

Ajeenkya DY Patil School of Engineering, Pune.



Minutes of Meeting & Action Taken Report

A.Y. 2024-25

IQAC Meeting No.1, 24/06/2024



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:10/06/2024

Meeting Circular

IQAC Members are hereby informed that the academic year 2024-25 IQAC meeting No. 1 is scheduled on Monday, 24/06/2025, in the IQAC Room No. 228, at 10:30 AM.

The agenda of the meeting is as follows:

- 1] Approval of Previous IQAC Minutes of Meeting dated, 20/05/2024
- 2] Institute Academic Calendar: A.Y. 2024-25
- 3] IQAC Plan of Action: A.Y. 2024-25
- 4] AQAR Activity Calendar: A.Y. 2024-25
- 5] 4N's Plan of Action: A.Y. 2024-25
- 6] NAAC Cycle-2: Peer Team Visit Preparations
- 7] Presentations of the Head of Departments
- 8] Any other Agenda with the permission of the IQAC Chairperson

All IQAC Members are requested to attend the meeting and give suggestions to enhance and sustain quality assurance initiatives.

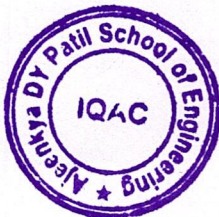
Mr. Riyaj Kazi
Dean Coordinator

IQAC

Internal Quality Assurance Cell
Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune

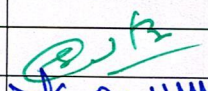
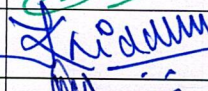
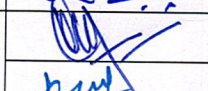
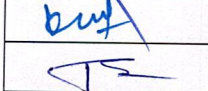
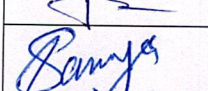
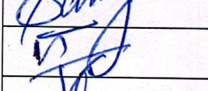
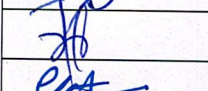
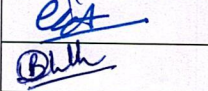
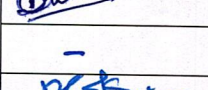
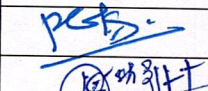
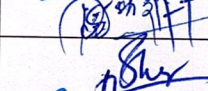
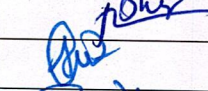
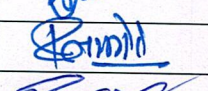
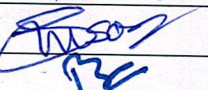
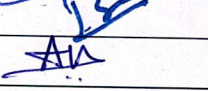
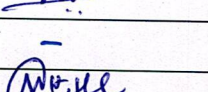
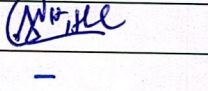
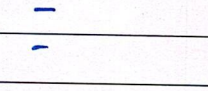
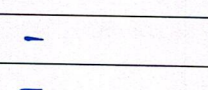
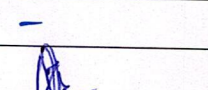
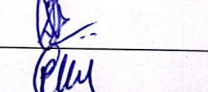
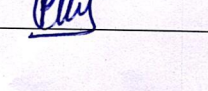

Dr. F.B. Sayyad
Principal

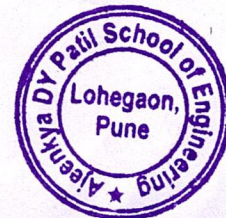
Principal
Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune



