

MET'S Institute of Technology Polytechnic Nashik

Order No. MET/poly /AY 25-26/committee / 17

Date: - 05/08/2025

Institute Curriculum Implementation and Quality Assurance Committee (ICIQAC)

Sr.No	Name	Post	Officials
1	Dr. Shefali Bhujbal	Management Representative	Ex. Officio Chairman
2	Dr.R.S.Narkhede	Principal	Additional Ex. Officio Chairman
3	Mr.A.P.Vadnere	H.O.D	Ex. Officio Member
4	Dr.G.A.Parbhane	H.O.D	Ex. Officio Member
5	Mr.S.R.Ghuge	H.O.D	Ex. Officio Member
6	Mr.S.P. Kholumbe	H.O.D	Ex. Officio Member
7	Mrs.S.B.Patil.	H.O.D	Ex. Officio Member
8	Mrs.B.S.Dhande	H.O.D	Ex. Officio Member
9	Mr. Vikas Pawar	Staff Member	Member
10	Mrs.Sandya Antre	Staff Member	Member
11	Mr.Jyoti Mhaske.	Academic Coordinator	Ex. Officio Member Secretary
12	Mr. Krishna Kakad (TYIF)	Student Representative	Member
13	Mr Sachin Pagar (TYCE)	Student Representative	Member
14	Mr. Tarachand Mate (FY)	Parent Representative	Member
15	Mr. Sanjay Ahire (SY)	Parent Representative	Member
16	Mr Ganesh Jagzap (TY)	Parent Representative	Member

3.3.1.2 Roles and Responsibilities of ICIQAC

3. Study Curriculum development process and prepare curriculum implementation plan at institute level.
4. Identify the resource gaps at institute level and develop plan to make up the deficiencies.
5. Plan for Academic Calendar of the institute taking into consideration the calendar from MSBTE.
6. Guide the departments regarding the philosophy of curriculum design and its implementation.
7. Ensure uniform implementation of MSBTE norms for student assessment.
8. Analyze the reports of internal and external monitoring committees and take remedial action.
9. Maintain the records of all activities in the Prescribed Proforma.
10. Organize and conduct discussion forum as part of quality circle at least once at the end of each semester to discuss the outcome of faculty trainings (Industrial/FDP), record and circulate minutes about the same.

3.3.1.3 Terms of Reference

1. Ex-officio members are permanent members.
2. All external members will be by rotation.
3. The term of external members shall be for minimum 1 year and maximum 3 years.
4. ICIQAC will meet at least once in 6 months
5. Academic coordinator will prepare the agenda; maintain the minutes of the meeting and prepare the action taken report.
6. Minimum quorum shall be half the number


Prof. R.S. Narkhede

Principal

Copy To All Committee Member

Principal
MET's Institute of Tech; Polytechnic
Bhujbai Knowledge City,
Adgaon, Nashik-422 003

