
	Dr D Y Patil Pratishthan's Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune		DI No.: ACAD/DI/51	
	Academic Year: 2019-20	Minutes of Meeting		Revision : 00 Dated : 20/11/2019
	Term – II	Internal Quality Assurance Cell(IQAC)		Date of Preparation : 21/06/2020

Meeting Topic	<i>Internal Quality Assurance Cell(Online platform: Zoom)</i>				
Date	19/06/2020	From	11.30 AM	To	1.30 PM

Agenda	
SN	Topic
1	To confirm previous Minutes of meeting
2	Review of academics completed in COVID-19 crises
3	Planning of 2020-2021 academic year
4	Placement activities
5	Review of extracurricular , co curricular and extension activities
6	To take review of ISO stage I audit and planning of upcoming activities
7	Any other issue with the permission of the Chair


Attendee List			
SN.	Name	Department	Sign
1	Dr (Mrs) Anupama V Patil,	Principal	
2	Dr Manisha Bhende, Faculty	Computer Engineering	
3	Dr Sunil Dambhare, HoD	Mechanical Engineering	
4	Dr Pratap Halkarnikar , Faculty	Computer Engineering	
5	Dr Shailesh Ghodake , HoD	Chemical Engineering	
6	Mrs Pratiksha P Shevatekar, HoD	Computer Engineering	
7	Mrs Priya Charles, HoD	E&Tc Engineering	
8	Mrs Amruta Kulkarni , HoD	Civil Engineering	
9	Mrs. Kavita Joshi, FE Incharge	First Year	

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10	Mr Amit Umbrajkar, Faculty	Mechanical Engineering	
11	Dr Utkarsh Maheshwari ,Faculty	Chemical Engineering	
12	Mr Y K Patil	Assistant Registrar	

Meeting Notes

1	Dr. A V Patil, Chairperson, IQAC welcomed all members.
2	IQAC coordinator initiated the discussion and invited each of the panel members to put forth their views on the issues listed on the agenda.
3	IQAC Coordinator presented the Minutes of the previous meeting and explained the actions already initiated . All the members approved MoM unanimously as no objection were received.
4	Principal, Dr. Anupama V. Patil, discussed about the COVID 19 effect and how the institution has planned the safety and security measures, Social distancing, sanitization, disinfections and screening of all staff on the campus entry gate. She discussed and appreciated the efforts taken by all the faculty members to complete the academics and to achieve the outcome of the processes defined. All the HoDs and department heads also participated in the discussion.
5	Dr Manisha Bhende, explained about the teaching learning process, usage of ICT / Moodle in the period of this COVID 19 situation, risk about the infections to students, staff, visitors etc. Faculty can take it as an opportunity for the extensive use of ICT enable teaching learning, content development etc.
6	Dr Sunil Dambhare explained that since this is a first Meeting after the ISO stage I audit as per EOMS 21001:2018 Standard action plan for the stage II audit . He further outlined the path of EOMS 21001 certification of the college and told that the college has taken a


 <p>DYP DR. D. Y. PATIL INSTITUTE OF ENGINEERING, MANAGEMENT AND RESEARCH</p>	Dr D Y Patil Pratishthan's Dr. D.Y. Patil Institute of Engineering, Management and Research, Akurdi, Pune	DI No.: ACAD/DI/51
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	decision to go from ISO 9001:2015 to ISO 21000:2018 certification. He also explained and briefed about the EOMS status, benefits of this system to the college
7	Dr Sunil Dambhare, HoD Mechanical department discussed about the feedback formats required for NBA and suggested to modify if needed.
8	HOD Chemical , Dr. Shailesh Ghodake, discussed about the difficulties faced by some students, Connectivity issues, network and power cut issues for teaching learning on online platform. He also explained about the virtual lab and online resourced used by all the department to complete the syllabus.
9	Dr. Sunil Dambhare, explained that the Student Satisfaction is measured twice in a semester, through internal and external feedback. External feedback which is taken with the help of other Dr. D. Y. Patil institutions, was planned in the month of march, but is pending because of COVID-19 impact and lockdown of the campus on 14 th March 2020.
10	Student feedbacks of all the departments were discussed in the meeting. The concerned HoDs explained the student satisfaction and corrective actions on the feedbacks received from the students. Student's feedback related to all the faculties of department was presented and it is observed that targets set for the student feedback is achieved.
11	Principal discussed that the companies coming regularly for campus drives in the college is an indirect measure of the satisfaction of the employers (industries). However, Principal asked TPO to introduce a formal feedback from the industries participating in campus recruitments about the students placed in the companies from the next Academic Year.
12	Prof. Amit Umbrajkar, Institute Academic coordinator discussed that, because of COVID-19 and campus lockdown from 14 th March 2020, deviation of almost 20 days in academic conduction was experienced. Syllabus was to be completed on or before 31/03/2020. So, in principal meeting conducted after lockdown, it was decided to conduct online lectures from 1 st April 2020 to 5 th may 2020. It is observed that all planned lectures and practicals are

