GOVERNMENT COLLEGE OF ENGINEERING, KARAD

(An Autonomous Institute of Government of Maharashtra)

Vidhyanagar, Karad Pin-415124 District-Satara

GCEK/IQAC/MOM/2025-26/ Date:- 15/6/2025

MINUTES OF THE IQAC MEETING CONDUCTED ON 15/6/2025

NAAC IQAC meeting was held on 15/6/2025 in the college under the chairmanship of Dr. S.J.Wagh

The following members were present at the meeting:

1) Dr. S.J.Wagh
2) Prof. U.L.Deshpande,
3) Dr. S.A Thorat
4) Dr. R.B.Kulkarni
5) Prof. V.B. Raka
6) Prof K. K. More
7) Prof. S.R. Kulkarni
8) Prof. S.S. Kumbhar
9) Prof S. V. Joshi
10) Prof. B. S. Patil
11) Prof. N.R.Shetty

Agenda of the Meeting

1. Review of previous semester's academic activities.
2. Preparation of academic calendar for the current year.
3. Preparation and implementation of teaching plans.
4. Course file preparation and maintenance.
5. CO-PO mapping and attainment planning.
6. Internal assessment and examination planning.
7. Student mentoring and counselling activities.
8. Attendance monitoring and academic performance.
9. Planning of workshops, seminars, FDPs and expert lectures.
10. Research, innovation and consultancy activities.
11. NBA/NAAC accreditation and quality documentation.
12. Student feedback and stakeholder satisfaction.
13. Any other matter with the permission of the Chairperson.

Proceedings and Resolutions

1. Review of Previous Semester

The IQAC reviewed the academic activities and quality initiatives undertaken during the previous semester. Heads of Departments were instructed to identify gaps and take corrective measures for continuous improvement.

2. Academic Calendar

The Dean Academics presented the proposed academic calendar. All departments were instructed to prepare their departmental academic calendars in accordance with the institute's academic calendar and ensure timely completion of academic activities.

3. Teaching Plans and Course Files

All faculty members were instructed to prepare course-wise teaching plans before the commencement of regular teaching. Course files should include syllabus, course outcomes, CO-PO mapping, lecture plans, teaching materials, assignments, question papers and attainment records.

4. CO-PO Mapping and Attainment

Departments were instructed to review Course Outcomes (COs), Programme Outcomes (POs) and Programme Specific Outcomes (PSOs). CO-PO mapping and assessment methods should be finalized at the beginning of the semester.

5. Internal Assessment and Examination

The examination coordinator informed the members about the proposed schedule of unit tests, mid-semester examinations and other internal assessments. Faculty members were instructed to prepare question papers according to the prescribed syllabus and assessment pattern.

6. Student Attendance and Academic Monitoring

All Heads of Departments were instructed to monitor student attendance regularly. Students with poor attendance and academic performance should be identified and counselled through the mentor-mentee system. Necessary remedial measures should be initiated.

7. Student Development Activities

Departments were encouraged to organize technical workshops, expert lectures, seminars, coding competitions, project exhibitions, industrial visits and other co-curricular activities for the overall development of students.

8. Faculty Development and Research Activities

Faculty members were encouraged to participate in and organize Faculty Development Programmes (FDPs), conferences, workshops and research activities. Departments were also advised to promote research publications, funded projects, consultancy and industry collaboration.

9. NBA/NAAC Documentation

All departments were instructed to maintain updated academic and quality assurance records as per applicable NBA/NAAC requirements. Proper documentation of course files, attainment reports, student performance, feedback and action-taken reports should be ensured.

10. Student Feedback Mechanism

The IQAC emphasized collecting feedback from students regarding teaching-learning processes, curriculum delivery and institutional facilities. Departments should analyse the feedback and prepare appropriate action-taken reports.

11. Departmental Activities and Quality Initiatives

Each department was instructed to prepare a semester-wise activity plan covering academic, co-curricular, extracurricular and quality enhancement activities. The IQAC will periodically review the progress of these activities.

12. Any Other Matter

The Chairperson encouraged all departments to work collaboratively towards improving academic quality, student outcomes, research culture and institutional performance.

Prof. N. R. Shetty
IQAC, Coordinator

Dr. S.J.Wagh
Chairman, IQAC

Copy to:
1. Principal
2. Dean Academics
3. IQAC file for record.