A.Y. 2024-25, IQAC Meeting No. 1

Meeting Circular Read & Sign 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 [Engg. Science] & Dean R&D		
5	Dr. Pankaj Agarkar, HoD [Computer Engg.]		
6	Dr. Saniya Ansari, HoD [E&TC Engg.] & Dean Innovation Ecosystem		
7	Dr. Rahul Bachute, HoD [Automobile Engg.]		
8	Prof. Rohit Garad, HoD [Mechanical Engg.]		
9	Prof. Sanjay M. Karodpati, HoD [Civil Engg.]		
10	Prof. Bhagyashree Dhakulkar, HoD [AI&DS] & Dean Alumni		
11	Ms. Shweta Sharma, Dean T&P		
12	Prof. Prashant Karajagi, College Examination Officer		
13	Mr. Santosh Koditkar, Librarian	Teacher Representative	
14	Dr. Niranjan Shegokar, Dean Academics & NEP 2020 Coordinator		
15	Dr. Sanjay Koli, Dean Consultancy		
16	Dr. Dileep More, Dean Students Development		
17	Dr. Shreepad Sarange, Dean Faculty Development		
18	Mr. Rohini Gadgil, Department of Engineering Science		
19	Prof. Minal Toley, Faculty, Computer Engg.	Nominee (Local Society)	
20	Mr. Ganesh Khandve, Lohegaon.		
21	Ms. Mansi Hariram Gittee, E&TC Department.	Nominee (Student)	
22	Mr. Shanil Kariya, Mechanical Engineering.	Nominee (Alumni)	-
23	Mr. Kushal Sharama, Director- Prushal Technologies Pvt. Ltd.	Nominee (Industrialist)	-
24	Mr. Nirajan Kale, Veritas, Pune.	Nominee (Employer)	-
25	Mr. Ritesh Sachdev, Pune.	Nominee (Parent)	-
26	Prof. Zoya Khan, Faculty- Engineering Science, Soft Skill Trainer	Assistant to IQAC	
27	Prof. Riyaj Kazi, Faculty E&TC Engg.	Coordinator (IQAC)	





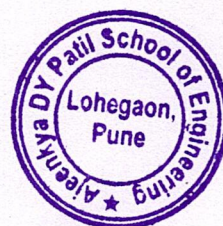
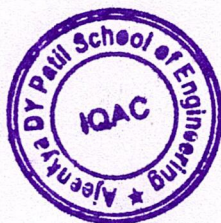
“Empowerment through quality technical education”
AJEENKYA DY PATIL SCHOOL OF ENGINEERING
D Y Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105
Form No. IQAC/22

INTERNAL QUALITY ASSURANCE CELL

Meeting	IQAC Meeting No.1, A.Y. 2024-25
Date & Time	24-06-2024, 10:30 AM
Location	IQAC Room No. 228
Chairperson	Dr. F.B. Sayyad, Principal
Attendees	IQAC Members

AGENDA

Agenda No.	Description
1	Approval of Previous IQAC Minutes of Meeting dated, 20/05/2024
2	Institute Academic Calendar: A.Y. 2024-25
3	IQAC Plan of Action: A.Y. 2024-25
4	AQAR Activity Calendar: A.Y. 2024-25
5	4N's Plan of Action: A.Y. 2024-25
6	NAAC Cycle-2: Peer Team Visit Preparations
7	Presentations of Head of Departments
8	Any other agenda with the permission of the IQAC Chairman.

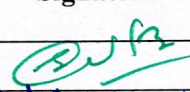
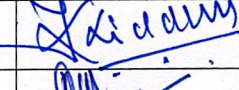
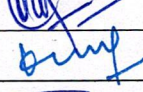
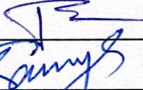


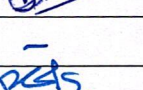
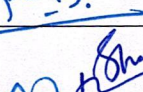
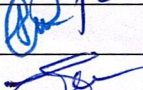
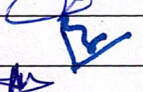
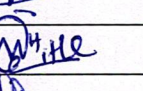
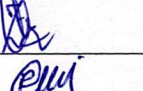


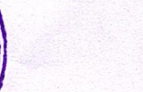
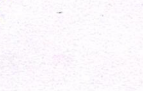

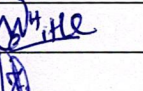
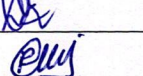



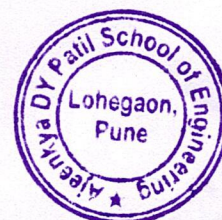
Internal Quality Assurance Cell

Minutes of IQAC 1st Meeting of A.Y. 2024-25Meeting 1: 24.06.2024

The Chairperson, Dr. F. B. Sayyad welcomed the IQAC Members for the 1st Meeting of academic session 2024-25 followed by a presentation made by Mr. Riyaj Kazi, IQAC Coordinator.

