

**Ajeenkya DY Patil School of Engineering, Pune.**



**A.Y. 2022-23**

# **Minutes of Meeting & Action Taken Report**

**IQAC Meeting No.3, 09/01/2023**



Dr D Y Patil Group of Institutions' Technical Campus  
**AJEENKYA DY PATIL SCHOOL OF ENGINEERING**  
Dr. D. Y. Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105.  
**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

Form No. IQAC/22(a)

Date: 22/12/2022

**Meeting Circular**

IQAC Members are hereby informed that the academic year 2022-23 IQAC meeting No. 3 is scheduled on Friday, 09/01/2023 in conference room no. 18 at 11:00 AM.

**The agenda of the meeting is as follows:**

- 1) Review & approval of MoM of Meeting No. 2 held on Friday, 30/09/2022.
- 2) Presentation of AQAR 2021-22 & IQAC Annual Report to Statutory Committees CDC & IQAC.
- 3) A Short Presentation on Learnings of a Webinar on the "Future of Teaching-Learning & Teaching Profession"
- 4) Revised Student Centric Outcome Based Teaching-Learning Process: Best Practice-I & Best Practice-II - A discussion & Finalization
- 5) Strengthening the Academic Monitoring to ensure effective deployment of quality initiatives for better employability - A discussion & Finalization
- 6) Revised Institutional Distinctiveness - A Discussion & Finalization.
- 7) Audit Recommendations. Action Plan for its compliance.
- 8) Review of NAAC Cycle-2 Preparations by NAAC Coordinator.
- 9) Any other agenda with the permission of the IQAC Chairperson.

**All IQAC Members are requested to attend the meeting and give suggestions/opinions.**

  
Mr. Riyaj Kazi  
Coordinator(IQAC)



  
Dr. F.B. Sayyad  
Principal

**IQAC Meeting Circular Read & Signed by:**

Sr. No.	Name	Designation	Signature
1	Dr. Farook Sayyad, Principal	Chairperson	
2	Dr. Kamaljeet Kaur Siddhu, Director -Technical Campus	Management Representative	
3	Mr. Gorakhnath Deshmukh, Registrar	Senior Administrative Officers	
4	Dr. S. M. Khairnar, HoD & Dean R&D [Engg. Science]		
5	Dr. Sharan Inamdar, HoD [E&TC Dept.]		
6	Dr. Pankaj Agarkar, HoD [Computer Dept.]		
7	Dr. Rahul Bachute, HoD [Automobile Dept.]		
8	Prof. Rohit Garad, HoD [Mechanical Dept.]		
9	Prof. S. M. Karodpati, HoD [Civil Dept.]		
10	Prof. Bhagyashree Dhakulkar, HoD [AIDS Dept.]		
11	Ms. Shweta Sharma, Dean III and T&P		
12	Prof. Prashant Karajagi, College Exam Officer		
13	Mr. Santosh Ankush. Librarian		
14	Dr. R.C.Katdare, Faculty [Civil Engg.]	Teacher Representative	
15	Dr. Saniya Ansari, Faculty [E&TC Engg]		
16	Prof. Santosh Jadhav, Faculty [Mechanical Engg.]		
17	Prof. Rohini Gadgil, Faculty [Engg. Science]		
19	Prof. Nilesh Pinjarkar, Faculty [Computer Engg.]		
20	Mr. Harshit Mishra, Engg. Science Dept.	Nominee (Student)	
21	Dr. Niranjan Shegokar	Dean Academics	
22	Dr. Sanjay Koli,	Dean Consultancy	
23	Prof. Riyaj Kazi, E&TC department	Coordinator (IQAC)	





“Empowerment through quality technical education”  
**AJEENKYA DY PATIL SCHOOL OF ENGINEERING**  
D Y Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105  
Form No. IQAC/22

### INTERNAL QUALITY ASSURANCE CELL

<b>Meeting</b>	IQAC Meeting No.3, A.Y. 2022-23
<b>Date &amp; Time</b>	09-01-2023, 11:00 AM
<b>Location</b>	Conference Room
<b>Chairperson</b>	Dr. F.B. Sayyad, Principal
<b>Attendees</b>	IQAC Members

### AGENDA

1. Approval of Previous Minutes of Meeting dated 30-09-2022 & subsequent Action Taken Report.
2. Presentation of AQAR 2021-22 & IQAC Annual Report to Statutory Committees CDC & IQAC.
3. Revised Student Centric Outcome Based Teaching -Learning Process: Best Practice-I & Best Practice-II - A discussion & Finalization
4. Revised Institutional Distinctiveness - A discussion & Finalization.
5. Strengthening the Academic Monitoring to ensure effective deployment of quality initiatives for better employability - A discussion & Finalization
- 6 Any other agenda with permission of IQAC Chairperson.



