
	<b>Dr D Y Patil Pratishthan's</b> <b>Dr. D.Y. Patil Institute of Engineering, Management and</b> <b>Research, Akurdi, Pune</b>		DI No.: <b>ACAD/DI/51</b>	
	<b>Academic Year:</b> 2020-21	<b>Minutes of Meeting</b>		<b>Revision : 00</b> <b>Dated : 20/11/2019</b>
	<b>Term – II</b>	<b>Internal Quality Assurance Cell(IQAC)</b>		<b>Date of Preparation</b> <b>: 24/04/2021</b>

Meeting Topic	<i>Internal Quality Assurance Cell</i>				
Date	22/04/2021	From	10.30AM	To	1.30PM

<b>Agenda</b>	
SN	Topic
1	To confirm previous Minutes of meeting
2	Preparedness of students regarding placement
3	Review of academics
4	Results and Placement
5	Review of extracurricular , co curricular and extension activities
6	Any other issue with the permission of the Chair


<b>Attendee List</b>			
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	

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9	Mrs. Kavita Joshi, FE Incharge	First Year	
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	ISO Coordinator, Dr ManishaBhende, 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

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	enable teaching learning, content development etc.
6	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.
7	Principal informed all about the successful completion of the admission process. She appreciated all the admission team and their team members for their continuous efforts which resulted in good admissions
8	Faculty needs to review these efforts and identify and explain the academics - industry gaps to the students. o All HODs are requested to encourage and organised. Departments are required to plan their subsequent monitoring activities in time with institute calendar
9	Dr Shailesh Ghodake, HoD Chemical department discussed about the soft skill and technical training , Aptitude to increase the placement of students. It is advised to have brain storming sessions on project based learning and percolate among students and faculty members for skill development and imbibe flexibility into attitude of student towards self-learning.
10	Principal , requested all HoDs to ensure the academic activities to be observed on the basis of percentage attendance, percentage syllabus coverage, unit test analysis, result analysis, activities conducted, action taken against students suggestions, risk and opportunities assessment, quality objective status of year 2020-2021
11	Principal and all Head of the departments unanimously agreed on the more efforts should be taken to improve the students placement. Risk of COVID 19 impact on staff and students

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	was discussed.
12	Dr. Sunil Dambhare, explained that the Student Satisfaction is measured twice in a semester, through internal and external feedback.
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 online under the umbrella of CSI, ACM, IEEE, ISTE, COMPSA, MESA etc various clubs such as Astronomy, Rotaract, Robotics etc .
14	Principal congratulated Mechanical Engineering, as Mr. Ayush Agrawal won first prize in Project of the year competition2020 by Dessault Systems.
15	ISO Coordinator, Mr. Sunil Dambhare told that process wise effectiveness and efficiency parameters are defined and documented for each procedure in respective sectional process manuals.
16	All departments are effectively putting efforts in empowering students for their skill development which make them succeed in all reputed competitions, co-curricular and Extra-curricular events.
17	All the members Were actively involved in the discussions and meeting concluded with a vote of thanks by Dr Manisha Bhende.

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<b>Action Items</b>			
<b>SN</b>	<b>Task</b>	<b>Person Responsible</b>	<b>Due Date</b>
1	Students submission and SPPU PR/OR exams	All HoDs and Subject Teachers	15/05/2021
2.	ISO Files updation	All department ISO Coordinators	15/05/2021
3.	Training and Placement activities	All department T&P coordinators	As and when required
4.	Students training and placement preparedness	All HoDs and department T&P coordinator	15/05/2021
5.	Feedback format revision	All HoDs and Coordinators	30/05/2021
6.	Extra curricular activities/competitions	All HoDs and Project Coordinators and mentors	10/05/2021
7.	Academic Monitoring	Academic Coordinator	ongoing



(Dr Manisha Bhende)  
**Prepared by**  
**Meeting Co-ordinator**




(Dr Anupama V. Patil)  
**Approved by**  
**HOD / Principal**

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	<b>Term – II</b>	<b>Internal Quality Assurance Cell(IQAC)</b>	<b>Date of Preparation</b> <b>: 06/01/2021</b>

Meeting Topic	<i>Internal Quality Assurance Cell</i>				
Date	<b>04/01/2021</b>	From	<b>10.30AM</b>	To	<b>12.30PM</b>

<b>Agenda</b>	
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 and admission
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


<b>Attendee List</b>			
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	

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8	Mrs Amruta Kulkarni , HoD	Civil Engineering	
9	Mrs. Kavita Joshi, FE Incharge	First Year	
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. Because of COVID 19 pandemic, IQAC coordinator explained the changes in teaching learning, assessment and evaluation for students.
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 2019-20
5	Principal appreciated the efforts taken by faculty members to make sure to deliver the 100% syllabus with full dedication in this restricted environment.
6	Principal reinforced to make sure to have all the records of attendance in proper ISO format.

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7	Principal informed all about the successful completion of the admission process. She appreciated all the admission team and their team members for their continuous efforts which resulted in good admissions
8	Prof. Umbrajkar, Academic Coordinator discussed about the circular by University about the commencement of the offline classes from 15th February 2021. In view of the same, all HODs were requested to post the notice of commencement of offline classes from 15th on all groups.
9	Dr Shailesh Ghodake, HoD Chemical department discussed about the soft skill and technical training , Aptitude to increase the placement of students. It is advised to have brain storming sessions on project based learning and percolate among students and faculty members for skill development and imbibe flexibility into attitude of student towards self-learning.
10	Principal , requested all HoDs to ensure the academic activities to be observed on the basis of percentage attendance, percentage syllabus coverage, unit test analysis, result analysis, activities conducted, action taken against students suggestions, risk and opportunities assessment, quality objective status of year 2020-2021
11	Principal and all Head of the departments unanimously agreed on the more efforts should be taken to improve the students placement.
12	Dr. Manisha Bhende informed all HODs to provide the required data to be filled for NAAC AQAR submission
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



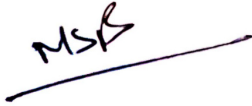
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	online under the umbrella of CSI, ACM, IEEE, ISTE, COMPSA, MESA etc various clubs such as Astronomy, Rotaract, Robotics etc .
14	Principal congratulated Mechanical Engineering, as Mr. Ayush Agrawal won first prize in Project of the year competition 2020 by Dessault Systems.
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	To further strengthen the project based learning, faculty members are informed to explore various industries for Internships of the students. It is advised to associate each faculty with at least two industries.
17	All the members Were actively involved in the discussions and meeting concluded with a vote of thanks by Dr Manisha Bhende.

<b>Action Items</b>			
<b>SN</b>	<b>Task</b>	<b>Person Responsible</b>	<b>Due Date</b>
1	<b>AQAR report preparation and updation</b>	All NAAC criteria Coordinators	<b>15/03/2021</b>
2.	<b>ISO Files updation</b>	All department ISO Coordinators	<b>15/02/2021</b>
3.	<b>Training and Placement activities</b>	All department T&P coordinators	<b>As and when required</b>
4.	<b>ISO Audit</b>	ISO Coordinator	<b>15/03/2021</b>
5.	<b>Feedback format revision</b>	All HoDs and Coordinators	30/01/2021
6.	<b>Students training and placement preparedness</b>	All HoDs and department T&P coordinator	15/03/2020

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7.	<b>Academic Monitoring</b>	Academic Coordinator	ongoing
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(Dr Manisha Bhende)  
**Prepared by  
Meeting Co-ordinator**



(Dr Anupama V. Patil)  
**Approved by  
HOD / Principal**