The following members were present for the 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. S. M. Khairnar, HoD [Engg. Science] & Dean R&D		
5	Dr. Pankaj Agarkar, HoD [Computer Engg.]		
6	Dr. Saniya Ansari, HoD [E&TC Engg.] & Dean IE		
7	Dr. Rahul Bachute, HoD [Automobile Engg.]		
8	Prof. Rohit Garad, HoD [Mechanical Engg.]		
9	Prof. Sanjay M. Karodpati, HoD [Civil Engg.]		
10	Prof. Bhagyashree Dhakulkar, HoD [AI&DS] & Dean Alumni		
11	Ms. Shweta Sharma, Dean T&P		
12	Prof. Prashant Karajagi, College Examination Officer		
13	Dr. Niranjana Shergokar, Dean Academics & NEP 2020 Coordinator	Teacher Representative	
14	Dr. Sanjay Koli, Dean Consultancy		
15	Dr. Shreepad Sarange, Dean Faculty Development		
16	Prof. Rohini Gadgil, Faculty- Engineering Science		
17	Prof. Minal Toley, Faculty- Computer Engineering		
18	Ms. Mansi Hariram Gittee, E&TC Department.	Nominee (Student)	
19	Prof. Zoya Khan, Faculty- Engineering Science, Soft Skill Trainer	Assistant to IQAC	
20	Prof. Riyaj Kazi, Faculty E&TC Engg.	Coordinator (IQAC)	

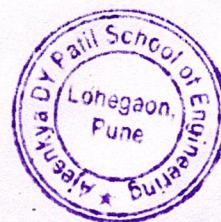
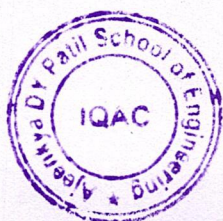


Agenda 1: Approval of Previous Minutes of Meeting No.4, dated 22-05-2024 & Action

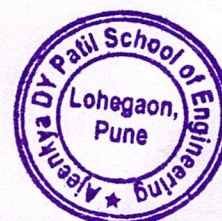
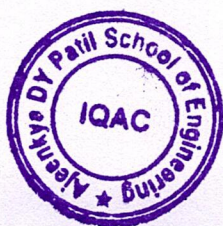
Taken Report.

Resolution 1: The 4th IQAC meeting was conducted on 22nd May, 2024 at 10:30 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.

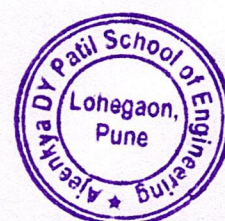
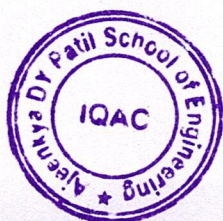
Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementations & Outcomes
		Action Taken: IQAC has monitored all planned activities during the year through various mechanisms developed to attain the benchmarks set for seven quality indicator frameworks. Outcomes:
1]	Review and Analysis of activities planned in the Institute Academic Calendar	Analysis of activities planned in the Institute Academic Calendar: Total Seventy-nine activities were planned in the Institute Academic Calendar. Seventy-two activities were conducted. The attainment percentage is 91 %. Institute has adhered to the academic calendar.
2]	Review and analysis of activities planned in IQAC Plan of action.	Review and analysis of activities planned in IQAC Plan of action: Thirty-Seven activities were conducted as per plan. The attainment percentage is 96.56 %. Institute has adhered to the IQAC Plan of Action.
3]	Review and analysis of activities planned by all academic departments.	Review and analysis of activities planned by all academic departments: Forty-one activities were conducted by each department. The attainment percentage is 90.58 %. The academic department's adhered to the department academic calendar.
4]	Review and analysis of activities planned by all Deans & NEP 2020 Coordinator.	Review and analysis of activities planned by all Deans & NEP 2020 Coordinator: (i) Dean Academics: Course files of all faculties. Daily Monitoring Reports & Monthly Academic Progress Reports. Faculty Feedback, CO-PO Mapping & Result analysis. Action taken reports on faculty feedback & result analysis.