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	completed.
13	<p>All the department heads presented the data related to the prelim examination conducted from 1st to 5th May 2020. It was noted that overall result is found satisfactory. The actions initiated such as assignments in case of absent and failed students in prelim exam were discussed in MRM.</p> <p>It was noted that the final examination is postponed / cancelled by SPPU. It was decided that the any necessary further guidelines related to the final exam from SPPU shall be followed by the college.</p>
14	<p>Principal asked all HoDs to submit data on the improvements done in the respective departments in A.Y. 2019-20 and the improvements planned in A.Y. 2020-21 to the ISO Coordinators.</p> <p>Principal instructed to maintain the records of activities conducted during the lockdown period. She appreciated the FDP / STTP / trainings attended by faculty and students.</p> <p>Principal suggested preparing academic calendar for the next academic year to include awareness session of Risk & opportunities, Role and Responsibilities, EOMS Policy and Objectives.</p>
15	Dr Sunil Dambhare , HoD Mechanical department and ISO Coordinator discussed about the ISO activities and the planning of ISO internal and External Audit.
16	All the members Were actively involved in the discussions and meeting concluded with a vote of thanks by Dr Manisha Bhende.

Action Items			
SN	Task	Person Responsible	Due Date
1	Upkeepment of ICT facilities to be ensured.	System Administrator	continuous

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2.	ISO Files updation	All department ISO Coordinators	30/01/2020
3.	Training and Placement activities	All department T&P coordinators	Continuous
4.	Academic year 2020-21 planning	Academic coordinators	30th June 2020
5.	ISO audit planning	ISO coordinators	30th Sep 2020
5.	Academic Monitoring	Academic Coordinator	Continuous

MSB

(Dr Manisha Bhende)

IQAC Co-ordinator

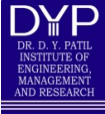


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Meeting Topic	<i>Internal Quality Assurance Cell</i>				
Date	13/01/2020	From	9.30AM	To	12.15PM


Agenda	
SN	Topic
1	To confirm previous Minutes of meeting
2	To note the on-line AQAR for 2018-19 submitted by the IQAC
3	Review of academics
4	Results and Placement
5	Review of extracurricular , co curricular and extension activities
6	To take review of ISO certification and activities
7	Any other issue with the permission of the Chair

Attendee List			
SN.	Name	Department	Sign
1	Dr (Mrs) Anupama V Patil,	Principal	
2	Dr Manisha Bhende, Faculty	Computer Engineering	
3	Dr Sunil Dambhare, HoD	Mechanical Engineering	
4	Dr Pratap Halkarnikar , Faculty	Computer Engineering	
5	Dr Shailesh Ghodake , HoD	Chemical Engineering	
6	Mrs Pratiksha P Shevatekar, HoD	Computer Engineering	
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9	Mrs. Kavita Joshi, FE Incharge	First Year	
10	Mr Amit Umbrajkar, Faculty	Mechanical Engineering	

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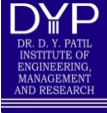
11	Dr Utkarsh Maheshwari ,Faculty	Chemical Engineering	
12	Mr Y K Patil	Assistant Registrar	

