



AISSMS

COLLEGE OF ENGINEERING

ज्ञानम् सकलजनहिताय
Accredited by NAAC with "A+" Grade



Minutes of IQAC Meeting

Fifth IQAC meeting for Academic Session 2020-21 was held on 24th December 2020 at 2.30 PM.

The following members attended the meeting.

| S. No | Name of member | Designation |
|-------|-------------------|---|
| 01 | Dr D S Bormane | Principal and Chairman, IQAC |
| 02 | Mr S P Shinde | Honorary Joint Secretary, AISSM Society, Pune |
| 03 | Mr R R Deshpande | Ex. MD, Kirloskar Oil Engines, Pune |
| 04 | Mr Shekhar Kamble | HR, Regional Head, TCS, Pune |
| 05 | Dr C S Choudhari | Coordinator, IQAC |
| 06 | Dr S H Wankhade | Head of Department, Production Engineering |
| 07 | Dr A A Godbole | Head of Department, Electrical Engineering |
| 08 | Dr D G Bhalke | Coordinator, NAAC Steering Committee |
| 09 | Mr A B Bhonsale | Administrative Officer |
| 10 | Mr S P Pimpale | Registrar |
| 11 | Dr D V Nighot | Associate Professor In Chemistry |
| 12 | Dr A V Waghmare | Associate Professor In Mechanical Engineering |
| 13 | Dr V N Patil | Associate Professor In Civil Engineering |
| 14 | Dr S F Sayyad | Assistant Professor In Computer Engineering |

Principal, Dr D S Bormane opened the meeting with welcoming and introducing the new members. IQAC Coordinator, Dr C S Choudhari briefed members with the initiatives proposed by IQAC and coordinated discussion on various topics as per agenda of the meeting.

Agenda 1: Review of minutes of last IQAC Meeting

The 4th IQAC meeting was held on 23rd August 2019 at 10:30 a.m. The minutes of meeting were readout with a formal discussion with all IQAC members. These minutes of meeting were confirmed by the IQAC members.

Agenda 2: Initiatives proposed and taken by IQAC

Dr C S Choudhari, Coordinator, IQAC presented initiatives taken by IQAC for quality sustenance and quality improvement.

a) **Annual Report Format for data collection**

In order to build an organized methodology for data collection and documentation, IQAC has initiated and circulated Annual Report Format covering all the aspects which will be filled up by all the departments and institute level committees. Publication of annual report will help to retrieve data as sought by various agencies.

b) **Summary of annual Report**

At department and Institute level, summary sheet can be prepared for analysis of performance of departments. Based on the same, targets can be set for different activities by departments.

c) **Active Participation of ILC (Institute Level Committees)**

In order to develop an effective system for the improvement in overall performance of the institute, IQAC has formulated cells and clubbed committees under respective cells.

| Academic Development Cell | | | |
|--|--|-------------|---------------------|
| 1 | Academic Monitoring | Coordinator | Dr. D. S. Parekar |
| 2 | Faculty Development and Academic | Coordinator | Dr. S. V. Chaitanya |
| 3 | Management Information System | Coordinator | Mr. V. B. Gawai |
| 4 | Library Development | Coordinator | Mrs. V. B Dandawate |
| 5 | NBA/NAAC Preparations | Coordinator | Dr. S. H. Wankhade |
| 6 | Students Association | Coordinator | Dr S. J .Navale |
| 7 | Students Chapters(Professional Bodies) | Coordinator | Mr. N. P Mawale |
| Centre for Information, Training and Placements Head: Dr A V Waghmare | | | |
| 8 | Placements | Coordinator | Placement Officer |
| 9 | Training | Coordinator | Mr. V. S. Phonkshe |
| 10 | Counselling and mentoring | Coordinator | Mrs. S. R. Lengade |
| 11 | Industry Institute Interaction (III) | Coordinator | Dr. P B Nangare |
| 12 | Entrepreneurship and Skill Development | Coordinator | Mr. S. N. Chiwande |
| 13 | Alumni Engagement | Coordinator | Dr. D. V. Wadkar |
| 14 | Competitive Examinations | Coordinator | Mr. A. Y. Kazi |
| Infrastructure and Facility | | | |
| 15 | Infrastructure and Facility | Coordinator | Mr. S. R. Patil |
| Gymkhana | | | |
| 16 | Cultural In charge | Coordinator | Mrs. K. N. Kulkarni |
| 17 | Magazine In charge, Media | Coordinator | Mrs. S. J. Pachouly |

