Minutes of IQAC Meeting

IQAC meeting for academic session 2021-22 was held on 12th October 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	Department of Production Engineering
04	Dr A A Godbole	Head of Department, Electrical Engineering
05	Dr D G Bhalke	Coordinator, NAAC Steering Committee
06	Mr S P Pimpale	Registrar
07	Dr D V Nighot	Associate Professor In Chemistry
08	Dr A V Waghmare	Associate Professor In Mechanical Engineering
09	Dr V N Patil	Associate Professor In Civil Engineering
10	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 and confirmation of minutes of last IQAC Meeting

The 5th IQAC meeting was held on 24th December 2020 at 2:30 p.m. The minutes of meeting were readout with a formal discussion and confirmed by the IQAC members.

Agenda 2: Action taken report on the proposals of the last meeting

Action taken report for the last meeting was discussed and confirmed. It was confirmed that academic audit to be carried out at the end of every semester. Defined process to be developed for checking of Course file and personal files of faculty during academic audits.

Agenda 3: Initiatives proposed by IQAC

Dr C S Choudhari, Coordinator, IQAC presented initiatives taken by IQAC for quality sustenance and quality improvement. Initiatives taken are for developing standard formats / procedures developed were discussed. Formats discussed were

1. Annual Report 2021-22 (Revised)
2. Format for "Feedback from Stakeholders and Action taken Report"
3. Contents of Academic calendar
4. Result Analysis (Pro-forma A and B)
5. Guidelines for PAQIC formation
6. Feedback from industry
7. Impact analysis and feedback of students
8. Students feedback on Infrastructure and facilities

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

Agenda 4: Issues open for discussion

A) NBA Preparations

Discussion on progress of NBA preparations was held. It was also suggested to have regular meetings of departmental NBA coordinators and to be conducted by central NBA coordinator.

B) Promotion of research and innovation in the institute

In order to develop innovation ecosystem in the institute and to promote innovation in the institute, decided to formulate "Start up and innovation Committee". Also, confirmed that every year "Start-Up and innovation week" will be celebrated by Start-up and Innovation Committee on the occasion of birth anniversary of Dr A P J kalam.
It was also decided to prepare policy document for providing incentives to faculty for research contribution, research publications.

C) Placement of students and initiatives

Dr A V Waghmare briefed about initiatives taken by center for information, training and placement (CITP). It was proposed to initiate foreign language courses for students.

D) It was decided that Committee comprising internal IQAC members to be formed which will be responsible for monitor and visit departments to take review for the implementation of IQAC initiatives.

E) Departments should put effort in initiating value added and certificate courses for students.

F) Group health insurance for faculty to be initiated.

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

Dr C S Choudhari
Coordinator, IQAC

Dr D S Bormane
Principal

Action Taken report
IQAC Meeting held on 12th October 2021

Action taken report for the fifth IQAC meeting held on 12th October 2021.

Sr No	Agenda Item	Resolution	Action taken
01	Review and confirmation of minutes of last IQAC Meeting	Minutes of meeting confirmed.	Noted.
02	Action taken report on the proposals of the last meeting	Action taken report confirmed. At the end of every semester, academic audit to be carried out.	Noted. Instructions given to Institute level academic coordinator and heads of department.
03	Initiatives proposed by IQAC	All the initiatives approved by committee.	All formats shared with departments and portfolio in charges for implementation.
04	Issues open for discussion		
A	NBA Preparations	Institute level NBA coordinator will conduct meetings of departmental NBA coordinators.	Instructions issued to Institute level NBA coordinator.

B	Promotion of research and innovation in the institute	Every year "Innovation and start Up" will be celebrated under the banner of Institute Innovation Council on the occasion of birth anniversary of Dr A P J kalam. Incentive and research policy for faculty is to be prepared.	Communicated to IIC coordinator. Instructions given to research and development committee coordinator.
C	Placement of students and initiatives	To initiate foreign language courses and trainings on emerged technologies for students.	Head, CITP has been asked to initiate courses.

Dr C S Choudhari

Coordinator, IQAC

Dr D S Bormane

Principal

Minutes of IQAC Meeting
(A.Y. 2021-22)

IQAC meeting for Academic Session 2021-22 was held on 15th February 2022 at 11 AM. The following members attended the meeting.