## Internal Quality Assurance Cell

Minutes of IQAC 3<sup>rd</sup> Meeting of A.Y. 2022-23**Meeting 3: 09.01.2023**

The Chairperson, Dr. F. B. Sayyad welcomed the IQAC Members for the 3<sup>rd</sup> Meeting of academic session 2022-23 followed by presentation made by Mr. Riyaj Kazi, IQAC Coordinator.

The following members were present in the meeting:

Sr. No.	Name	Designation
1	Dr. Farook Sayyad, Principal	Chairperson
2	Dr. Kamaljeet Kaur Sidhu, Director, Technical Campus	Management Representative
3	Mr. Gorakhnath Deshmukh, Registrar	Senior Administrative Officers
4	Dr. S. M. Khairnar, HoD & Dean R&D [Engg. Science]	
5	Dr. Sharan Inamdar, HoD [E&TC Dept.]	
6	Dr. Pankaj Agarkar, HoD [Computer Dept.]	
7	Prof. Rohit Garad, HoD [Mechanical Dept.]	
8	Prof. S. M. Karodpati, HoD [Civil Dept.]	
9	Prof. Bhagyashree Dhakulkar, HoD[AI&DS]	
10	Dr. Rahul Bachute, HoD [Automobile]	
11	Prof. Prashant Karajagi, College Exam Officer	
12	Mr. Santosh Ankush. Librarian	
13	Dr. R.C.Katdare, Faculty [Civil Engg.]	Teacher Representative
14	Dr. Saniya Ansari, Faculty [E&TC Engg]	
15	Prof. Santosh Jadhav, Faculty [Mechanical Engg.]	
16	Prof. Nilesh Pinjarkar, Faculty [Computer Engg.]	
17	Prof. Shakti Kaushal, Faculty [AI & DS Engg.]	
18	Prof. Riyaj Kazi, Senior Faculty, E&TC department	Coordinator (IQAC)



**Agenda 1: Review of minutes of 2<sup>nd</sup> Meeting of A.Y. 2022-23 and subsequent action taken**

**Resolution 1:** The 2<sup>nd</sup> IQAC meeting was conducted on 30<sup>th</sup> September, 2022 at 11:00 AM in the conference room. The minutes of the meeting were readout with a formal discussion with all IQAC Members. These minutes of meetings were approved by IQAC Members.

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementations & Outcomes
1	1] Revision in Perspective & Strategic Plan  2] Revision in Institute Best Practices  3] Action Plan presentation by Dean Academics, R&D, Consultancy, T&P & NEP Coordinator  4] NIRF data preparation for submission  5] Budget for AQAR 2022-23 Activities.	<p><b>Action Taken:</b> IQAC coordinator initiated actions for involving stakeholders in the suggestions for revision in Institute Perspective &amp; Strategic Plan, Revision in Institute Best Practices, an action plan by Deans &amp; NEP Coordinator, NIRF data preparations, and preparation of budget for AQAR 2022-23.</p> <p><b>Outcome:</b></p> <p><b>Perspective &amp; Strategic Plan:</b> Stakeholders Suggestions are collected through Google Form as well as Hard Copies in CDC Meeting. Suggestions are compiled and accordingly revision in Institute Vision &amp; Mission is proposed. The revised plans &amp; Vision –Mission will be implemented from A.Y. 2023-24.</p> <p><b>Revision in Institute Best Practices:</b> Two based practices finalized were: 1) Competency based education and assessment. 2) Bridging the gap between education and employment through industry connect.</p> <p>It is decided to finalize the activities for each best practices and revise the teaching plan for semester-II.</p> <p><b>Action plan presentation by Dean Academics, R&amp;D, Consultancy, &amp; NEP Coordinator:</b> Plan of action presented and accordingly activities initiated during the academic year.</p> <p><b>NIRF:</b> Participated in NIRF.</p> <p><b>Budget for AQAR 2022-23 Activities:</b> Budget for Criteria-VI: Governance, Leadership and Management sanctioned. Budget for other criteria's sanctioned upon submission of activity reports.</p>

Above action taken report is noted by all IQAC Members.