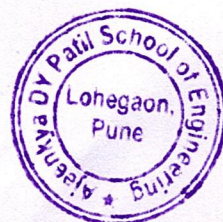
	<p>(ii) Dean R&D: Conducted 3 meetings for promoting and strengthening research. Delivered 4 talks on fetching research grants from funding agencies. Total 9 activities conducted for promoting R&D.</p> <p>(iii) Dean T&P: Eighty percent eligible students of academic year 2023-24 were students placed. Overall Placement percentage is 49%.</p> <p>(iv) Dean Consultancy: Awareness meetings with each department to promote consultancy. One MoU on EV Charging station & 2 activities conducted.</p> <p>(v) Dean Innovation Ecosystem: Twenty six activities were conducted to promote the innovation ecosystem across all departments. Seven patents filed during A.Y. 2023-24.</p> <p>(vi) Dean Faculty Development: All department faculties were informed to register to NPTEL Course. Total of 84 faculties registered and 31 faculties received NPTEL certificates. Organized three international conferences and 321 faculties presented and published papers. A total of 17 faculties registers for Toastmaster Club for overall personality development. Total of seven staff members were given a recognition as a best performance award.</p> <p>(vi) NEP 2020 Coordinator: Through NEP Coordinator initiates, Institute has created students digilocker accounts for Academic Bank of Credits (ABC) for all enrolled students as per the guidelines of the University. Institute has conducted 5 Days FDP on “Innovative Teaching Learning Practices for preparation of NEP-2020” Institute has conducted Quiz on National Education Policy. Faculties attended online webinar organized by the University for Implementation of National</p>
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		<p>Education Policy. Institute thus adhered to NEP awareness guidelines from University.</p> <p>Review & analysis of activities planned by Statutory, Non-Statutory Committees: Statutory & non-statutory committees have conducted all planned meetings & conducted activities, and prepared action taken reports.</p>
5]	Review & analysis of activities planned by Statutory, Non-Statutory Committees	
6]	Review & Analysis on activities of Institute Best Practices	<p>Review & Analysis on activities of Institute Best Practices:</p> <p>All departments conducted 523 activities on Institute Best Practices. The attainment percentage is 72.64 %. The student's survey on best practices were conducted. Survey resulted into 89.2% of positive responses. Institute thus, adhered to the planned best practices to ensure competency-based education & bridging the gap between education and employment.</p>
7]	Review & Analysis on activities of Institutional Distinctiveness	<p>Review & Analysis on activities of Institutional Distinctiveness: Department wise key area and relevant activities were conducted. A detailed draft on the same is prepared. Institute has installed the climate change clock to create awareness among all stakeholders regarding climate crises.</p>
8]	Status of Compliances on Recommendations given in Academic & Administrative Audit.	<p>Audit Compliances: Total of 10 out of 11 recommendations given for academic & administrative audits were fulfilled.</p>



9]	Review & Analysis on Activities of AQAR 2022-23	AQAR 2023-24: Activities planned in AQAR Plan of action were conducted considering the benchmarks and finalized for approval from CDC and submission to NAAC. Total of 147 activities were conducted. The attainment percentage is 90.32%.
10]	Analysis & Action Taken on Students Satisfaction Survey(SSS)	Student Satisfaction Survey: A total of 21 questionnaires on academic performance were included in the survey. A total of 1324 students (More than 85%) participated in the survey. The mean satisfaction level of the students for the institute is 3.10 which is satisfactory.
11]	Analysis & Action Taken Report on Stakeholders Feedback on Academic Performance & Institute Ambience.	Feedback on Academic Performance & Institute Ambience: A total of 827 stakeholders participated in the survey. Total of 87.23% stakeholders responded positively on the existing institute ambience.
12]	Analysis and action taken report on 360 Degree Feedback	360 Degree Feedback: : Total of thirteen feedbacks were taken. The average rating of overall institute feedback on all employees is 4.09 in the scale of (0 to 5) and it is satisfactory.
13]	Institute achievements and areas of improvement.	Areas of Improvements: IQAC has appreciated the overall efforts taken by employees and various achievements such as India Today Rakings, Green Institute of India Ranking, GOLD certificate from Swaraj Energy Foundation & SIRO recognition from DST. IQAC also highlighted on areas of improvement such as: Improvement in Staff & Students Discipline, Academics, Infrastructure & Lab Maintenance etc. It is decided to prioritize these areas.
14]	Suggestions from IQAC on Planning for New academic Year 2024-25	IQAC proposed to have an action plan from all portfolios mentioned in the institutional structure (Organogram) and plan the activities for 4N's Compliance [NEP, NAAC, NIRF,



