



The Shirpur Education Society's

**R. C. Patel Polytechnic, Shirpur**

[www.rcpatelpolytechnic.org](http://www.rcpatelpolytechnic.org)

**President**

Shri. Amrishbhai Patel

Survey No. 41/1, 41/A,  
Opposite to Pharmacy Educational Complex,  
Near Balaji Nagar, Karwand Road,  
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Outward No. : RCPP/2019-20/182-A

Dated: 07/10/2019

### OFFICE ORDER

As per the requirement of AICTE and revised guidelines of National Assessment and Accreditation Council (NAAC) for creating of Internal Quality Assurance Cell (IQAC), (Version 6 dated 26-09-2019) the Institute has formed a committee as per the said guidelines. The following is the composition of IQAC.

SN	Name of the Member	Designation	Position	Signature
1	Prof. N. G. Haswani	Principal	Chairperson	
2	Dr. K. B. Patil	Director, SES	Management representative	
3	Mr. Prabhakar Chavan	Member, SES	Local Society representative	
4	Shri Atul R. Bhandari	Industrialist	Industrialist	
5	Mr. Abinav Kumar Dubey	HR, Karvy Ford Pvt. Ltd., Vadodara (Gujrat)	Employer	
6	Mr. Sagar Jage	HR, Bharat Gear Pvt. Ltd, Mumbai	Employer	
7	Prof. S. S. Dutte	Head, Applied Science Department	Member	
8	Prof. A. H. Patil	Head, Civil Department	Member	
9	Prof. V. I. Memon	Head, Computer Department	Member, IQAC Coordinator	
10	Prof. V. P. Mahajan	Head, Electrical Department	Member	
11	Prof. P. H. Kulkarni	Head, E&TC Department	Member	
12	Prof. A. D. Patil	Head, Mechanical Department	Member	
13	Mr. Khairnar Pankaj S.	Librarian	Member	
14	Mr. Manoj Bapurao Wani	Administrative Officer	Member	
15	Mrs. Joshi Rashmi D.	Administrative Officer	Member	

SN	Name of the Member	Designation	Position	Signature
16	Mr. Patil Sandip L.	Administrative Officer	Member	
17	Shri Rajput Bapu	Parent	Stakeholder	
18	Shri Ratnaparkhi Kiran	Parent	Stakeholder	
19	Bhairav Gayatri	Alumni (E&TC)	Member	
20	Agrawal Aditi	Alumni (Comp)	Member	
21	Thorat Manish Sudarshan	Student (Civil)	Member	
22	Tolani Karan J.	Student (Comp)	Member	
23	Mahajan Sanket Sanjay	Student (Elect)	Member	
24	Chaudhari Yogesh R.	Student (E&TC)	Member	
25	Patil Bhavi Narendra	Student (Mech)	Member	

The Roles and Responsibilities of the IQAC members will be as follows:

1. To improve the academic and administrative performance of the institution through development and application of quality benchmarks.
2. Optimization and integration of modern methods of teaching and learning.
3. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
4. Facilitating the creation of a learner-centric environment conducive to quality education for participatory teaching and learning process.
5. Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
6. Organization of inter and intra institutional workshops, seminars on quality related themes.
7. Periodical conduct of Academic and Administrative Audit and its follow-up.

Prof. V. I. Memon  
IQAC Coordinator

Prof. N. G. Haswani  
Principal  
R. C. Patel Polytechnic  
Chirour Dist. Dhule (M.S.)

**Original Copy**

**Copy to:** 1. Office File, 2. Concern Member



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## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of Meeting No.1, held on 15<sup>th</sup> Oct. 2019**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on: 15th Oct. 2019 the Principal's Office at 12.00 p.m.

The agenda for the meeting was taken up:

The committee met on 15th Oct. 2019 in Board room regarding the Accreditation of institute and the procedure to be followed in this regard. The meeting began with an address by the Chairman of IQAC regarding roles and responsibilities of the committee.

The committee was acquainted with the fact that the college is in the process of preparing the Self Study Report for National Board of Accreditation (NBA). Keeping the strengths and limitations in mind committee decided to focus on major points like Infrastructure modernization, human resource development, teaching learning process, admission policies to attract good students and to establish strong linkage with all stake holders.

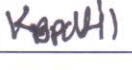


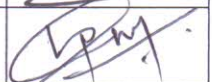
In the view of said points committee decided to take following immediate actions:

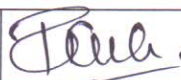

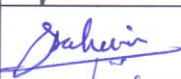
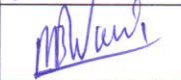
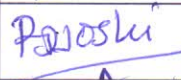

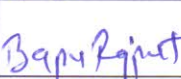
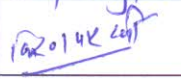

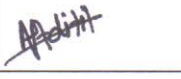



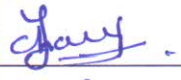
1. To apply for NBA by academic year 2020-21.
2. To establish Quality Enhancement in Diploma Engineering Education program.
3. To promote & establish massive open access courses through MOOCS/NPTEL/

- Spoken Tutorial, etc.
4. To encourage teachers for submitting research proposals to various agencies for research grants.
  5. To offer merit based scholarships for attracting good students.
  6. To implement Academic Performance Indication (API) system based on self-appraisal and students feedback.
  7. To start various employability development programs.
  8. The committee decided to meet twice in every semester to assess the quality of teaching and best practices to be introduced for improving the quality of Academics, Administration and Research activities in the Institute.
  9. All the decisions taken up in this meeting are forwarded to Governing body for approval.

The meeting ended with vote of Thanks to Chair.

The following members were present:

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1	Prof. N. G. Haswani	Principal	Chairperson	
2	Dr. K. B. Patil	Director, SES	Management representative	
3	Mr. Prabhakar Chavan	Member, SES	Local Society representative	
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5	Mr. Abinavkumar Dubey	HR, Karvy Ford Pvt. Ltd., Vadodara (Gujrat)	Employer	
6	Mr. Sagar Jage	HR, Bharat Gear Pvt. Ltd, Mumbai	Employer	—
7	Prof. S. S. Dutte	Head, Applied Science Department	Member	
8	Prof. A. H. Patil	Head, Civil Department	Member	
9	Prof. V. I. Memon	Head, Computer Department	Member, IQAC Coordinator	
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13	Mr. Khairnar Pankaj S.	Librarian	Member	
14	Mr. Manoj B Wani	Administrative Officer	Member	
15	Mrs. Joshi Rashmi D.	Administrative Officer	Member	
16	Mr. Patil Sandip L.	Administrative Officer	Member	
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18	Shri Ratnaparkhi Kiran	Parent	Stakeholder	
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20	Agrawal Aditi	Alumni (Comp)	Member	
21	Thorat M Sudarshan	Student (Civil)	Member	-
22	Tolani Karan J.	Student (Comp)	Member	
23	Mahajan S Sanjay	Student (Elect)	Member	
24	Chaudhari Yogesh R.	Student (E&TC)	Member	
25	Patil Bhavi Narendra	Student (Mech)	Member	

Date: 15<sup>th</sup> April 2019

  
Coordinator, IQAC

  
Chairperson, IQAC