S. No	Name of member	Designation
01	Dr D S Bormane	Principal and Chairman, IQAC
02	Mr R R Deshpande	Ex. MD, Kirloskar Oil Engines, Pune
03	Mr Shekhar Kamble	HR, Regional Head, TCS, Pune
04	Dr C S Choudhari	Coordinator, IQAC
05	Dr S H Wankhade	Head of Department, Production Engineering
06	Dr A A Godbole	Head of Department, Electrical Engineering
07	Dr D G Bhalke	Coordinator, NAAC Steering Committee
08	Mr S P Pimpale	Registrar
09	Dr D V Nighot	Associate Professor In Chemistry
10	Dr A V Waghmare	Associate Professor In Mechanical Engineering
11	Dr S F Sayyad	Associate Professor In Computer Engineering

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

Agenda 1: Review and confirmation of minutes of last IQAC Meeting

The minutes of last meetings meeting were readout with a formal discussion and minutes of last meeting were confirmed.

Agenda 2: Action taken report on the proposals of last meeting

Implementation of annual reports, google drive folders for the collection of supporting documents, use of google link for collection of students' contribution was reviewed. Mr R R Deshpande suggested to apply one of the quality circle policy, "Plan – Do – Study – Act" for all the initiatives taken by IQAC. Implementation of all the IQAC initiatives can be assessed in AAA and meetings of internal IQAC members can conducted for the same.

Members were informed about the conduction of induction programs for SE, TE and BE classes, efforts taken to improve interaction with industry. Effective implementation of internship policy was highly appreciated by Mr R R Deshpande. It was also suggested that evaluation of industry internship of students, feedback from industry about students and industrial training of faculty need to be focused.

In the discussion, with reference to "Stakeholders Feedback and Action Taken Report" to be submitted by departments to IQAC on annual basis, it was suggested to try for proactive involvement of stakeholders in all the interactions in order to have innovative suggestions for quality improvement.

Mr Shekhar Kamble appreciated various formats provided by IQAC to the departments mentioning need of such formats to bring uniformity in all the departments.

With reference to faculty development and academic collaborations, it was discussed that faculty development programs in association with outside colleges can be arranged and MoU can be signed with different academic and research organizations for various academic activities.

Social activities conducted by the institute, especially in the area of rural development and water conservation were highly appreciated by Mr R R Deshpande and Mr Shekhar Kamble. Mr R R Deshpande has suggested to take help of organizations and experts working in the different areas of rural development.

Agenda 3: Initiatives proposed by IQAC

Dr C S Choudhari, Coordinator, IQAC presented initiatives taken by IQAC for quality sustenance and quality improvement. All initiatives taken by IQAC were resolved and recommended for implementation. Members suggested for ensuring continuous quality improvement through all initiatives.

1. **Class Study Circle**

Leadership team for every class with team of 5 – 7 students can be formed as a class study circle. Class Study Circle will represent the class and will take the lead to organize different academic, curricular activities for respective class, department and institute. Regular meetings of GFM, HOD, Head of the institute can be held with all concerned class study circles. This practice of Class Study Circle will be stronger chain of communication with good representation and involvement of more students in different academic activities. Overall, at institute level, "Class Study Circle" activity will be coordinated by institute level Academic Development and Monitoring Committee.

2. **Benchmarking of activities**

Based on the summary sheets prepared for last two academic years and with the involvement of respective departments, target sheet for different activities will be prepared by the department at the start of academic year. Format for target sheet will be shared with the departments.

3. **Preparation of SOP for PhD research centers**

In order to have smooth and efficient working of PhD research centers, standard operating procedure (SOP) for PhD research centers will be prepared and circulated to PhD research centers.

Agenda 4: Issues open for discussion

A) Methodologies to improve stakeholders' involvement (Alumni, Employers, Industry, parents and others)

Stakeholders involvement plays very important role in quality improvement. To improve interaction with stakeholders, it was decided to share soft copy of departmental and institute level newsletters and magazine with alumni, parents and employers including all the external stakeholders.

Every department has to create database for email id of parents, alumni and employers. Academic collaborations also help to interact with academicians and administrators from education field.
Few suggestions discussed to improve stakeholder's involvements are invitation to senior faculty from outside engineering institutes as guest for various activities, academic collaborations, visit to industry by faculty, more number of parent meets, alumni and industry meets, organisation of "coffee with Alumni" programs.

B) Strengthening teaching learning and academic processes

Outcome based education philosophy is followed in the institute and more awareness sessions on OBE can be conducted for students and newly joined faculty. More focus should be given on students' project,

internships, seminars etc. for improving communication, report preparation and exposure to real life. For every subject minimum four innovative teaching methods should be implemented out of the list of activities prescribed by institute level academic development and monitoring committee.

For providing more focus on project based learning, PBL courses may be linked with TE industry internships and final year projects in association with industry. Each department will conduct project exhibition / competition at the end of second term. Institute level ISTE Students' Chapter will be responsible for the planning and conduction of interdepartmental project exhibition.

