AISSMS
COLLEGE OF ENGINEERING
ज्ञानम् सकलजनहिताय

Accredited by NAAC with "A+" Grade | NBA - 6 UG Programmes

Minutes of IQAC Meeting

IQAC meeting for Academic Session 2023-24 was held on 12th September 2023 at 11.30 AM. The following members attended the meeting.

S. N.	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	Mr Sujit Waghavkar	Architect, Barclays Solutions
06	Dr D V Nighot	Head of First Year Engineering Department
07	Dr M Y Naniwadekar	Head of Chemical Engineering Department
08	Dr S F Sayyad	Associate Professor in Computer Engineering
09	Dr D Y Dhande	Professor in Mechanical Engineering
10	Dr G C Chikute	Assistant Professor in Civil Engineering
11	Mr Nitin Mawale	Assistant Professor in Electronics and Telecommunications
12	Dr C S Choudhari	Coordinator, IQAC

Principal, Dr D S Bormane opened the meeting with welcome note. 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 meetings.

The minutes of last meeting were readout with a formal discussion in the meeting for approval and confirmation.

In the discussion, Honorary Joint Secretary Shri Sureshji Shinde highlighted the following points.

1. Associate Professors and Professors should be motivated for research and consultancy work. For resource generation through research and consultancy, guidelines can be

formulated and which can be discussed in CDC and GB meetings. In this regards, senior professors or Professor of Practice can be appointed.

2. Due weightage can be given in PBAS for the contribution of faculty in organizing various activities.

3. FE induction program is to be made more interactive, fruitful and outcome based. During induction program, students can be grouped as weak, moderate and fast learners. Feedback for the induction program is to be designed / modified and analysis to be done.

Agenda 2: Initiatives proposed by IQAC and its implementation

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

a)   Class Study Circle

Members suggested to organize more number of student centric activities at class level with the involvement of students.

b)   Course Activity

Members were briefed about the initiative of course activity for improving experiential learning.

c)   Activity Plan Sheet

Activity plan sheet for benchmarking of all the activities was presented before committee members.

d)   Mentoring Booklet

Discussion on mentoring booklet was held. Members appreciated the initiative. Shri Shinde sir suggested to make provision in the booklet to add contact numbers of two close friends of the student. It was also decided to frame questioner for mentors and training sessions to be organized for mentors. Members also highlighted the importance of analysis of mentoring feedback. One document to be prepared at the end of academic year for overall analysis of feedbacks on mentoring.

e)   Motivation to research, patent etc.

Initiative taken by AISSM society for providing financial rewards and on duty leaves for research work and self-development courses was discussed. It was decided that Institute level procedural guidelines will be defined for the implementation of letter received from society regarding motivation to faculty for research.

All the initiatives proposed were resolved and approved by committee.

Agenda 3: Issues open for discussion

A) **To strengthen connect between students and faculty**

It was discussed to initiate various activities to improve interaction between students and faculty and also among faculty. Staff development activities with the involvement of staff club can be organized. Departments can initiate specific activities for creating healthy environment in the department and institute. GFM –Student interaction can be initiated during and at the end of the term to improve interaction between students and faculty.

B) **Development of industry supported laboratories**

Departments to approach industry for development of center of excellence.

C) **Support to students for experiential learning.**

Initiation of course activity for experiential learning was appreciated by all the members. It was discussed that

i) Course activity will help to increase number of interdisciplinary projects.

ii) Faculty to be motivated for preparing proposals for experiential learning.

iii) Startup companies and industries to be approached for experiential learning (Course activities / projects.

iv) Industrial competitions to be to be informed to students.

v) Mentoring portal to be formulated for project / course activity sharing.

vi) Industry persons to be involved for formulation, assessment of projects and course activity.

vii) Experiential learning committee can be formulated.

