



ATHARVA EDUCATIONAL TRUST'S

# ATHARVA COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by Government of Maharashtra

& Affiliated to University of Mumbai - Estd. 1999 - 2000)

“IQAC ”

**Date: 07/07/2019**

## NOTICE

Atharva College of Engineering has planned to host IEEE TECHITHON. To discuss the planning action and other points, a meeting is scheduled within the IQAC members on 8<sup>th</sup> July. The duration of the meeting will be one hour from 4:00 PM to 5:00 PM. The meeting will be conducted in IQAC Room, 4<sup>th</sup> Floor, Phase 1, Atharva College of Engineering.

Meeting should be attended by the IQAC members. Adjust the load, if necessary.

\*\*\*



ATHARVA EDUCATIONAL TRUST'S

# ATHARVA COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by Government of Maharashtra

& Affiliated to University of Mumbai - Estd. 1999 - 2000)

## “IQAC ”

Date: 08/07/2019

### Minutes of Meeting

IQAC, Atharva College of Engineering, held its meeting on 8 July, 2019. The duration of the meeting was one hour (4:00 PM to 5:00 PM). The meeting was conducted in Seminar Hall, 4<sup>th</sup> Floor, Main Building, Atharva College of Engineering by Respected Principal, **Dr. Shrikant Kallurkar**, ACE.

**Dr. Shrikant Kallurkar** welcomed all the members of the Committee.

The meeting agenda was as follows:

- 1 Deciding upon the theme name and domains of the Event
- 2 Allotment of duties to the faculty and staff members.
- 3 Suggestions on Chief guest, Judges and Speakers finalising
- 4 Scheduling the IEEE Techithon on 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> October, tentatively
- 5 Roadmap for the year
- 6 Training Program for Faculty Members
- 7 Purchase Initiation
- 8 Academic Audit

Meeting was attended by following members:

#### **Sr. No. Faculty Name**

- 1 Ms. Pragya Jain
- 2 Ms. Jyoti Mali



ATHARVA EDUCATIONAL TRUST'S

# ATHARVA COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by Government of Maharashtra

& Affiliated to University of Mumbai - Estd. 1999 - 2000)

## “IQAC ”

- 3 Mr. Samuel Jacob
- 4 Ms. Karuna Nikum
- 5 Dr. Ritu sharma
- 6 Dr. Bhavin Shah
- 7 Ms. Deepali Maste
- 8 Ms. Suvarna Pansambal
- 9 Ms. Sangeeta Kotecha
- 10 Ms. Jyoti Kolap
- 11 Ms. Nileema Pathak
- 12 Mr. Niranjana Samudre
- 13 Mr.Meet jain(GS).
- 14 Ms. Neha Kunte
- 15 Mr. Sachin Gavhane
- 16 Mr. Rajendra Mahajan
- 17 Ms. Monika Shah
- 18 Ms. Snigdha Bangal
- 19 Ms. Samidha Kurle
- 20 Ms. Kavita Bani
- 21 Ms. Shikha Malik
- 22 Ms. Kshipra Pandey

The meeting ended with vote of thanks to the Principal by Prof Pragya Jain, Vice Principal, ACE.

Address :Malad-Marve Road, Charkop Naka, Malad (W), Mumbai 400095, Maharashtra, India



ATHARVA EDUCATIONAL TRUST'S

# ATHARVA COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by Government of Maharashtra

& Affiliated to University of Mumbai - Estd. 1999 - 2000)

“IQAC ”

19/7/2019

## OUTCOMES OF 8 JULY 2019 MEETING

IQAC, Atharva College of Engineering, held its meeting on 8 July, 2019. The duration of the meeting was one hour (4:00 PM to 5:00 PM). The meeting was conducted in Seminar Hall, 4<sup>th</sup> Floor, Main Building, Atharva College of Engineering by Respected Principal, **Dr. Shrikant Kallurkar**, ACE. The outcomes of the meeting are mentioned as:

**Agenda 1: Deciding upon the theme name and domains of the Event-** The domains of the event are decided and theme name is being worked upon. Tentative naming are being sent to respective departments

Action took by: All HODs

**Agenda 2: Allotment of duties to the faculty and staff members-** The work has been allotted to every faculty and lab assistants according to their expertise and interest and a sheet was shared amongst them asking about their interests and then duty allocation was done.

Action took by: All HODs

**Agenda 3: Suggestions on Chief Guest, Judges and Speakers finalising-** Deciding upon the speakers, chief guests and speakers was done in a separate meeting with all HODs and Principal and faculties are allotted to confirm the presence of Guests for the same. Conversation was done formally by mails and phone call according to convenience of guests.

Action took by: Principal, All Vice-Principals, All HODs

**Agenda 4: Scheduling the IEEE Techithon:** By taking into account all the holidays and presence of the guests, IEEE Techithon was scheduled on 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> October.

Action took by: Event Incharge

**Agenda 5: To discuss the Roadmap for the year -** Dr. Shrikant Kallurkar had asked about the status of activities in College and a detailed presentation was done by each department representative after 2 days. He requested all the team members to execute the activities as per the roadmap in a timely manner.



ATHARVA EDUCATIONAL TRUST'S

# ATHARVA COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by Government of Maharashtra

& Affiliated to University of Mumbai - Estd. 1999 - 2000)

## “IQAC ”

Action took by: Respective representative from each department

**Agenda 6: Training Program for Faculty Members-** Dr. Shrikant Kallurkar has asked to arrange Training programmes for the faculties. Weekly FDPs are being arranged according to expertise of the faculties. In this regard, the action taken so far was reviewed.

Action to be taken by: FDP Incharge

**Agenda 7: Purchase Initiation -** Dr. Shrikant Kallurkar informed to take necessary action to complete the purchase procedures for respective department. He also informed about current status of Purchase section.

Action to be taken by: Purchase Incharge

**Agenda 8: Academic Audit -** Dr. Shrikant Kallurkar suggested the Inter departmental Academic Audit to be conducted at the earliest and told all department to maintain the documents. The audit was organised in the following week.

Dr. Shrikant Kallurkar, Principal, thanked all the members for their sustained efforts and cooperation in the activities of IQAC. Prof .Pragya Jain, Vice Principal, proposed the vote of thanks. The meeting was concluded at 5.00 PM.

\*\*\*