| | | | |
|--|--|-------------|-----------------------------|
| 18 | Physical Director, Sports In charge, Media | Coordinator | Dr. M. M. Kondhare |
| 19 | National Service Scheme | Coordinator | Dr. N. N. Shejwal |
| 20 | Students Welfare and Development | Coordinator | Dr.A. B. Patil |
| Administration Cell | | | |
| 21 | Budget Preparations (Purchase and maintenance) | Coordinator | Dr D S Bormane Principal |
| 22 | Admissions | Coordinator | Mr V R Patil |
| 23 | Examinations | Coordinator | Dr. D. V. Nighot |
| Media Interface and Outreach Cell | | | |
| 24 | Website | Coordinator | Mr. N. R. Talhar |
| Research, Innovation and Development Cell | | | |
| 25 | Research, Innovation and Development Cell | Coordinator | Dr D G Bhalke |
| Grievance and Redressal Cell | | | |
| 26 | Internal Grievance Redressal | Coordinator | Dr. M. S. Deshpande |
| 27 | Women Grievance, | Coordinator | Dr. P. S. Gajjal |
| 28 | Vishakha (Internal Complaint Committee) | Coordinator | Dr. P. S. Gajjal |
| 29 | Anti-Ragging | Coordinator | Mr V R Patil |
| 30 | SC/ST Reservation committee | Coordinator | Dr. N. N. Shejwal |
| 31 | OBC Reservation committee | Coordinator | Ms A S Deokar |

d) **Filing for documentation of all the achievements to be maintained by departments**

Department should maintain documents in the following formats. Folders as per given in below table to be created by department using email id generated for data collection. (e.g. For mechanical, mechanical.data@aissmscoe.com).

| | |
|---------------------------------|---|
| FOLDER 1 | |
| Department of _____ Engineering | |
| FOLDER 1.1 | |
| 2020-21 | |
| FOLDER 1.1.1 | |
| Individual Faculty Contribution | |
| 1.1.1.1 | Individual Level Achievements <i>Supporting document for (Achievements, Awards, Recognition, representation on corporate/ social bodies, universities, state, national, international level, PhD completion, any other specific achievement, etc.)</i> |
| 1.1.1.2 | Research, Innovation and Development <i>(Supporting document for Funded research projects, Testing & Consultancy, Patents, Trademarks, Innovations, Research Publications (Papers published), Books or article published)</i> |

| | |
|---|--|
| 1.1.1.3 | Industry Institute Interaction <i>(Supporting document for Industry sponsored projects, Industrial training completed by faculty, Training provided by faculty to Industry personnel, any other contribution by faculty in association with industry)</i> |
| 1.1.1.4 | Participation in FDP, Conferences and Self Learning <i>(Supporting document for participation of individual faculty in FDP, Webinar, Conference, Online Courses completed, Worked as a resource person, session chair etc.)</i> |
| 1.1.1.5 | MOU signed <i>(MOU signed with Industry, MoU signed with any academic/professional/research organisation)</i> |
| 1.1.1.6 | Any other individual level contribution of faculty <i>Supporting document for any other individual level contribution other than mentioned above. (e.g. Team achievements as an faculty advisor, Specific contribution in particular area with the support of students, etc.)</i> |
| 1.1.1.7 | Selective Original photos in JPEG format |
| FOLDER 1.1.2 Activity Reports | |
| 1.1.2.1 | FDP Organised(<i>Activity report and other supporting documents in a single file for one activity</i>) |
| 1.1.2.2 | Seminar/Workshop/Webinars(<i>Activity report and other supporting documents in a single file for one activity</i>) |
| 1.1.2.3 | Conferences(<i>Activity report and other supporting documents in a single file for one activity</i>) |
| 1.1.2.4 | Industry Visit(<i>Activity report and other supporting documents in a single file for one activity</i>) |
| 1.1.2.5 | Expert Talk(<i>Activity report and other supporting documents in a single file for one activity</i>) |
| 1.1.2.6 | Extension Lectures/Webinars(<i>Activity report and other supporting documents in a single file for one activity</i>) |
| 1.1.2.7 | Extension Activity(<i>Activity report and other supporting documents in a single file for one activity</i>) |
| 1.1.2.8 | Any other activity(<i>Activity report and other supporting documents in a single file for one activity</i>) |
| 1.1.2.9 | Selective Original photos in JPEG format |
| FOLDER 1.1.3 Students' Achievements | |
| 1.1.3.1 | University Ranker |
| 1.1.3.2 | Certificate courses /Online Courses Completed <i>Brief description about the course completed (Title, platform of course)</i> |