D) **Implementation of NEP**

It was decided that all the circulars, documents related to NEP to be made available in the library. Librarian to be instructed to maintain all the documents related to NEP in the library, both in soft and hard formats.

E) **NBA and NAAC accreditation**

Committee members were informed about the visit of NBA peer team to the institute and accreditation of total six programs by the committee. It was also discussed to prepare for

second cycle of NAAC. NAAC steering committee has to start work on SSR preparation for second cycle.

Agenda 4: Any other issue with the special permission of the chair.

Committee members also highlighted the importance of interdisciplinary and multidisciplinary projects. Mentoring portal and platforms for the students can be developed involving alumni, senior faculty and experts from industry and different organizations.

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
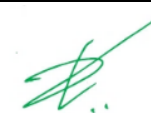IQAC Meeting held on 12th September 2023

Action taken report for the IQAC meeting held on 12th September 2023.

S.N	Agenda Item	Resolution	Action taken
01	Review and confirmation of minutes of last IQAC meetings	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. 1. R & D coordinator and committee has been instructed to finalize Process manual and detailed guidelines for improving research and consultancy in the institute. 2. PBAS is modified by adding weightage to organization of activity against social activity and under any other academic and research contribution. Revised PBAS will be implemented from A.Y. 2024-25.

02	Initiatives proposed by IQAC and its implementation	All the initiatives and formats prepared by IQAC were resolved and approved by committee.	1. Class study circles are formed by departments. 2. Course activity practice implemented in all the departments. 3. Mentoring booklet is implemented for FE and SE classes.
03	To strengthen connect between students and faculty	Various activities to be organized to create healthy environment in the institute.	1. GFM –Student interaction practice is identified and defined for implementation and to be implemented from A.Y. 2024-25. It is to be conducted during and at the end of the term to improve interaction between students and faculty. 2. Staff club initiated to organize various activities to create healthy relations among faculty. During non-instructional period, these activities are to be planned.
04	Development of industry supported laboratories	Departments should approach industry for developing industry supported facilities.	1. Department of Civil Engineering has initiated Center of Excellence of Ultra Tech Cement. Department of mechanical and E & TC have set up research labs with the support of industry. Other departments have been instructed to have association with industry for developing facilities in the department.
05	Support to students for experiential learning	1)Course activity will help to increase number of interdisciplinary projects.	1. Head of the department and Institute level academic coordinators along with department level academic

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		ii) Faculty to be motivated for preparing proposals for experiential learning. iii) Startup companies and industries to be approached for experiential learning (Course activities / projects. iv) Industrial competitions to be to be informed to students. v) Mentoring portal to be formulated for project / course activity sharing. vi) Industry persons to be involved for formulation, assessment of projects and course activity. vii) Experiential learning committee can be formulated.	coordinator are instructed to take follow up of course activity across all departments. 2. Decided to develop mentoring portal along with the existing internship portal. Placement officer has been instructed to work on mentoring portal for experiential learning. 3. Academic monitoring and development committee has been informed to work as a experiential learning committee.
06	Implementation of NEP	It was decided that all the circulars, documents related to NEP to be made available in the library. Librarian to be instructed to maintain all the documents related to NEP in the library, both in soft and hard formats.	https://drive.google.com/drive/u/2/folders/1DLW-6Y1CRcIzP_Q8Y9lGR8qt1NsnyYRV This is the drive link on which all the NEP 2020 related documents are uploaded and also available on institutes caliber digital library platform.
07	NBA and NAAC accreditation	Committee members were informed about the visit of NBA peer team to the institute	NAAC SSR submitted successfully.

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| | | and accreditation of total six programs by the committee. It was also discussed to prepare for second cycle of NAAC. NAAC steering committee has to start work on SSR preparation for second cycle. | |

Dr. C S Choudhari

Coordinator, IQAC

Dr. D S Bormane

Principal

Minutes of IQAC Meeting

IQAC meeting for Academic Session 2023-24 was held on 24th April 2024 at 11.30 AM. The following members attended the meeting.