**Proposed By:** Dr. S. M. Khairnar

**Seconded By:** Dr. Sanjay Koli

**Agenda 2: Presentation of AQAR 2021-22 & IQAC Annual Report to CDC & IQAC by IQAC Coordinator.**

**Resolution:** IQAC Coordinator presented AQAR 2021-22 and Annual Report for approval from CDC and submission to NAAC. The same has been approved with suggestions and recommended for submission to NAAC-AQAR. Modification suggested in AQAR is finalized through discussions and suggestions. It is resolved that modified AQAR will be submitted to NAAC in the month of March 2023.

**Proposed By:** Dr. F.B. Sayyad

**Seconded By:** Dr. Kamaljeet Kaur

**Agenda 3. Assessment of Best Practice-I & Best Practice-II - A discussion & Finalization**

**Resolution:** In an another meeting on best practices a number of activities to be planned under each best practice were finalized. It has been made mandatory for each subject teacher to conduct domain specific six activities for best practice-I and five activities for best practice-II. IQAC invited suggestions on assessment methods of best practices. Dr. Dileep More contributed significantly in shaping up the activities & assessment for best practices. It is resolved that the best practice assessment form approved by Director-TC is to be used across all departments.

**Proposed By:** Dr. Dileep More

**Seconded By:** Dr. Niranjan Shegokar

**Agenda 4: Revised Institutional Distinctiveness - A discussion & Finalization.**

**Resolution:** IQAC Coordinator presented department wise one achievement directly benefiting to learners and institute green initiatives promoting Actions for Restoring Environment, a joint movement of AICTE & Energy Swaraj Foundation to restore environment against upcoming climate crises. It is resolved that all academic departments will strengthen the activities on institutional distinctiveness.

**Proposed By:** Dr. F.B. Sayyad

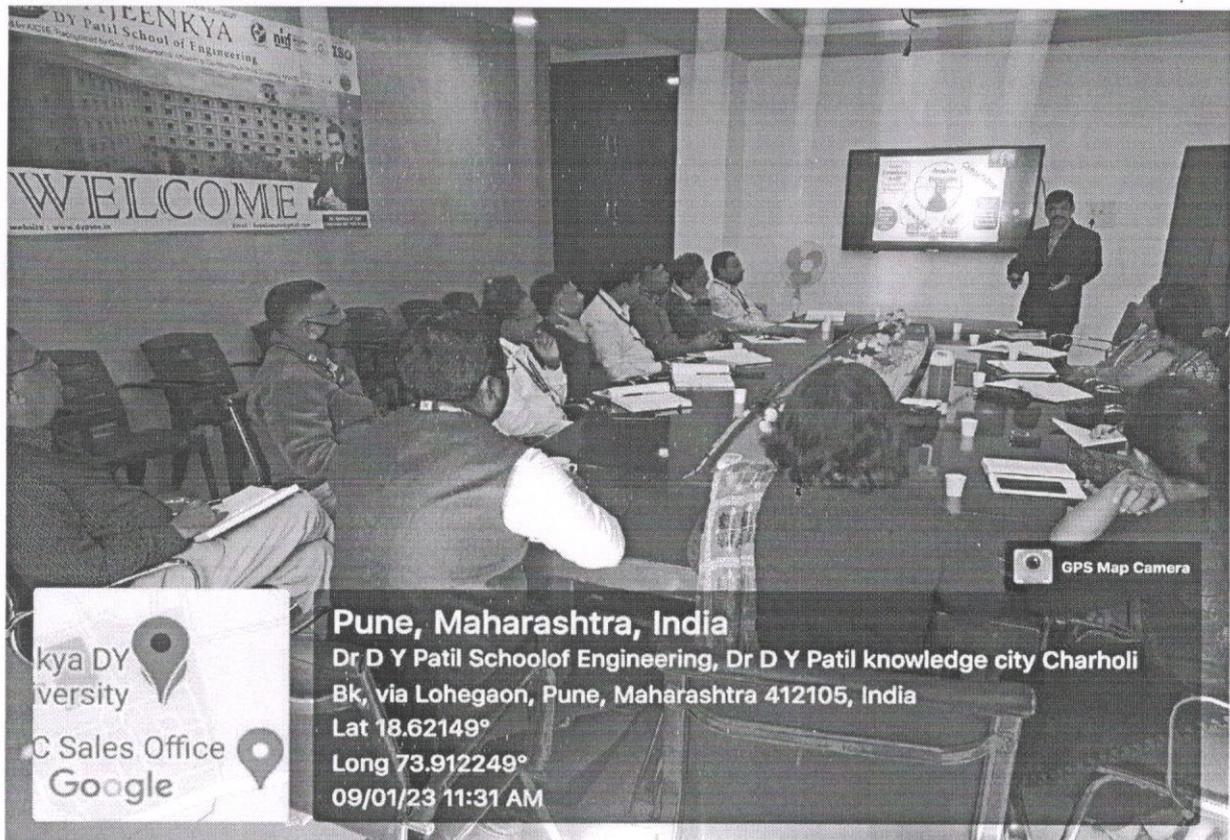
**Seconded By:** Dr. Sharan Inamdar.

