



Date- 13/07/2016

Minutes of First Meeting of IQAC

No- IQAC/01/2017

Meeting Agenda: Formation of IQAC

Meeting Schedule: 13/07/2016, 02.30 pm - 04.00 pm, CR- 2

Meeting Facilitator: Dr. Vivek Sunnapwar, Dr. Vivek Yakkundi, Dr. S K Shinde

1. The meeting started with welcome note by Dr. Vivek Yakkundi followed by importance of IQAC formation.
2. Eligibility for assessment and accreditation by NAAC discussed it was decided to apply for NAAC accreditation.
3. Dr. S K Shinde, Vice Principal of LTCE, appointed as IQAC coordinator.
4. Dr. Vivek Yakkundi, Principal of LTCE appointed as IQAC chairperson.
5. Stakeholders including students, alumni and industry representative were suggested by Dr. S K Shinde.
6. Heads of all departments were nominated as members of IQAC.

The following objectives of IQAC-LTCE were discussed,

1. To develop a system for conscious and consistent improvement in LTCE.
2. To assure all the stakeholders about the quality of education provided by LTCE.

The following strategies of IQAC-LTCE were discussed to evolve mechanisms and procedures for,

1. Timely, efficient and progressive performance of academic, administrative and financial tasks.
2. Assuring quality education of UG, PG, PhD and other academic programs/activities.
3. Equitable access to and affordability of academic programs for various section of society.
4. Optimisation and integration of modern methods of teaching and learning
5. The adequacy, maintenance and proper allocation of support structure and services

The IQAC-LTCE will perform to following functions,

1. Development and application of quality benchmarks /parameters for the various academic and administrative activities of the institutions
2. Dissemination of information on the various quality parameters of UG/PG/PhD levels of education
3. Organisation of workshops, seminars on quality related themes and promotion of quality circles
4. Documentation of the various programmes/activities leading to quality improvement
5. Acting as a central agency of the institution for quality-related activities
6. Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

The benefits from IQAC-LTCE will contribute,

1. To focus in the institutional functioning towards quality enhancement and facilitate internalization of the quality culture
2. To enhancement and integration among the various activities of the institution and institutionalize many best practices
3. To provide a sound basis for decision-making to improve institutional functioning
4. To better internal communication
5. To match industry requirements from academics.

The structure of IQAC-LTCE will be as follows,

Sr. No.	Designation	Name
1	Chairperson	Dr. Vivek Yakkundi
2	Administrative Officers	Mrs. I K Sing, Mr. Anil Yadav
3	Teachers	Director- LTCE, Heads (Mechanical, Computer, Electronics and Telecommunication, Electrical, Electronics departments), Dean (Students, Training and Entrepreneurship), First Year In-charge, NAAC coordinator
4	Management Member	Mr. Abhijeet Deshmukh
5	Local society/students/alumni Member	Miss. Prajakta Waghmare, Mr. Ramkrishna Gaikwad, Mr. Nitesh Gupta
6	Industry Member	Mr. Ravindra Datar (Director-SCPL), Mr. Kamlesh Harhare (DGM- MEP, Oberoi Realty, Mr. Gaurav Shah (DGM-IT, Essar Ltd)
7	Director/Coordinator of IQAC	Dr. S K Shinde

Meeting adjourned at 04.00 pm.

Dr. Vivek Yakkundi (Chairperson-IQAC)

Principal



Date- 15/01/2017

Minutes of Second Meeting of IQAC

No- IQAC/02/2017

A meeting of all the members of IQAC was convened on 15-01-2017 at 2.30 p.m. in the conference hall number 2.

Following points were discussed and decisions were taken:

Item No. 1: To discuss about preparation of AQAR

Dr. Vivek Sunnapwar, Director, explained the importance of preparation of AQAR. The AQAR would help in systematic documentation of various activities and important information related to teaching-learning process. The AQAR will be prepared for the academic year 2017-18.

Item No. 2: To include Training and Placement Officer in IQAC

It was decided that TPO of the LTCE should be included in the team of IQAC for getting the important information regarding T & P activities. The views of TPO would be of significant help in the functioning of IQAC.

Item No. 3: Purchase of equipment & Laboratory development

The efforts made by institution are appreciable in purchasing the new equipments for various laboratories.

Item No. 4: Up gradation of library facilities

The library will be updated with e-books and subscription of science-direct and IEEE membership.

The meeting ended with thanks to the chair.

Following members attended the meeting

Sr. No.	Name	Designation
1	Dr. Vivek Sunnapwar	Director- LTCE
2	Dr. Vivek Yakkundi	Chairperson
3	Dr. S K Shinde	Coordinator of IQAC
4	Mr. I K Sing	Administrative Officer
5	Mr. S B Satardekar	Administrative Officer
6	Dr. Chandrababu D Dr. Pravin Nikumbh Dr. R N Duche Dr. C M Wankhade Dr. Sheeba P S Prof. Dolly Boban Dr. J J Dange Dr. A D Sarode Dr. S D Dalvi	Head (Mechanical Engg) Head (Computer Engg) Head (Electronics & Telecom. Engg) Head (Electrical Engg) Head (Electronics Engg) Head (First Year Engg) Dean (T and P) Dean (Students) NAAC Coordinator
7	Mr. Abhijeet Deshmukh	Management Member
8	Miss. Prajakta Waghmare, Mr. Ramkrishna Gaikwad, Mr. Nitesh Gupta	Local society/students/alumni Member
9	Mr. Jayrajan (Scientific Officer- BARC), Mr. Kamlesh Harhare (DGM- MEP, Oberoi Realty	Industry Member

Dr. Vivek Yakkundi

Principal



Date- 13/07/2017

Minutes of Third Meeting of IQAC

No- IQAC/03/2017

A meeting of all the members of IQAC was convened on 13-07-2017 at 3.30 p.m. in the conference hall number 2.

Following points were discussed and decisions were taken:

Item No. 1: To form NAAC peer team visit coordinating committees

Self study report had submitted to NAAC in March 2017. In the view of NAAC peer team visit, coordinating committees are formed.

Item No. 2: To appoint counselor at institute level for students and employees

It was decided to appoint counselor to perform the perform personal level counseling as well as academic counseling. Mrs. Shahista Quazi is appointed as institute level counselor for the academic year 2017-18.

Item No.3: Strengthening training and placement cell

Prof. Anil Magare updated the placement activities and updates. It was decided to strengthen the placement cell through career oriented training to the students.

The meeting ended with thanks to the chair

Following members attended the meeting

Sr. No.	Name	Designation
1	Dr. Vivek Sunnapwar	Director- LTCE
2	Dr. Vivek Yakkundi	Chairperson
3	Dr. S K Shinde	Coordinator of IQAC
4	Mr. S B Satardekar	Administrative Officer
5	Mr. Pradip Nangre Patil	Administrative Officer
6	Dr. Chandrababu D Dr. Pravin Nikumbh Dr. R N Duche Dr. C M Wankhade Dr. Sheeba P S Prof. Dolly Boban Dr. J J Dange Dr. A D Sarode Dr. S D Dalvi	Head (Mechanical Engg) Head (Computer Engg) Head (Electronics & Telecom. Engg) Head (Electrical Engg) Head (Electronics Engg) Head (First Year Engg) Dean (T and P) Dean (Students) NAAC Coordinator
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Dr. Vivek Yakkundi
Principal