S. N.	Name of member	Designation
01	Dr. D S Bormane	Principal and Chairman, IQAC
02	Dr. C S Choudhari	Coordinator, IQAC
03	Dr. A A Godbole	Head of Electrical Engineering Department
04	Dr. D Y Dhande	NAAC Coordinator
05	Dr. D V Nighot	Head of First Year Engineering Department
06	Dr. S F Sayyad	Associate Professor in Computer Engineering
07	Dr. G C Chikute	Assistant Professor in Civil Engineering
08	Mr. A B Bhonsle	Administrative Officer

Principal, Dr D S Bormane opened the meeting with welcome note. 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 meetings.

The minutes of last meeting were readout with a formal discussion in the meeting for approval and confirmation.

Agenda 2: Initiatives proposed by IQAC and its implementation

Dr. C S Choudhari presented initiatives taken by IQAC and its implementation status. It was discussed to strengthen Class Study Circle activity in association with GSA. Review of mentoring record booklet and benchmarking sheet was taken. In view of encouraging staff activities to create healthy environment in the institute, it was decided to prepare operational guidelines for "Staff Club", which will be responsible for organizing different activities for staff.

Agenda 3: Issues open for discussion

A) Review and Preparation for NAAC peer team visit

Detailed discussion was held regarding preparation for NAAC peer team visit scheduled on 9 – 10 may 2024. Following decisions are taken.

1) For institute level filing, colored documentation to be preferred.
2) Minutes of meetings and action taken reports for all the committees to be kept ready for presentation.
3) Departments to submit budget required for NAAC peer team visit.
4) Display of vision, mission boards in the class rooms and at all prominent locations to be ensured.
5) Cultural program during NAAC visit, to be organized on lawn. In case of adverse environment, to be organized in E & TC seminar hall, on fourth floor.
6) In all the laboratories, equipment specifications are to be made available.
7) All the departments have to prepare department presentation as per NAAC criteria.

B) Preparation for autonomy

Review of preparation work for autonomy was taken and it was decided that

1) Every department has to keep ready curriculum structure as per NEP 2020.
2) Departments have to finalize Board of Studies for respective department.
3) First year department has to finalize and submit curriculum structure and syllabus as well, referring NEP 2020 guidelines.
4) All the documents related to autonomy preparation to be presented during NAAC peer team visit.

C) Collaboration with academic and research organizations

It was decided to have MoU with academic and research organizations of national and international repute. Major focus to be given on signing MoU with international universities.

D) Organization of value added programs, add on programs and FDPs.

It was decided that, every department should run at least one value added program in a semester.

E) Organization of social activities by departments

Number of social activities are organized by NSS unit of the institute. In order to increase involvement of more number of students in social activities, it was decided that at least one

social activity initiated by NSS unit is to be completely coordinated by department. NSS unit can assign particular social activity to every department at the start of term / academic year.

Agenda 4: **Any other issue with the special permission of the chair.**

Review of overall preparation for NAAC peer team was taken by the Principal of the institute. He highlighted the importance of NAAC peer team visit to the institute in view of the quality improvement. It was decided to have mock presentation and mock visit to all the departments and major central facilities.

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 24th April 2024

Action taken report for the IQAC meeting held on 24th April 2024.

Sr No	Agenda Item	Resolution	Action taken
01	Review and confirmation of minutes of last IQAC meetings.	Minutes of meeting confirmed and approved.	Noted.
02	Initiatives proposed by IQAC and its implementation	1. Class Study Circle with GSA to be strengthened. 2. Review of mentoring record booklet and mentoring process in all the departments to be taken. 3. Activity plan Sheet for the purpose of benchmarking required to be prepared by departments at the start of academic year.	1.Curricular activities organized in the department need to be initiated and conducted by Class Study Circle. Instructions are issued to departments. 2.Mentoring committee coordinators and departmental members of the committee have been instructed to verify the status of completion of mentoring record booklet.