		NBA]. All Deans and Heads of academic departments initiated action to prepare their action plans for 4N's Compliance.
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Above action taken report is noted by all IQAC Members.

Proposed By: Dr. S. M. Khairnar

Seconded By: Dr. Niranjana Shegokar

Agenda 2: Activities of Institute Academic Calendar: A.Y. 2024-25

Resolution: One Hundred Eleven activities were planned in the Institute Academic Calendar. It has been resolved that the Academic and administrative heads will get these activities completed and the same will be monitored by the Dean of Academics & Registrar. The record of the same will be submitted to IQAC for AQAR 2023-24.

Proposed By: Dr. F.B. Sayyad

Seconded By: Dr. Kamaljeet Kaur

Agenda 3. Activities of IQAC Plan of Action: A.Y. 2024-25

Resolution: Forty-four activities were planned in the IQAC plan of action including activities of academic departments, Budgets, Quality Initiatives, Revision in perspective & strategic plan, NEP Preparedness, NAAC Cycle-2 preparations, strengthening research, innovation & incubation activities, Workshops & FDPs, Patents, Publications, Consultancy, MoUs, Conferences, Training & Placements, Skilled developments Programs, participation in Institutional Rakings, Various feedbacks and audits, Institute Development Plan etc. It has been resolved that the monitoring authority will take the necessary steps for the implementation of the plan.

Proposed By: Dr. F.B. Sayyad

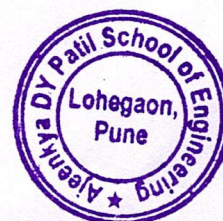
Seconded By: Dr. Khairnar

Agenda 4: Activities of AQAR 2024-25

Resolution: Two hundred twenty-two activities were planned for the AQAR 2024-25 report. It is resolved that all department heads will monitor and get these activities completed as per SoP from respective department criteria coordinators and reports/records of the same are to be submitted to Criteria Chairpersons.

Proposed By: Dr. F.B. Sayyad

Seconded By: Dr. Sanjay Koli



Agenda 5: 4N's Plan of Action: A.Y. 2024-25

Resolution: It is decided that the institute will initiate all quality measures from NEP, NAAC, NIRF, and NBA points of view. All Deans have accordingly presented their 4N's Plan in the meeting. It has been resolved that all Heads of Departments will schedule the department quality initiatives to comply with the action plan given by all Deans. It is also resolved that the review of 4N's Plan activities will be done in every IQAC meeting for the enhancement and sustenance of Quality Initiatives.

Proposed By: Dr. Niranjan Shegokar

Seconded By: Prof. Rohit Garad

Agenda 6: NAAC Cycle-2: Peer Team Visit Preparations

Resolution: NAAC Cycle-2 Institute preparation was presented by the NAAC Coordinator, IQAC Coordinator discussed the guidelines on Peer Team Visit Preparation. It has been resolved to follow the task deadlines and ready with the complete documentation for Mock Visit.

Proposed By: Dr. Sanjay Koli

Seconded By: Dr. Agarkar

Agenda 7: Presentations of the Head of Departments


Resolution: All Heads of departments proposed and presented their department plans for the academic year 2024-25. Principal Sir informed that adhere to the department's academic calendar and quality assurance activities.

