



Date- 16/07/2018

**Minutes of First Meeting of IQAC (2018-19)**

**No- IQAC/01/2018-19**

**Meeting Agenda:** Formation of IQAC as per revised guidelines

**Meeting Schedule:** 16/07/2018, 02.30 pm - 04.00 pm, Conf Room No - 1

**Meeting Convener :** Dr. Vivek Sunnapwar

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

1. The meeting started with welcome note by Chairperson, Dr. Vivek Sunnapwar followed by importance of IQAC formation.
2. The functioning of IQAC and the outcome in previous AY2017-18, were reviewed by Chairperson.
2. The activities for academic quality improvement and review, planned for the year 2018-19.
3. Dr. S K Shinde, Vice Principal of LTCE, was nominated & appointed as IQAC Director / Coordinator unanimously.
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.
7. Mechanical Engineering department received the BMW car engine under CSR activity, which will be helpful for students and faculties for fulfilment in the interest in Automobile Engineering subject.
8. The department decided to plan for demonstration of engine as experiment in the concerned subject.
9. The institute planned for installation of solar panel on the roof of the institute building as management initiative.
10. The institutional level elective subject preparation and related activities planned by each department as directed by chairperson.
11. The institute will continue to follow the guidelines, time-to-time, given by UoM and strictly adhere to the process of administration.

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.



Following members attended the meeting.

Sr. No.	Designation	Name
1	Chairperson	Dr. Vivek Sunnapwar
2	Teachers	Dr Vivek Yakkundi, Dr Chandrababu, Dr Chandrakant Wankhade , Dr Ravindra Duche , Dr Mrs Sheeba P. S. , Dr S. D. Dalvi, Dr Mrs Kavita Dhanawade , Prof Mrs Priya Tilak , Prof Mrs Dolly Boban.
3	Management Member	Mr. Abhijeet Deshmukh
4	Administrative Officers	Mr Pradip Nangare Patil , Mrs Snehal Sawant
5	Local society/students/alumni Member	Miss. Rutuja Talekar , Mr. Ramkrishna Gaikwad, Mr. Nitesh Gupta
6	Industry Member	Mr. Vishal Matey (Manager, Engineering Services-HPCL), Mr. Kamlesh Harhare (DGM-MEP, Oberoi Realty, Mr. K Jayrajan, (OS, Chairman-BARC Safety council)
7	Director/Coordinator of IQAC	Dr. S K Shinde

**Date- 01/01/2019****Minutes of Second Meeting of IQAC (2018-19)****No- IQAC/02/2018-19****Meeting Agenda:** Discussion of IQAC activities in SH2018 and further plan in FH2019**Meeting Schedule:** 01/01/2019, 01.30 pm - 04.00 pm, Conf Room No - 1**Meeting Convener:** Dr. Vivek Sunnapwar**Meeting Facilitator:** Dr. Vivek Yakkundi, Dr. S K Shinde

1. The meeting started with welcome note by Chairperson, Dr. Vivek Sunnapwar followed by importance of IQAC formation.
2. The IQAC activities performed in SH2018 were reviewed.
3. The plan to submit AQAR in June 2019 was formed.
5. The institute started the installation of solar panel on the roof in order to move one step forward towards clean energy as discussed in last meeting.
6. The design research laboratory renovation completed in Mechanical engineering department.
7. Mechanical engineering department planned for the demonstration of BMW engine for the students in the department as experiment in the subject of Automobile Engineering.
8. All departments have planned for the new curriculum/syllabus which will be introduced in AY 2019-20, by UoM.
9. The institutional level elective subjects were proposed by each department and subsequent faculty members started planning to teach the subject.

Following members were present for the meeting.

Sr. No.	Designation	Name
1	Chairperson	Dr. Vivek Sunnapwar
2	Teachers	Dr Vivek Yakkundi , Dr Chandrababu , Dr Chandrakant Wankhade ,Dr Ravindra Duche , Dr Mrs Sheeba P.S. , Dr S.D.Dalvi, Dr Mrs Kavita Dhanawade , Prof Mrs Priya Tilak , Prof Mrs Dolly Boban.

# LOKMANYA TILAK COLLEGE OF ENGINEERING



Sector No. 4., Vikas Nagar, Koparkhairane, Navi Mumbai -400 709.

3	Management Member	Mr. Abhijeet Deshmukh
4	Administrative Officers	Mr Pradip Nangarepatil , Mrs Snehal Sawant
5	Local society/students/alumni Member	Miss. Rutuja Talekar , Mr. Ramkrishna Gaikwad, Mr. Nitesh Gupta
6	Industry Member	Mr. Vishal Matey (Manager, Engineering Services-HPCL), Mr. Kamlesh Harhare (DGM-MEP, Oberoi Realty, Mr. K Jayrajan, (OS, Chairman-BARC Safety council)
7	Director/Coordinator of IQAC	Dr. S K Shinde