**Agenda 5: Strengthening the Academic Monitoring to ensure effective deployment of quality initiatives for better employability - A discussion & Finalization**



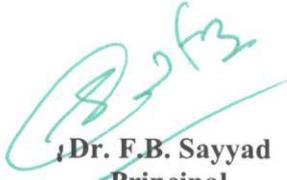
**Resolution:** IQAC Coordinator presented the problem, challenge, objectives, process and mechanism to strengthen the academic monitoring so as to ensure effective deployment of quality initiatives. However, it needs to be understood and implement across the departments upon approval of higher authorities.

Mr. Riyaj Kazi, IQAC Coordinator proposed the vote of thanks to all IQAC Members.



  
Mr. Riyaj Kazi  
Coordinator(IQAC)



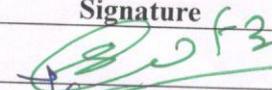
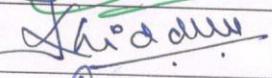
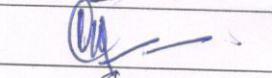
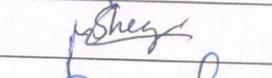
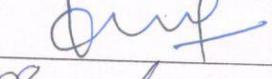
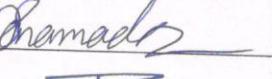
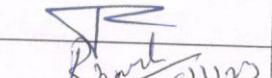
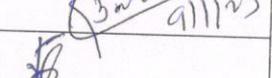
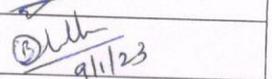
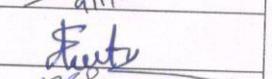
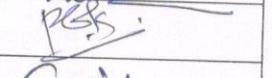
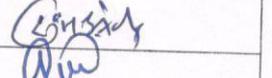
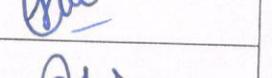
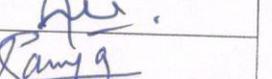
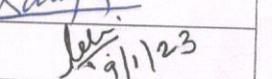
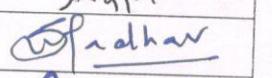
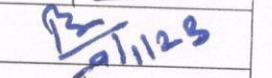
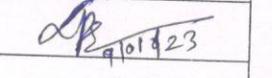
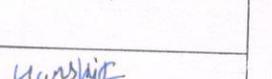
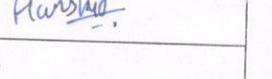
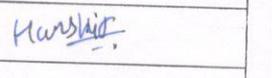
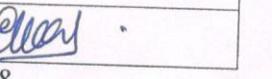
  
Dr. F.B. Sayyad  
Principal

CC:

1. All IQAC Members
2. Office.

Date: 09/01/2023

The following IQAC & Staff Members were present for the IQAC Meeting.

