Minutes of IQAC Meeting

Date :04/07/2018   **Time: 03.30p.m.**   **Venue: Board Room.**

Sr. No.	Issue/ Subject	Discussion and decision	Time Limit	Responsible Person
1.	Student registration for TCS-NQT test.	It is decided to sensitize the students to Register for TCS-NQT test to enhance Placements. • Branchwise registrations so far- CSE-98, Civil- 65, Mech. 68, ENTC-48, Electrical- 32 • Twenty students group from CSE will be assigned to five CSE faculty members as mentors. These faculty members will be responsible for full preparation of the students under them. • Mock tests of 90 min. to be arranged by all depts., for TCS-NQT from 23rd Aug. 2018. • Preparations leave can be granted to students who registered for TCS-NQT, if there is a demand from students.	Immediate	T&P coordinators, Librarian, HODs
2.	Discussion on NBA application.	National Board Of Accreditation(NBA) is an autonomous body, with the objective of Assurance of Quality and Relevance of Education, especially of the programs in professional and technical disciplines, i.e., Engineering and Technology, through the mechanism of accreditation of programs offered by technical institutions. • Dr. B.K. Sonage presented the overall NBA form. • All NAAC point coordinators are informed to update NAAC files immediately, which will be helpful for NBA form filling. • It is decided that NBA coordinator should conduct individual meetings with criteria incharges and ask them to prepare data files required. After two weeks review will be taken in HOD meeting.	Immediate	NAAC point coordinators, NBA coordinators, HODs
3.	Performance appraisal of faculty members for the year 2017-18.	• All the faculty members are informed to submit performance appraisal form by 01st Aug. 2018 to the concerned HOD.	10/08/2018	All faculty members
4.	Proctor activity.	• All proctor teachers are informed to submit the first report of calling to the parents regarding receipt of attendance SMS by 11 Aug. 2018.	11/08/2018	All faculty members

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5.	Recording of lectures and uploading on Apprend App.	• All the newly admitted students of the Institute should be registered on Apprend App by 2/8/2018. • All Apprend coordinators and faculty members are informed to make 04 units public immediately by 15th of July.	02/08/2018	HODs

(Dr. B.K. Sonage)
Co-ordinator IQAC

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Minutes of IQACMeeting

Date :27/08/2018   **Time: 03.30p.m.**   **Venue: Board Room**

Sr. No.	Issue/ Subject	Discussion and decision	Time Limit	Responsible Person
1.	Presentation by Dean Academics on AICTE internship documents.	Prof. Mujawar I.I presented the Model Document prepared by AICTE related to Internship. It is decided to implement the methodology of internship as per the document.	immediate	Dean, Academic
2.	Participating in Margdarshan Scheme of WCE Sangli.	Walchand college of Engineering (WCE), Sangli got fund from AICTE, New Delhi for mentoring the institutions who are intending to apply for Accreditation from NBA. Accordingly WCE has deviced a "Margadarshan Scheme". It is decided to participate in the scheme for NBA.	-	Dr. Sonage B.K
3.	Fortnight visit of Roleholders to industries.	To enhance, Training, Placements and sponsored project activity, Industry- Institute interaction is very much required. As a part of this activity, All the roleholders are informed to start the fortnight visit to industries.	-	All Roleholders
4.	DBATU academic calendar for S.E.	It is decided to follow the academic calendar of DBATU university which is published on their website www.dbatu.ac.in. However, Due to late admission of second year students through lateral entry, a request letter to be sent to DBATU to reschedule some of the activities of Second year students.	-	Dean, Academic
5.	Appeal to NAAC for grade improvement.	A compiled data of Grading of NAAC for various criterias and Key indicators is presented. After discussion and deliberations it is decided, **Not** to go for appeal for improvement in grade.	-	Dr. B. K. Sonage

                                                                    (Dr. B.K. Sonage)
                                                                    Co-ordinator IQAC

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Minutes of IQAC Meeting

Date :14/11/2018 **Time: 03.30p.m.** **Venue: Board Room**

Sr. No.	Issue/ Subject	Discussion and decision	Responsible Person
1.	Self-learning subjects of T.E. and relevant NPTEL courses.	• For self-learning subject at T.E. level, students are allowed to opt for any of the NPTEL course under Humanity and social science/ Management. • The preferred courses are Technical English for Engineers/ Non-Conventional Energy Resources/ Introduction to Research/ Project Management for Mangers/ Data Analytics/ Soft skills/ Developing Soft skills and Personality/ Microeconomics: Theory and Applications/ Engineering Economics/ Human Resource Development/ Project Management for Managers/ Data Analysis and Decision Making-I, E-Business/ Industrial Safety Engineering/ Innovation, Business Models and Entrepreneurship/ Sustainability Through Green Manufacturing Systems: An Applied Approach/ Total Quality Management-I, Introduction to Operations Research/ Ethics in Engg. Practice.	Class coordinator/ Prof. Yemul, All HoDs
2.	Project dairy.	• All final year projects are to be monitored by writing project dairy in prescribed format.	All HODs & Project guides
3.	Discussion on skill development courses	• Following skill development courses are to be S.E. offered to students as part of training. Civil-Total Station/STAAD Pro, CSE-Advanced C prog., C++ prog., ENTC-PCB Design, Introduction to Ardino and Respberrypi, Mech.-CNC programming.	
4.	Discussion on AICTE AQIS Schemes. & R&D proposal.	Dr. Jahagirdar (Dean R&D) presented various schemes under AICTE's AQIS 2018-19. In this regard, following proposals to be sent.	All Concern & Dean (R&D)