Meeting Notes	
1	Dr. A V Patil, Chairperson, IQAC welcomed all members.
2	IQAC coordinator initiated the discussion and invited each of the panel members to put forth their views on the issues listed on the agenda.
3	IQAC Coordinator presented the Minutes of the previous meeting and explained the actions already initiated . All the members approved MoM unanimously as no objection were received.
4	NAAC review was taken and the NAAC accreditation AQAR submission process were explained by Dr Mansha Bhende .She explained about the requirement of AQAR report and preparation of all the data require for academic year 2018-19
5	Principal, Dr Aupama Patil expressed her views on importance of teacher guardian scheme and taken reviews from all head of the department regarding TG activities
6	Principal, expressed her thoughts on importance of brush up session , mock session , mock interviews , company specific training to increase the placement count.
7	Dr Sunil Dambhare, HoD Mechanical department discussed about the feedback formats required for NBA and suggested to modify if needed.
8	Prof. Pratiksha Shevatekar , HoD Computer department discussed about the Importance of AMCAT and other test for improving the placement . She asked to enrol the students for AMCAT test.
9	Dr Shailesh Ghodake, HoD Chemical department discussed about the soft skill and technical training , Aptitude to increase the placement of students.

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10	Prof Amruta Kulkarni , HoD , Civil department put forth her views on importance and need of UPSC, MPSC and all competitive exams preparation.
11	Principal and all Head of the departments unanimously agreed on the more efforts should be taken to improve the students placement.
12	Principal, Dr Anupama Patil discussed her views on academic monitoring and efforts should be taken to improve the attendance of the students. She discussed about NBA preparation , Industry Institutes partnership cell and Activities under MoUs.
13	Principal, Dr Aupama Patil expressed her views on importance of extra and cocurricular activities in the overall development of students. She explained the activities conducted under the umbrella of CSI, ACM, IEEE, ISTE, COMPSA, MESA etc various clubs such as Astronomy, Rotaract, Robotics etc .
14	Principal and all Head of the departments discussed about the ICT tools and Gnomio Moodle and agreed for extensive use for betterment of students performance.
15	Dr Sunil Dambhare , HoD Mechanical department and ISO Coordinator discussed about the ISO activities and the planning of ISO internal and External Audit.
16	All the members Were actively involved in the discussions and meeting concluded with a vote of thanks by Dr Manisha Bhende.

Action Items			
SN	Task	Person Responsible	Due Date
1	AQAR report preparation and updation	All NAAC criteria Coordinators	31/03/2020
2.	ISO Files updation	All department ISO Coordinators	30/01/2020
3.	Training and Placement activities	All department T&P coordinators	

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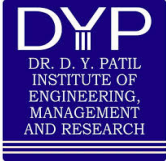
4.	ISO Internal Audit	ISO Coordinator	10/03/2020
5.	Gnomio Moodle training to all faculty member	Dr Pratap Halkarnikar Dr Amol Dahakane	25/01/2020
5.	Feedback format revision	All HoDs and Coordinators	30/01/2020
6.	AMCAT Registration	All HoDs and department T&P coordinator	30/01/2020
7.	Academic Monitoring	Academic Coordinator	Continuous

M5B

(Dr Manisha Bhende)

IQAC Co-ordinator





Dr. D. Y. Patil Pratishthan's
DR. D. Y. PATIL INSTITUTE OF ENGINEERING,
MANAGEMENT AND RESEARCH

**Approved by A.I.C.T.E, New Delhi , Maharashtra State Government, Affiliated to Savitribai Phule
Pune University**

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IQAC

MINUTES OF MEETING

Date and Time: 12/07/2019, 2:30 PM

Meeting Location: Board Room, DYPIEMR, Akurdi

1 AGENDA

1. To confirm the minutes of previous meeting
2. Review and planning after the NAAC visit
3. Revision of Vision and Mission of Institute
4. Review of Academics, Results and Placements
5. Post NAAC accreditation Initiatives
6. Discussion on Quality Initiatives
7. Any other issue with the permission of the Chair