Sr. No.	Name	Designation	Signature	
1	Dr. Farook Sayyad, Principal	Chairperson		
2	Dr. Kamaljeet Kaur Siddhu, Director Technical Campus	Management Representative		
3	Mr. Gorakhnath Deshmukh, Registrar	Senior Administrative Officers		
4	Dr. Niranjana Shergokar, Dean Academics			
5	Dr. S. M. Khairnar, HoD & Dean R&D [Engg. Science]			
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11	Prof. Bhagyashree Dhakulkar, HoD [AIDS Dept.]			
12	Ms. Shweta Sharma, Dean III and T&P			
13	Prof. Prashant Karajagi, College Exam Officer			
14	Mr. Santosh Ankush, Librarian			
15	Dr. Sanjay Koli, Faculty [E&TC Engg.]		Teacher Representative	
16	Dr. R.C. Katdare, Faculty [Civil Engg.]			
17	Dr. Saniya Ansari, Faculty [E&TC Engg.]			
18	Dr. Pallavi Kharat, Faculty [Civil Engg.]			
19	Prof. Santosh Jadhav, Faculty [Mechanical Engg.]			
20	Prof. Rohini Gadgil, Faculty [Engg. Science]			
21	Prof. Nilesh Pinjarkar, Faculty [Computer Engg.]			
22	Mr. Ganesh Khandve, Lohegaon	Nominee (Local Society)		
23	Mr. Harshit Mishra, Engg. Science Dept.	Nominee (Student)		
24	Mr. Abhilash Sasane, E&TC department	Nominee (Alumni)		
25	Mr. Sahil Billiardmaker, Whirlpool, Pune.	Nominee (Industrialist)		
26	Mr. Nirajan Kale, Veritas, Pune	Nominee (Employer)		
27	Mr. Dineshkumar Mishra, Pune	Nominee (Parent)		
28	Prof. Riyaj Kazi, Senior Faculty, E&TC department	Coordinator (IQAC)		

Email: iqac\_dypsoe@dypic.in, Phone: 020-35037922, Location: Conference Room No: 018





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**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

Form No. IQAC/47

## **ACTION TAKEN REPORT**

**( IQAC meeting No. 3 held on 09/01/2023)**

### **1] Presentation of AQAR 2021-22 & IQAC Annual Report to CDC & IQAC**

**Action Taken:** IQAC Coordinator presented the AQAR 2021-22 for suggestions/modification from CDC & IQAC members in the meeting.

**Outcome:** Total 172 activities on quality assurance were planned for 7 quality indicators. Total 162 activities were conducted. The attainment percentage is 91.41%. IQAC successfully able to internalize the quality culture and institutionalize the best practices.

### **2] Assessment of Best Practice-I & Best Practice-II - A discussion & Finalization:**

**Action Taken:** IQAC initiated an action for the method in the assessment of the best practices. Suggestions were invited from the Head of academic departments. A meeting on the same was conducted.

**Outcome:** A Google form prepared through the suggestions of IQAC members the same has been approved by Director-TC. It is decided to circulate the same to students upon completion of syllabus.

### **3] Revised Institutional Distinctiveness - A discussion & Finalization:**

**Action Taken:** IQAC Coordinator presented department wise one achievement directly benefiting to learners and institute green initiatives promoting Actions for Restoring Environment, a joint movement of AICTE & Energy Swaraj Foundation to restore environment against upcoming climate crises. It is finalized through discussions and suggestions from all IQAC Members.

**Outcomes:** Academic departments, Environment Club, Biodiversity Club, NSS & NSS conducted activities supporting to the institutional distinctiveness. Institute also conducted



environment, green and energy audits and working on auditors recommendations to support AICTE initiatives on Actions for Restoring Environment towards climate crises.

**4] Strengthening the Academic Monitoring to ensure effective deployment of quality initiatives for better employability - A discussion & Finalization:**

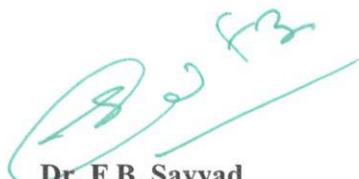
**Action Taken:** IQAC Coordinator had proposed additional initiatives to strengthen academic monitoring so as to ensure stakeholder satisfaction. The problem, Challenge, Objective, Process and Mechanism of the same is been discussed from an implementation point of view.

**Outcome:**

Suggestions were implemented partially. The outcome in terms of academic performance and University results are awaited.

  
**Mr. Riyaj Kazi**  
**IQAC Coordinator**



  
**Dr. F.B. Sayyad**  
**Principal**