C) Improving input quality of students

It was highlighted that quality of students helps to improve learning environment in the class and in the institute. In view of taking more efforts in improving quality of students it was decided to go for campaigning in 12th class junior colleges and counselling sessions by departments to be organized. It was also decided to make a list of admission counselors from various cities and single point of contact from institute side can be provided to all the admission counsellors. Admission committee of the institute will work on different platforms throughout the year for improving input quality of students.

D) NBA preparations

Members were briefed about the progress of NBA preparations and planning for the same. It was highlighted that the documentation of all the activities at department and institute level is of prime importance and more focus should be on effective documentation, both in soft and hard formats.

- Any other item with the permission of chair

A) CSR funding

Dr D G Bhalke initiated discussion on opportunities for the institute to go for CSR funding. Mr R R Deshpande elaborated the need to approach industry very well in advance with proposal for CSR funding. It was decided that a committee to be formulated at institute level for working on CSR opportunities.

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

Dr C S Choudhari
Coordinator, IQAC

Dr D S Bormane
Principal

Action Taken report
IQAC Meeting held on 15th February 2022

Action taken report for the fifth IQAC meeting held on 15th February 2022.

Sr No	Agenda Item	Resolution	Action taken
01	Review and confirmation of minutes of last IQAC Meeting	Minutes of meeting confirmed and approved.	Noted.
02	Action taken report on the proposals of last meeting	Action taken report for the last meeting was discussed and confirmed.	Noted.
03	Initiatives proposed by IQAC	A. Class Study Circle B. Benchmarking of activities C. Preparation of SOP for PhD research centers All the initiatives approved by committee members.	A. Policy document and guidelines for class study circle implementation is to be prepared by IQAC coordinator. B. Format for benchmarking of activities is to be prepared by IQAC coordinator. C. SOP for PhD centers is to be prepared by PhD research centers.

04	Issues open for discussion		
A	Methodologies to improve stakeholders' involvement (Alumni, Employers, Industry, parents and others)	1. Soft copy of departmental and institute level newsletters and magazine is to be shared by departments with alumni, parents and employers including all the external stakeholders. 2. Every department has to create database for email id of parents, alumni and employers. 3. Academic collaborations also help to interact with academicians and administrators from education field. 4. Visit to industry by faculty, more number of parent meets, alumni and industry meets, organisation of "coffee with Alumni" programs.	1. Instructions given to all head of departments. 2. Database of email ids of parents is to updated through ERP. Instructions for the same are given to departments. 3. Efforts to put by departments for signing MoU with academic and research institutions. Common format to be prepared by FDP and Academic collaborations committee. 4. Parent, industry and alumni meets to be organized by departments. Instructions given to departments.
B	Strengthening teaching learning and academic processes	1. More number of awareness sessions on OBE can be conducted for students and newly joined faculty. 2. More focus should be given on students' project, internships, seminars etc. for improving communication, report preparation and exposure to real life. 3. For every subject minimum four innovative teaching methods should be implemented out of the list of activities prescribed by institute level academic development and monitoring committee. 4. For providing more focus on project based learning, PBL courses may be linked with TE industry	1. Sessions on OBE are to be included in FE, SE, TE and BE induction programs. Instructions given to departments. 2. Policy document for internship and project is to be prepared by CITP and Academic development committee. 3. Decided to implement concept of Course activity for every subject. Policy document for the same is to prepared by IQAC coordinator. 4. Students to be motivated for continuing PBL work and internship work to final year

		internships and final year projects in association with industry. 5.Each department will conduct project exhibition / competition at the end of second term. Institute level ISTE Students' Chapter will be responsible for the planning and conduction of interdepartmental project exhibition.	project work. Instructions are given to departments. 5. Notice regarding conduction of departmental and interdepartmental project exhibitions is circulated to departments. Institute level ISTE students' chapter shall be responsible for this activity.
C	Improving input quality of students	1.In view of taking more efforts in improving quality of students it was decided to go for campaigning in 12th class junior colleges and counselling sessions by departments to be organized	1.Counselling sessions for aspirant students to be organized by all departments. Instructions given to all departments.
05	NBA preparations	1.Documentation of all the activities at department and institute level is of prime importance and more focus should be on effective documentation, both in soft and hard formats.	1.Instructions issued by NBA coordinator to all departments regarding documentation.
06	CSR funding	1.Members discussed and elaborated the need to approach industry very well in advance with proposal for CSR funding.	1.Industry Institute Interaction committee should take initiatives for CSR funding with the involvement of all departments.

Dr C S Choudhari

Coordinator, IQAC

Dr D S Bormane

Principal