2 MINUTES OF MEETING

1. Dr. A V Patil, Chairperson, IQAC welcomed all members.
2. Prof. K.M.Narkar, Coordinator, IQAC initiated the discussion and invited each of the panel members to put forth their views on the issues listed on the agenda.
3. IQAC Coordinator presented the Minutes of the previous meeting dated and explained the actions already initiated . All the members approved MoM unanimously as no objection were received.
4. NAAC visit review was taken and the post NAAC accreditation process were explained by Prof Kiran Narkar. He explained about the suggestion given by peer team members and action taken on the received clarification. As per the suggestion given by NAAC peer team, Inputs from all the stakeholders were considered for change in Vision Mission of the Institute.
5. All IQAC members, stakeholders suggested the modification in the Vision statements and after discussion the Vision of the Institute has been modified as per the current need of the institution and stakeholders
6. Principal, Dr Aupama Patil expressed her views on importance of extra and cocurricular activities in the overall development of students. She explained the activities conducted under the umbrella of CSI, ACM, IEEE, ISTE, COMPSA, MESA etc various clubs such as Astronomy, Rotaract, Robotics etc .
7. Dr Manisha Bhende discussed about the initiatives taken by the institutes for innovative teaching learning using ICT, importance of students training , add on courses and efforts taken by faculty for students placement.

8. Dr Halkarnikar suggested to start online portal for stakeholders feedback. He enforced about the online grievances to be given by students. He also suggested for online appraisal system.
9. Prof. Kiran Narkar explained the ERP , MIS and Moodle usage by Institute for overall function. He explained the process of online feedback system available in the Institute .
10. Dr Maheshwari insisted on faculty publication in reputed journal and conferences. He suggested to improve on innovation in teaching learning process. Faculty should make teaching learner centric.
11. Review of academic performance was taken and suggestions for improvement were given. It was suggested that effective monitoring of all academic activities was necessary to improve the quality. Dr. Sanjeev Wagh stressed the need to implement Outcome Based Education to ensure learning outcomes and suggested that all activities should be directed in order to implement OBE.

Hence it was resolved to implement OBE more rigorously from the academic year 2017 – 18.

12. Principal , Dr Anupama Patil assure that students will work in the industry for one day. Students will start their training from second year only.
13. The Principal informed the Committee about the Memoranda of Understanding signed with various organizations and activities conducted.
14. Dr Shashank Joshi advised to take the feedback given by industry positively. He also suggested to give extra hours for students to complete their projects.
15. Mr Navathe suggested to faculty to work in their specialised area and develop some projects with the help of industry. He focus on the technological development globally and need of upgrading with respect to the development in technology, global market and need of innovation. He also suggest to go for commercialization of patents.
16. Mr Abhijeet , Alumini of Institute explained the industry requirement. What industry expects from Institute. Industry needs ready engineer. Students should be ready to do assigned work. So students should inculcate all the skills technical as well as soft skill. He also focus on the overall personality development of the student.
17. Prof Kiran Narkar discussed about the Academic and Administrative audit done in the department and he explain strengths and weaknesses of the institute and assure that to overcome the weaknesses. Institute is trying for research funding, Centre of excellence in all the departments, placements in core companies.
18. Mr. Tejas Bhagwat, student representative explained the benefit of add on and value added courses for placements. He suggested to strengthen this activity for all the students.

19. It was discussed to put emphasize on following activities in this term:
 - a. Academic reforms
 - b. Continuing Education and Staff Development
 - c. Counseling (Faculty, Staff and Students)
 - d. Mentoring of Students
 - e. Entrepreneurship Development
 - f. ERP
 - g. Industry Institute Interaction
 - h. Research activities
 - i. Student Chapter and Technical activity
 - j. Training and Placement
 - k. NIRF ranking
 - l. NBA Accreditation
20. Prof Kiran Narkar briefed about the quality initiatives by the Institute and asked all HoDs to promote research culture at department level. He also insisted to motivate faculty for PhD registration,
21. Principal , Dr. Anupama Patil appreciate the efforts by Mr Navathe appreciated the activity done under Entrepreneurship Development Cell (EDC). He insisted that EDC activity should be strengthen

All the members Were actively involved in the discussions and meeting concluded with a vote of thanks by Prof. K M Narkar.



Prof. Kiran Narkar
Coordinator, IQAC