			3.Dr. S V Chaitanya has been appealed to prepare operational guidelines for "Staff Club" at department and Institute level.
3	Issues open for discussion		
A	Review and Preparation for NAAC peer team visit	Detailed review of NAAC preparations was taken.	1.Various committees are formed and related instructions are given to committee members regarding NAAC peer team visit preparations.
B	Preparation for autonomy	1) Every department has to keep ready curriculum structure as per NEP 2020. 2) Departments have to finalize Board of Studies for respective department. 3) First year department has to finalize and submit curriculum structure and syllabus as well, referring NEP 2020 guidelines. 4) All the documents related to autonomy preparation to be presented during NAAC peer team visit.	1.Related instructions are given to Head of departments for completion of tasks.
C	Collaboration with academic and research organizations	MoU to be signed with academic and research organizations of national and international repute. Major focus to be given on signing MoU with international universities.	1.All Head of departments and committee in charge for collaborations and CITP Head have been instructed to work on the drafting of MoU and required initiatives.

D	Organization of value added programs, add on programs and FDPs.	Every department should run at least one value added program in a semester.	1.Instructions have been issued to departments to identify and to make necessary actions for organizing value added programs.
E	Organization of social activities by departments	At least one social activity initiated by NSS unit is to be completely coordinated by department. NSS unit can assign particular social activity to every department at the start of term / academic year.	1.NSS coordinator have been asked to make necessary provisions. Departments have been asked to implement this from A.Y. 2024-25.

Dr C S Choudhari

Coordinator, IQAC

Dr D S Bormane

Principal

Minutes of IQAC Meeting

IQAC meeting for Academic Session 2023-24 was held on 04th May 2024 at 02.00 PM. The following members attended the meeting.

S. N.	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 Sujit Waghavkar	Architect, Barclays Solutions
05	Dr D V Nighot	Head of First Year Engineering Department
06	Dr M Y Naniwadekar	Head of Chemical Engineering Department
07	Dr S F Sayyad	Associate Professor in Computer Engineering
08	Dr G C Chikute	Assistant Professor in Civil Engineering
09	Mr Nitin Mawale	Assistant Professor in Electronics and Telecommunications
10	Dr C S Choudhari	Coordinator, IQAC

Principal, Dr D S Bormane opened the meeting with welcome note. 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 meetings.

The minutes of last meeting were readout with a formal discussion in the meeting for approval and confirmation.

Agenda 2: Initiatives proposed by IQAC and its implementation

Following actions and initiatives taken by IQAC were presented and discussed.

1. Conduction of External Academic and Administrative Audit of all departments for A.Y. 2022-23.

2. Strategic Plan for 2024-2029

3. NBA Accreditation of Electronics and Telecommunication Program

4. Submission and follow up for IIQA, SSR for NAAC Cycle II

5. Formulation of Project Committee at Institute Level

6. Policy framing for Environment and Energy Usage Policy, Green Campus Policy and e-governance policy

7. GFM – Student interaction practice

8. Learning Outcome of Faculty Development Program Attended

9. Format for AUDIT REPORT to be prepared and maintained by Institute Level Committee Coordinators

All the formats and initiatives proposed were resolved and approved by committee for implementation. Strategic plan was discussed at a length and it was decided to prepare action plan for each focus area with the involvement of all departments.

Agenda 3: Issues open for discussion

A) Planning and review for preparation for autonomy.

It was decided to work on requirements of autonomy. Members were informed about the progress of autonomy preparations. Members highlighted the importance of transparency in the examination system and overall administration of autonomous institute.

B) Revision of mission and vision statements of departments and institute.

It was discussed and decided to discuss the revision of vision, mission statements in department meetings. Based on inputs from all the faculty and stakeholders, decision regarding modifications / revision of statements can be taken.