Sr. No.	Dept.	Name of Scheme	Title	PI
1.	ENTC	STTP	Internet of Things	Prof. Dhotre
2.	Mech.	STTP	Solar Application	Prof. Papade
3.	Civil, Mech. CSE	MODRO BS Scheme	Loading frame CNC machining virtual reality	Dr. Patki Dr. Metan Dr. Raut
4.	-	Prerana	Preparation of SC/ST students for Higher studies).	Prof. Metan, Prof. Bhoge
5.	-		Skill Dev. Center for SC/ST.	Prof. Shivaji Chavan, Prof.Mumtaz Shaikh
6.	-	Samrud dhi	SC/ST students startups	Prof. V.P. Kulkarni, Prof. Viraj Bhosale

Sr. No.	Issue/ Subject	Discussion and decision	Responsible Person
		• All concerned are informed to get the proposal checked by Principal, well before submitting. If possible add CO-PI, either your guide/ eminent professor from IIT or NIT faculty. • It is decided to form Institution Innovation Council to promote research activities. All HODs to give 3 students (One B.E. & two T.E.) from each dept. for Institution innovation council (IIC).	
5.	Discussion on departmentwise performance appraisal.	• Performance appraisal of all departments was discussed at length. All HODs are informed to prepare strategy for each dept. and give target to each faculty depending on his/her strength.	All HoDs
6.	Course Exit Survey	• Each faculty to conduct course exit survey after completion of the course.	Subject Incharges
7.	Review of Alumni meet at Pune.	• Alumni meet was conducted @ The Orchid School, Pune on 27/10/2018 @ 5.00 p.m. • The turnout for alumni meet was not satisfactory. • Alumni turned up from various dept. are as below. Mech.- 19/63, Civil- 12/44, CSE- 11/55, Electrical- 02/29, ENTC- 10/40. • All alumni coordinators are informed to send SMS to students who have not turned mentioning we missed you. The group photo need to be sent to all alumni groups. • All T&P coordinator to prepare complete visit plan to various industries. Winter vacation will not be given till completion of all visits.	Dean (T&P), HODs & Alumni Coordinators

8.	Review of student & faculty members feedback.	• All students written feedback need to be completed before start of orals.
		• Online feedback is taken for various classes is as follows.
		  CSE- B.E. (A)- 56/74, (B)-41/55, T.E. (A)- 51/60, (B)- 73/79.
		  Civil- B.E.(A)- 49/81, (B)-46/77, T.E. (A)- 76/76, (B)- 46/77
		  Mech.- B.E.(A)-54/68, (B)-59/71, T.E.(A)-60/73, (B)-52/72.
		  ENTC- B.E.(A)-29/63, T.E. (A)- 40/71.
		  Electrical- B.E.- 16/35, T.E.- 25/29.
		• The classes where online feedback collection is less, HOD and Class coordinators to get it completed before oral finishes.
			All HODs
			
			HODs and Class coordinatrs, Mrs. Nandurkar Mam.

(Dr. B.K. Sonage)
Co-ordinator IQAC

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Minutes of IQAC Meeting

Date :25/02/2019   **Time: 03.30p.m.**   **Venue: Board Room**

Sr. No.	Issue/ Subject	Discussion and decision	Responsible Person
1.	Subjectwise seminar as a part of continuous assessment to improve presentation skills of students.	For CA-II of DBATU or ISE of Solapur University for any two subjects, subjectwise students seminar need to be arranged in the class either in extra lecture allotted or during practical sessions. Each students need to independently give presentation for 15 minutes on subject matter/ advanced topics. This need to be implemented for S.E. and T.E. class. Classwise subjects for seminars for CA-II to be decided by HOD.	All faculty members and HODs
2.	Mini project, audit subject for F.E. and S.E. (HODs to bring syllabus and structure).	Mini project student batches are to be allotted to all guides by adopting following procedure. - Declaring the list of guides alongwith area of specialization. - Calling the choice of guides from students. - Allotment of guides. - Some part of major project of final year may be completed as a part of mini project. - Student's have to prepare mini project report in the prescribed format. Report to be evaluated through open seminar as per the rubrics for the project. All the faculty members have to write the rubrics considering course outcomes, program outcomes and their mapping.	All HODs
3.	Review of NPTEL courses.	All students were made aware about NPTEL courses. Teachers have appealed the students to register for NPTEL courses and coursewise registration is attached with these minutes.	Dept. NPTEL coordinators & course mentor
4.	PTA meetings.	All HODs have called PTA members meeting on 25th Jan. 2018 @ 3.15 to 4.00 pm in dept. & 4.00 pm onwards meeting with Principal in ARC. Minutes are recorded.	-
5.	Result analysis of last semester	Result analysis in the prescribed format is to be prepared for the 1st semester of academic year 2018-19 to be put before HOD meeting.	All HODs
6.	Review of project abstract for patent filling.	Dean (R& D) to send softcopy of project abstract to the attorney Dr. Suryakant Patil for Patent pre search.	Dean R&D
7.	NBA Pre-qualifier.	NBA prequalifier is to be prepared by HOD (Mech.), HOD (Civil) & HOD (CSE)	All HODs

(Dr. B.K. Sonage)
Co-ordinator IQAC

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