



Vidya Prasarak Mandal's
Maharshi Parshuram College of Engineering, Velneswar
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Ref.No. IQAC/07/2019-20

Date: - 15th October 2019

Respected Sir/Madam,

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution & to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices, IQAC of MPCOE has prepared a list of activities to be followed during 2019-20.

- 1) **Formation of one committee for academic & administrative audit: -**
Internal audit will be done by internal committee of MPCOE faculties & staff (2 times in a year) & external audit will be carried out after end of academic year or after 2 internal audits through some external team.
- 2) **Online Feedback from all stakeholders collected, analyzed and used for improvements, action taken reports are mandatory :-**
 - a) Every student will give feedback on teaching learning process & facilities provided by the institute.(2 times in a semester), b) All faculties & staff will give feedback on curriculum & facilities provided by the institute (at the end of every semester), c) Feedback of parents will be taken during parent visit or parent meet, d) Alumni feedback will be taken during alumni meet or alumni visit to department.
- 3) **Performance appraisal for teaching & nonteaching staff :-**
Performance appraisal of each faculty & staff will be done in end of every academic year by respective head & submitted to principal for his final comments.
- 4) **Revision of vision-mission statement of MPCOE.**
- 5) **Formation of Canteen/Mess food committee.**
This committee will visit to mess & canteen at least once in the month to check quality of food & cleanliness. Committee will record the information with geo tagged photos.
- 6) **Make mandatory to use of blooms taxonomy and identification of slow-advance learners for every year. Plan activities accordingly.**
 - a) Format for BTL & Internal assessment question papers is already given to the departments. Criteria for identifying slow, average & advanced learners are given to

departments to plan the activities accordingly, b) Analysis part of Bloom's Taxonomy will be explained by Dr.Sudhakar Agarkar sir, during his next visit to MPCOE.

7) Every photograph taken must be geo tagged.

Every faculty & staff is informed to download mobile app of geo tagged photos and use it for photography.

8) Student council as per university guidelines & their activities.

a) Adhoc student council will be formed through the class representatives (CRs), b) Positions in students council will be as General Secretary, Sports Secretary & Cultural Secretary, c) Interested candidates are asked to submit application with his/her resume to election officer, d) Based on his/her resume & interview result will be declared, e) Explain all the roles, responsibilities & tenure to students council and take their signatures.

9) Arrange some programs on gender equity programs and for promotion of universal Values and Ethics, health awareness programs for girls, etc

a) Include some gents also in WDC; b) Arrange some programs especially for ladies regarding their health issues (2 in a year), c) Arrange some programs on gender equity for girls & boys (2 in a year)

10) Set Management Information System (MIS) in MPCOE like erp.

11) Alumni association activities :-

a)Alumni association meeting will be arranged (2 times in a year), b) collect the data about their employment and also try to get employer's feedback, c) Call alumni students for guest lecturers to share their views, etc

12) Strengthen training & placement activities. Also form ED cell in MPCOE :-

a)Soft skill, interview skill, negotiation skill workshops will be arranged for students(2 programs/semester), b)Arrange pull campus drives in MOCO (at least 2 /year), c) Get in touch with unified placement cell of VPM Thane for planning activities.

13) Every teacher in MPCOE must do at least one MOOC certification from NPTEL/SWAYAM/edX/etc before May-2020:-

14) Make mandatory use of LaTeX in report writing & Moodle for teaching learning:-

We will organize some training programs before January 2020, on how to use Latex software & Moodle LMS for MPCOE faculties & staff so that they can use it and teach to students.

15) Every department must conduct at least 2 programs of 40 hours under the banner of their professional bodies like ISOI, ISTE, etc before May-2020:-

a) Records like communications of workshop, course content, attendance, feedback, test & analysis to measure outcome of workshop, e-certificates, geo tagged photos, must be taken, b) Report of every workshop will be submitted on college website within 5 days after workshop in the given format.

16) Activities under MOUs & Collaborations:-

a) 1-2 activity per year must be conducted under MOU & Collaborations, b) Record like communication, activity detail, participants, attendance, outcome of activity, Feedback from both sides, geo tag photos, certificates, etc

17) PhD status/ Publications/ STTP/ FDP status for 2019-20:-

a) Currently 5 faculties are pursuing their PhD ,this number must be increased till June-2020, b) Every department should publish at least 2 papers in UGC listed journals (Faculties or students), c) Every department should send at least 2 faculties per semester for STTP/FDP (Total 4 per department till June-2020)

18) One or two Workshops or seminars must be conducted on Intellectual Property Rights (IPR) e.g. copy right, trademark, patent, trade secrets, etc and Industry-Academia Innovative practices:-


Will be taken care by VPM Thane

19) Faculty –Parent association activities:-


Faculty-Parent association must be formed and minimum 3 activities must be conducted till June-2020.

20) IQAC cell of MPCOE Velneshwar will conduct a five days program titled as, “Rising above & beyond the Excellence” in January-2020 for faculty & staff.

- I request every faculty & staff to go through the **AQAR** format given by NAAC which we will have to submit for every year till next NAAC visit. We will have to continue with all our activities as per NAAC guidelines.
- Criteria wise collection of Institute NAAC data will be done by respective criteria coordinator (departmental IQAC coordinator). (From 1st July 2019 to 31st July 2020). **Every criteria coordinator will be responsible for his/her data collection.**
- All other committees should take their regular meeting and record the evidences. (Minimum 2 meetings per semester)


Mr. Avinash Pawar
(IQAC Coordinator)




Dr. Amitkumat Mane
(I/C Principal)
Principal
VPM's Maharshi Parshuram College
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