| | |
|---------|---|
| 1.1.3.3 | Industry Internship Brief description about industry internship (Summer/Winter internship) (If applicable) |
| 1.1.3.4 | Competitive Examinations <i>Relevant Document of achievement in exams like GATE, GRE, CAT, TOFEL, any other examination, etc (If applicable)</i> |
| 1.1.3.5 | Award/Publication/Achievements in Innovation and Research, in Technical Competitions <i>Awards/Achievement in innovation, Product Design, Research Publication (Papers), Achievements in technical competitions at State, National & International Level, Research fund received</i> |
| 1.1.3.6 | Individual Level Social Contribution at State, National level <i>Supporting document of social contribution through NSS, NCC, NGO, etc (If applicable)</i> |
| 1.1.3.7 | Sports: Individual Level Achievements in Sports at State, National and International Level <i>Relevant document of achievement in sports (If applicable)</i> |
| 1.1.3.8 | Cultural Activities: Individual Level Achievements in Cultural Activities at State, National and International Level <i>Relevant document of achievement in cultural activities (If applicable)</i> |
| 1.1.3.9 | Selective Original photos in JPEG format <i>Upload selective photos of individual activities that can be used for Various Institutional publications, website,etc.</i> |

e) **Google Links** for data collection of students' achievements and google forms for collection of supporting documents for individual faculty contribution and activity reports to be created.

f) **IQAC has initiated format for "OVERALL BEST PERFORMING DEPARTMENT"** which will motivate students for participation in various activities carried out for overall development of students. Parameters considered are academic results, participation in co-curricular and extra curricular activities, internships, performance in examinations like GATE, GRE etc.

g) **Internal Academic and Administrative Audit (AAA)**

Guidelines for the conduction of annual internal academic and administrative audit were presented before committee. Guidelines and format of report to be submitted by AAA panel, format for review of academic activities , action taken report by departments for initiatives taken by IQAC were presented before committee.

h) Standard formats initiated by IQAC

1. Course file index (Part A and Part B)
2. Result analysis by individual faculty
3. Budget proposal format for industry visit, expert talks
4. Budget proposal format for extension lectures
5. Template for faculty profile
6. Guidelines to departments for conduction of Faculty Development Programms
7. Committee for Ranking, Survey and Institutional Awards
8. Celebration of “Innovation and Start Up Week”

All the initiatives and formats prepared by IQAC were resolved and approved by committee.

Agenda 3: Views of IQAC members on initiatives proposed and taken by IQAC

All initiatives taken by IQAC were resolved and recommended for implementation. Members suggested for ensuring continuous quality improvement through all initiatives. Graduate exit survey and benchmarking for different quality aspects will help to set target for different activities.

Mr S P Shinde, Honorary Joint secretary, AISSM Society suggested having department level academic audit during and at the end of the term. Also, suggested that administrative audit of institute office also should be carried out for assessing effectiveness of official processes.