C) Networking with international level academic and research organizations.

It was decided to formulate draft for proposed MoU with international level universities.

D) Implementation of NEP

All the departments will be working on curriculum and syllabus framing as per the NEP 2020 guidelines.

E) NBA and NAAC accreditation

Members were informed about NBA peer team visit to Electronics and Telecommunication departments. Observations shared by committee were discused. Preparations for scheduled visit of NAAC peer team on 9-10 May 2024 was also discussed.

Agenda 4: Any other issue with the special permission of the chair.

Vision and mission statements finalized by Robotics and Automation department were approved.

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

Dr C S Choudhari   Dr D S Bormane
Coordinator, IQAC   Principal

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Action Taken report
IQAC Meeting held on 4th May 2024

Action taken report for the IQAC meeting held on 4th May 2024.

Sr No	Agenda Item	Resolution	Action taken
01	Review and confirmation of minutes of last IQAC meetings.	Minutes of meeting confirmed and approved.	Noted.
02	Initiatives proposed by IQAC and its implementation	1. Conduction of External Academic and Administrative Audit of all departments for A.Y. 2022-23. 2. Strategic Plan for 2024- 2029 3. NBA Accreditation of Electronics and Telecommunication Program 4. Submission and follow up for IIQA, SSR for NAAC Cycle II 5. Formulation of Project Committee at Institute Level	1. In a similar line, it was decided to conduct AAA for A.Y. 2023-24 in the month of July 2024. 2. Strategic plan was discussed at a length and it was decided to prepare action plan for each focus area with the involvement of all departments. 3. NBA preparations by E and TC department to be monitored and observed by other departments for improvements.

		6. Policy framing for Environment and Energy Usage Policy, Green Campus Policy and e-governance policy 7. GFM – Student interaction practice 8. Learning Outcome of Faculty Development Program Attended 9. Format for AUDIT REPORT to be prepared and maintained by Institute Level Committee Coordinators	4. NAAC steering committee will prepare institute level files for presentation of documents during peer team visit. 5. Guidelines for project, project work book prepared by Project committee was shared with all departments for implementation. 6. Environment and Energy Usage Policy, Green Campus Policy and e-governance policy were shared with all the departments. 7. GFM-Student interaction practice to be implemented from A.Y. 2024-25. 8. Learning Outcome of Faculty Development Program Attended was shared with departments for implementation. 9. Notice regarding implementation of AUDIT REPORT format was circulated to all Institute Level Committee coordinators.
3	**Issues open for discussion**		
A	Planning and review for preparation for autonomy.	It was decided to work on requirements of autonomy. Members highlighted the importance of transparency in the examination system and overall administration of autonomous institute.	Institute level committee for autonomy preparations and additional committee for preparing Academic and examination guidelines, rules and regulations have been formed.

B	Revision of mission and vision statements of departments and institute.	Discussion was held on the revision of vision, mission statements in department meetings. Based on inputs from all the faculty and stakeholders, decision regarding modifications / revision of statements can be taken.	Departments have been communicated to work on the revision of vision, mission and PEO statements of the departments.
C	Networking with international level academic and research organizations.	It was decided to formulate draft for proposed MoU with international level universities.	Departments have been asked to identify international level universities for signing MoU for student and faculty exchange, for academic and research collaborations.
D	Implementation of NEP	All the departments will be working on curriculum and syllabus framing as per the NEP 2020 guidelines.	Departments have been instructed to prepare curriculum and syllabus as per NEP guidelines. Every department will have BoS for syllabus preparations.
E	NBA and NAAC accreditation	Preparations for scheduled visit of NAAC peer team on 9-10 May 2024 was also discussed.	Noted.
	Any other issue with the special permission of the chair.	Vision and mission statements finalized by Robotics and Automation department were approved.	Noted.

Dr C S Choudhari

Coordinator, IQAC

Dr D S Bormane

Principal