for A.Y. 2015-16.
- Any other.

**The following members were present:**

Chairperson, Dr. Manjusha Deshmukh

Dean Academics, Dr. Bharati Joshi,

Dean Administration Mr. S.N. Teli,

Registrar Mr. Amar Shinde.

Mrs. Sheetal Bhujade,

Mr. U. W. Mate,

Mrs Shilpa Kewate,

Mr.P.D.Ingle,

Mr. Madan Jagtap,

Mrs. Anuradha Dandawate,

Mr. Dhanraj Waluj

Wing Commander L. Devrajan(Retd.)

Dr. S.V. Lathkar

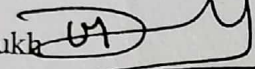
## MINUTES OF MEETING, ACTION TAKEN REPORT AND RESOLUTIONS

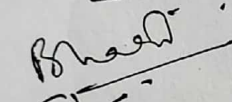
As per the request of Chairperson, the Coordinator placed the agenda items for discussion.

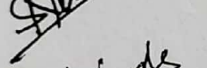
Action taken on the minutes of previous meeting were discussed in detail. After through discussion the following resolutions were made.


- Updating college website should be completed.
- Resolved to conduct Spoken English & Personality Development classes for First Year students.
- Procurement of Books & International Journal subscription to be completed.
- Minutes of last meeting were confirmed.
- Discussed the ways of Resource generation.
- Resolved to prepare IQAC calendar for 2016-17.
- Need to organize workshop on NAAC & ISO for new faculties was emphasized.
- Resolved to conduct one interdepartmental seminar & one seminar on Women Empowerment.

Signatures:

Dr. Manjusha Deshmukh 

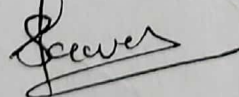
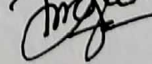
Dr. Bharati Joshi, 


Mr. S.N. Teli, 

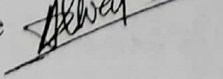
Mr. Amar Shinde. 

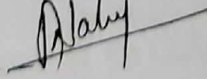
Mrs. Sheetal Bhujade,

Mr. U. W. Mate 

Mrs Shilpa Kewate, Mr.P.D.Ingle,  

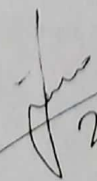
Mr. Madan Jagtap, 

Mrs. Anuradha Dandawate 

Mr. Dhanraj Walunj 

Wing Commander L. Devrajan

Dr. S.V. Lathkar

  
22/12/16





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

Learn Live Achieve and Contribute

Kharghar, Navi Mumbai - 410210.

IQAC Meeting

Date: 16.09.2016

Time: 3 to 5 p.m.

Venue: IQAC Room

**Agenda:**

- Welcome Address & Introductory remarks – Principal & Coordinator.
- Effective implementation of Quality Circle concept.
- Arranging additional Add on courses.
- Enhancing MOU's with Industries and Research centers.
- Implementation of safety instructions.
- Plastic free campus.
- Strengthening of Career Guidance & Placement Cell.
- Any Other.

IQAC

**The following members were present:**

Chairperson, Dr. Manjusha Deshmukh

Dean Academics, Dr. Bharati Joshi,

Dean Administration Mr. S.N. Teli,

Registrar Mr. Amar Shinde.

Dr. S.V. Lathkar

Mrs. Sheetal Bhujade,

Mr. U. W. Mate,

Mr.P.D. Ingle,

Mrs Shilpa Kewate,

Mr. Madan Jagtap,

Mrs. Anuradha Dandawate,

Mr. Dhanraj Waluj

Wing Commander L. Devrajan(Retd.)

Ms. Archa Nair (G.S.)

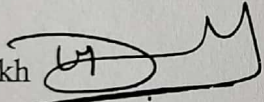
## MINUTES OF MEETING, ACTION TAKEN REPORT AND RESOLUTIONS

As per the request of Chairperson, the Coordinator placed the agenda items for discussion. Action taken on the minutes of previous meeting were discussed in detail. After through discussion the following resolutions were made.

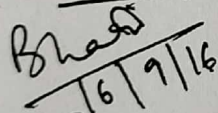
- Suggestions for effective implantation of Quality Circle concept by group of teachers for refining students results and generating teaching resources.
- Resolved to increase the number of Video lectures by faculty members.
- Suggested to make optimal use of available NPTEL videos and its courses in students interest.
- Recommended to increase the amount of Research & Development and also Seed money for research.
- Suggested to display safety instructions in Labs, Department, and wherever required.
- Resolved to create awareness for Plastic Free Campus among staff & students.
- Suggested to make Training & Placement Cell of students more active.
- Motivate students to engage in community services & environmental issues.
- Resolved to conduct pre-placement training programs for students.

Signatures:

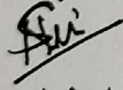
Dr. Manjusha Deshmukh



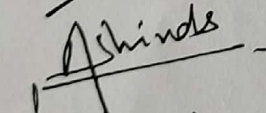
Dr. Bharati Joshi,



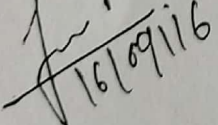
Mr. S.N. Teli,



Mr. Amar Shinde.

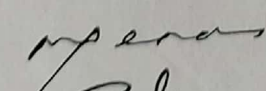


Dr. S.V. Lathkar

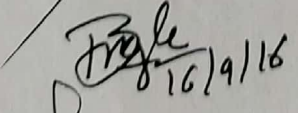


Mrs. Sheetal Bhujade,

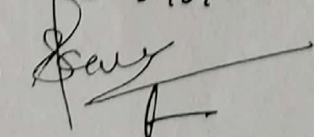
Mr. U. W. Mate



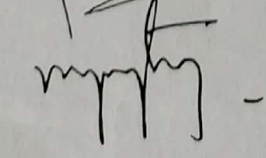
Mr. P.D. Ingle,

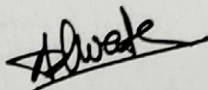


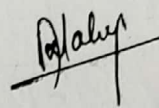
Mrs. Shilpa Kewate,



Mr. Madan Jagtap,



Mrs. Anuradha Dandawate 

Mr. Dhanraj Walunj 

Wing Commander L. Devrajan

Ms. Archa Nair