Agenda 4: To discuss preparations of NBA certification

Dr D G Bhalke briefed about the status of NBA preparations. Committee suggested expediting preparations involving all departments of the institute.

Agenda 5: To discuss on improvement in involvement of students and faculty in research and innovation activities

Discussion on research and innovation activities in the institute was held. Mr R R Deshpande recommended for improved interaction with industry for internships, industry sponsored projects with major focus on involvement of faculty in consultancy to industry.

Agenda 6: To propose and confirm new members of IQAC in different categories
Following new members were confirmed as member of IQAC.

| Sr No | Name of Person | Designation & Affiliation |
|--------------|-----------------------|---|
| 1 | Mr Shekhar kamble | Regional HR Head, Tata Consultancy Services |
| 2 | Dr D V Nighot | Associate Professor in Chemistry |
| 3 | Dr A V Waghmare | Associate Professor in Mechanical Engineering |
| 4 | Dr V N Patil | Associate Professor in Civil Engineering |

Agenda 7: Any other issue with the special permission of the chair.

Mr S P Shinde, Honorary Joint secretary, AISSM Society highlighted following points.

- I. Importance of ensuring attentiveness of students, especially during online mode of teaching.
- II. IQAC should work on formulation and content identification for first year induction program. Induction program for SE, TE and BE classes are also to be conducted in a defined methodology.
- III. Initiation of certain steps to make library of institute more proactive. Library has to play more important role in the teaching learning process in the institute.

Dr D S Bormane summarized the meeting and proposed vote of thanks.

Dr C S Choudhari
Coordinator, IQAC

Dr D S Bormane
Principal



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Action Taken report

IQAC Meeting held on 24th December 2020

Action taken report for the fifth IQAC meeting held on 24th December 2020.

| Sr No | Agenda Item | Resolution | Action taken |
|-------|---|--|---|
| 01 | Review of minutes of last IQAC Meeting | The minutes of meeting were readout with a formal discussion with all IQAC members. These minutes of meeting were confirmed by the IQAC members. | Noted. |
| 02 | Initiatives proposed and taken by IQAC | All the initiatives and formats prepared by IQAC were resolved and approved by committee. | Noted. |
| 03 | Views of IQAC members on initiatives proposed and taken by IQAC | All initiatives taken by IQAC were resolved and recommended for implementation. Members suggested for ensuring continuous quality improvement through all initiatives. | Annual report and other documents circulated to departments for implementation. Feedback forms for student for interaction with industry, feedback from students regarding infrastructure and facility is designed and circulated to all departments for implementation. |

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| 04 | To discuss preparations of NBA certification | Briefed about the status of NBA preparations. Committee suggested expediting preparations involving all departments of the institute. | Detailed action plan is prepared by NBA steering committee and shared with all for its effective implementation. |
| 05 | To discuss on improvement in involvement of students and faculty in research and innovation activities | Committee recommended for improved interaction with industry for internships, industry sponsored projects with major focus on involvement of faculty in consultancy to industry. | HoDs and III coordinator instructed to take review of one faculty one industry practice and to put more efforts in signing MoU with various industries. |
| 06 | To propose and confirm new members of IQAC in different categories Following new members were confirmed as member of IQAC. | Chairman of the IQAC introduced new members with all members of IQAC. | Noted. |
| 07 | Any other issue with the special permission of the chair. | I. Importance of ensuring attentiveness of students, especially during online mode of teaching. II. IQAC should work on formulation and content identification for first year induction program. Induction program for SE, TE and BE classes are also to be conducted in a defined methodology. | Online quizzes and other interactive modes such as self-study assignments, presentations are added in teaching. Accordingly, instructions circulated to departments. Departments have been instructed to conduct induction lecture series for SE,TE and BE classes at the start of academic year. |

Dr C S Choudhari
Coordinator, IQAC

Dr D S Bormane
Principal



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Minutes of IQAC Meeting

IQAC meeting for Academic Session 2020-21 was held on 30th April 2021 at 3.30 PM. The following members attended the meeting.