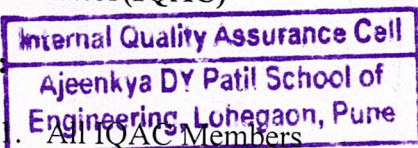
Proposed By: Dr. Niranjan Shegokar

Seconded By: Dr. Agarkar

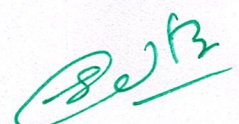


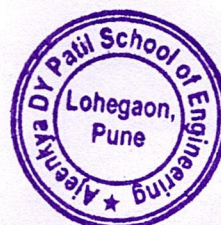



 Mr. Riyaj Kazi
 Coordinator(IQAC)

CC: 
 Ajeenkya DY Patil School of
 Engineering, Lohegaon, Pune
 All IQAC Members

2. Office.


 Dr. F.B. Sayyad
 Principal
Principal
 Ajeenkya DY Patil School of
 Engineering, Lohegaon, Pune





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/47

ACTION TAKEN REPORT

(IQAC meeting No. 1 held on 24/06/2024)

1] Activities of academic calendar, A.Y. 2024-25:

Action Taken: IQAC coordinator & Dean Academics initiated an action and obtained suggestions from Head of Institute, Academic Heads, Registrar, Deans, senior faculties, CEO, ISO Coordinator, Cultural Coordinator, Sports Director, and various cells & committees in- charges etc. and prepared an academic calendar for A. Y. 2024-25. Total 84 activities were planned & it is approved by the Principal and circulated to academic & administrative departments for necessary actions.

Outcome: Total 79 activities out 84 planned activities were conducted. The percentage of attainment is 94 %. Institute adherence to the academic calendar is Excellent.

2] IQAC Plan of action for A.Y. 2024-25:

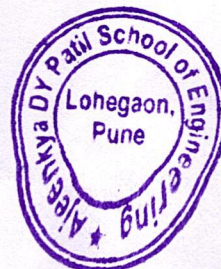
Action Taken: IQAC Coordinator planned total 44 activities in IQAC Plan of action in consultation Principal, Academic Heads, Dean's, NEP 2020 Coordinator, Budget Committee, ISO Coordinator and Academic & Administrative Audit and Environment Audit In-charges.

Outcome: Fourty activities out of 44 were conducted. The percentage of attainment is 91%. Institute adherence to the IQAC Plan of action is excellent.

3] AQAR Activity Calendar for A.Y. 2024-25:

Action Taken: IQAC Coordinator planned 165 activities in the AQAR activity calendar in consultation with Criteria Chairpersons considering SoP and Benchmarks for various metrics.

Outcome: Total of 122 activities were conducted out of the planned 165. The percentage of attainment is 74%. Institute adherence to the AQAR activity calendar is satisfactory.




4] 4N's Plan of Action A.Y. 2024-25

Action Taken: Activities of 4N's plan of action were initiated. The major focus was on NAAC Cycle-2 preparation and activities to meet the benchmarks.

Outcome: Average attainment of the criteria activities is 93.14%

Criteria No.	AQAR 2024-25 Activity Completion Status :- Updated on : 23/05/2025
I	Number of Activities Planned: 06 Number of Activities Conducted: 06 Attainment% = 100%
II	Number of Activities Planned: 25 Number of Activities Conducted: 22 Attainment % = 88%
III	Number of Activities Planned: 14 Number of Activities Conducted: 10 Attainment % = 72%
IV	Number of Activities Planned: 05 Number of Activities Conducted: 05 Attainment % = 100%
V	Number of Activities Planned: 40 Number of Activities Conducted: 40 Attainment % = 100 %
VI	Number of Activities Planned: 27 Number of Activities Conducted: 26 Attainment % = 96%
VII	Number of Activities Planned: 25 Number of Activities Conducted: 24 Attainment % = 96%
Average Attainment of Quality Indicator Framework (QIF) for Institutional Functioning: 93.14%	


Mr. Riyaj Kazi
IQAC Coordinator

Internal Quality Assurance Cell
Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune


Dr. F.B. Sayyad
Principal

Principal
Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune

