



**Bharati Vidyapeeth's
College of Engineering, Lavale, Pune**

(Accredited by NAAC, Approved by AICTE, New Delhi & Affiliated to SPPU, Pune)

Email: iqac.bvcoel@bharatividyaapeeth.edu

Website: <http://bvcoe.bharatividyaapeeth.edu>

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| Ref. No. : BV/COEL/IQAC/2018-19/03 | Date: 10/06/2019 |
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Attention: IQAC members

The 7th meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on **15-06-2019** at **10:00am**.


Venue: Board Room, BVCOE, Lavale

You are requested to attend the same without fail.

Agenda

| ITEM | Points for discussion |
|-----------|--|
| Item No 1 | Confirm the minutes of previous meeting of IQAC. |
| Item No 2 | Change in IQAC Composition |
| Item No 3 | Tracking progress of AQAR preparation |
| Item No 4 | Reforms in Administrative Office for Record Keeping of documents |
| Item No 5 | Feedback form design for Student Satisfaction Survey. |
| Item No 6 | Academic and Administrative Audit (Internal and External) |
| Item No 7 | Any other matter with the permission of the chair. |

Looking forward to have a fruitful meeting,


Prof. Yogesh V. Kadam
IQAC Co-ordinator
Bharati Vidyapeeth's
College of Engineering,
Lavale, Pune


Dr. R.N. Patil
I/C PRINCIPAL
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Copy to: Circulation among IQAC members



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Minutes of Meeting

Item No 1: To confirm the minutes of the previous meeting of IQAC.

The minutes of the 6th meeting dated 01 02 2019 of the IQAC are confirmed and approved.

Item No 2: Change in IQAC Composition.

It has been discussed in meeting that IQAC should get updated and members who can share innovative ideas, explore market conditions needs to be involved. So all members have been informed and asked them to search for one Nominee from Local Society, Students and Alumni & one nominee from Industrialists/Stakeholders.

Item No 3: Tracking progress of AQAR preparation.

The review of work done for AQAR has been taken Criterion-wise.

Item No 4: Reforms in Administrative Office for Record Keeping of documents.

Mr. Vijay Jadhav has been appointed to keep track of documents in Administrative Office.

Item No 5: Feedback form design for Student Satisfaction Survey.

IQAC Cell has discussed various perspectives of Student Satisfaction Survey and Prof. Yogesh Kadam will design form and get it approved in next meeting.

Item No 6: Academic and Administrative Audit (Internal and External).

All heads have been informed to conduct internal audit of their department after declaration of result and IQAC Cell must search for various external agencies who can do academic audit.

Item No 7: Any other matter with the permission of the chair.

No other matter has been discussed and meeting ended with vote of thanks.

Date: 15-06-2019

Place: Lavale, Pune

Prof. Yogesh V. Kadam

**IQAC Co-ordinator
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