| S. No | Name of member | Designation |
|-------|------------------|---|
| 01 | Dr D S Bormane | Principal and Chairman, IQAC |
| 02 | Dr C S Choudhari | Coordinator, IQAC |
| 03 | Dr S H Wankhade | Head of Department, Production Engineering |
| 04 | Dr A A Godbole | Head of Department, Electrical Engineering |
| 05 | Dr D G Bhalke | Coordinator, NAAC Steering Committee |
| 06 | Mr A B Bhonsale | Administrative Officer |
| 07 | Mr S P Pimpale | Registrar |
| 08 | Dr D V Nighot | Associate Professor In Chemistry |
| 09 | Dr A V Waghmare | Associate Professor In Mechanical Engineering |
| 10 | Dr V N Patil | Associate Professor In Civil Engineering |
| 11 | Dr S F Sayyad | Assistant Professor In Computer Engineering |

Principal, Dr D S Bormane opened the meeting with welcoming all IQAC members. IQAC Coordinator, Dr C S Choudhari briefed members with the initiatives proposed by IQAC and coordinated discussion on various topics as per agenda of the meeting.

1. Review of PARAMARSH activities

Review of "PARAMARSH" activities was taken. It was decided to have more interactions with mentee institutes using online platform.

2. Review of online teaching learning and academic activities

Review of teaching learning and academic activities with online mode was taken. MS Teams for teaching learning is observed to be used effectively by all departments. Professional ZOOM platform is to be used for conduction of webinars and other academic activities at a larger scale. More number of activities like webinars, coffee with alumni, panel discussion, author meet, virtual lab is to be organized by all the departments.

3. AQAR 2019-20

Review of AQAR 2019 -20 was taken and following points are highlighted in the discussion.

- a) All scanned documents to be uploaded on website should be with signature of Principal and official seal.
- b) More number of value added and certificate courses need to be identified and to be initiated.
- c) Activities related to IPR and start up need to be enhanced.
- d) Development activities for non-teaching staff to be organized.
- e) Institute website need to be updated regularly.

Dr D S Bormane summarized the meeting and proposed vote of thanks.



Dr C S Choudhari
Coordinator, IQAC



Dr D S Bormane
Principal



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Action Taken Report

IQAC Meeting held on 30th April 2021

Action taken report for the IQAC meeting held on 30th April 2020.

| Sr No | Agenda Item | Resolution | Action taken |
|-------|--|---|--|
| 01 | Review of PARAMARSH activities | It was decided to have more interactions with mentee institutes using online platform. | Communicated to mentee institutes and criteria wise webinars were organized. |
| 02 | Review of online teaching learning and academic activities | Review of teaching learning and academic activities with online mode was taken. MS Teams for teaching learning is observed to be used effectively by all departments. Professional ZOOM platform is to be used for conduction of webinars and other academic activities at a larger scale. More number of activities like webinars, coffee with alumni, panel discussion, author meet, virtual lab is to be organized by all the departments. | Professional ZOOM platform purchased and used for conduction of online activities for AISSMS COE faculty, students including students and faculty from outside institutes at national level. |
| 03 | AQAR 2019-20 | a) All scanned documents to be uploaded on website should be with signature of Principal and official seal. b) More number of value added and certificate courses need to | a) Instructions were given to concerned criteria in charges. b) Instructions given to departments |

| | | | |
|--|--|--|--|
| | | <p>be identified and to be initiated.</p> <p>c) Activities related to IPR and start up need to be enhanced.</p> <p>d) Development activities for non-teaching staff to be organized.</p> <p>e) Institute website need to be updated regularly.</p> | <p>for the same.</p> <p>c) Webinars on IPR were conducted as a part of celebration of Strat Up and Innovation week.</p> <p>d) FDP cell of the institute initiated planning of activities for non teaching staff.</p> <p>e) Instructions issued to website coordinator. Decided to invite person from website vendor to the institute for updating website.</p> |
|--|--|--|--|

Dr C S Choudhari
Coordinator, IQAC

Dr D S Bormane
Principal and Chairman, IQAC