फोन नं. (02164) 272414, 8275708613
Web : http://gcekarad.ac.in
Email: principalgcekarad@dtemaharashtra.gov.in
principal.gcekarad-a@dtemaharashtra.gov.in

महाराष्ट्र शासन
शासकीय अभियांत्रिकी महाविद्यालय,कराड
(महाराष्ट्र शासनाची स्वायत्त संस्था)
विद्यानगर, कराड पिन – ४१५२२४ जि. सातारा

GCEK/IQAC/MOM/2025-26/ **Date:- 10/3/2026**

MINUTES OF THE IQAC MEETING CONDUCTED ON 10/03/2026

The NAAC Internal Quality Assurance Cell (IQAC) meeting was held on 10/03/2026 at Government College of Engineering, Karad, under the chairmanship of Dr. S. J. Wagh.

The following members were present at the meeting:

Sr. No.	Name of the Member	Designation
1	Dr. S. J. Wagh	Chairman
2	Prof. U. L. Deshpande	Member
3	Dr. S. A. Thorat	Member
4	Dr. R. B. Kulkarni	Member
5	Prof. V. B. Raka	Member
6	Prof. K. K. More	Member
7	Prof. S. R. Kulkarni	Member
8	Prof. S. S. Kumbhar	Member
9	Prof. S. V. Joshi	Member
10	Prof. B. S. Patil	Member
11	Prof. N. R. Shetty	Member Secretary

Agenda:

1. Review of the progress made towards preparation for the Academic Audit.
2. Verification of departmental documentation, course files and academic records.
3. Review of CO-PO attainment, result analysis and student performance records.
4. Conduct of mock academic audit and follow-up action by departments.
5. Review of NAAC/IQAC documentation and quality assurance activities.
6. Planning and conduct of the Academic Audit.
7. Any other matter with the permission of the Chair.

Minutes of the Meeting:

- The meeting was initiated by the Chairperson, Dr. S. J. Wagh, who reviewed the decisions taken in the IQAC meeting held on 2 January 2026 and emphasized the importance of completing the Academic Audit process in a systematic and timely manner.
- The IQAC Coordinator, Prof. N. R. Shetty, informed the members that the Academic Audit format had already been prepared and circulated to all Heads of Departments. The Heads were requested to use the prescribed format and ensure that the required departmental information and supporting documents were kept ready for verification.

- The members reviewed the status of departmental documentation, including course files, lesson plans, attendance records, result analysis, assessment records and CO-PO attainment reports. Heads of Departments were advised to verify the completeness, consistency and authenticity of these records.
- Dr. R. B. Kulkarni emphasized the importance of maintaining a centralized repository of academic and administrative documents. It was suggested that departments follow a uniform procedure for arranging and maintaining records so that the information could be accessed easily during the audit and future quality assessments.
- The House discussed the schedule and procedure for conducting the Academic Audit. The House noted that the Academic Audit was planned to be conducted on 23 March 2026 in all departments. All Heads of Departments were advised to make the necessary arrangements and keep the relevant records, course files and supporting evidence ready for the audit team.
- The members emphasized that the Academic Audit should review the implementation of the academic plan, teaching-learning processes, assessment practices, student performance, CO-PO attainment and the maintenance of departmental records. Departments were also advised to take corrective actions wherever gaps or shortcomings were identified during the audit.
- Prof. U. L. Deshpande reviewed the academic activities and stressed the importance of documenting teaching-learning practices, student-centric initiatives, assessment methods and action taken on feedback.
- Dr. S. A. Thorat highlighted the importance of maintaining updated evidence for NAAC-related quality initiatives, outcome-based education and continuous improvement practices. Departments were advised to submit the required information to the IQAC within the stipulated timeline.
- The Chairperson instructed all concerned members and departments to complete the assigned preparations and ensure their cooperation during the Academic Audit. The importance of proper documentation, timely submission and continuous improvement was reiterated.

The meeting concluded with a vote of thanks proposed by Prof. N. R. Shetty, Member Secretary, IQAC.

Prof. N. R. Shetty
IQAC, Coordinator

Dr. S.J.Wagh
Chairman, IQAC

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