

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



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

**A.Y. 2024-25**

**IQAC Meeting No.2, 23/01/2025**



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:08/01/2025

**Meeting Circular**

IQAC Members are hereby informed that the academic year 2024-25 IQAC meeting No. 2 is scheduled on Thursday, 23/01/2025, in the IQAC Room No. 228, at 2:00 PM.

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

- 1] Approval of Previous IQAC Minutes of Meeting dated, 24/06/2024
- 2] Review of Teaching-Learning Process & Learning Outcomes
- 3] Strengthening the R&D activities
- 4] A review of 4N's (NEP, NAAC, NIRF, NBA) activities
- 5] Institute Development Plan for 2025-2030
- 6] Any other agenda, addition/deletion as per suggestions from IQAC members and permission from 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**

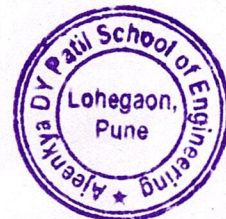
**Ajeenkya DY Patil School of  
Engineering, Lohegaon, Pune**



Dr. F.B. Sayyad  
Principal

**Principal**

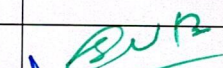
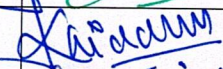
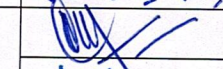

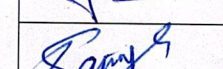

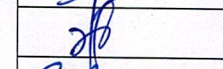

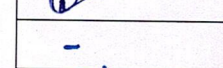
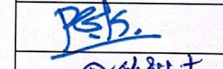

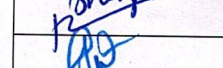


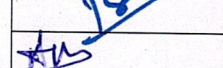
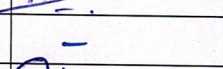
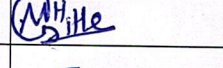
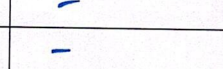
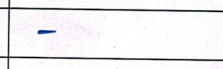
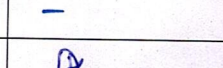

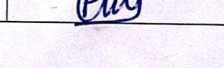


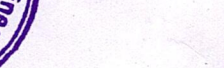


**Ajeenkya DY Patil School of  
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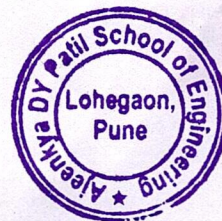




**A.Y. 2024-25, IQAC Meeting No. 2, 23/01/2025**

**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		
14	Dr. Niranjan Shegokar, Dean Academics & NEP 2020 Coordinator	Teacher Representative	
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.		
20	Mr. Ganesh Khandve, Lohegaon.	Nominee (Local Society)	
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)	







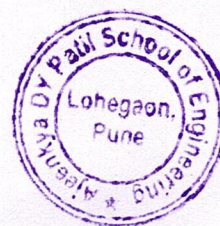
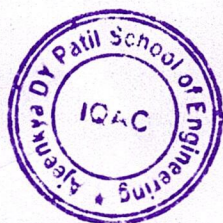
“Empowerment through quality technical education”  
**AJEENKYA DY PATIL SCHOOL OF ENGINEERING**  
D Y Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105  
Form No. IQAC/22

### INTERNAL QUALITY ASSURANCE CELL

Meeting	IQAC Meeting No.2, A.Y. 2024-25
Date & Time	23-01-2025, 2:00 PM
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, 24/06/2024
2	Review of Teaching-Learning Process & Learning Outcomes
3	Strengthening the R&D activities
4	A review of 4N's (NEP, NAAC, NIRF, NBA) activities
5	Institute Development Plan for 2025-2030
6	Any other agenda, addition/deletion as per suggestions from IQAC members and permission from the IQAC Chairperson

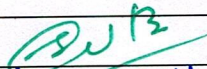
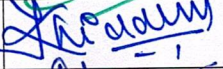
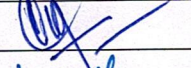
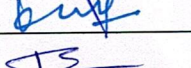
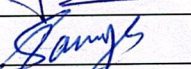
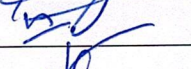

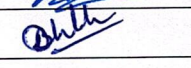
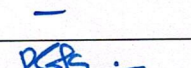
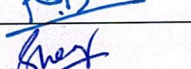

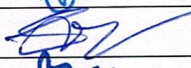

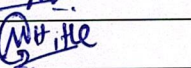
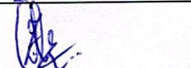
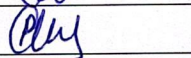



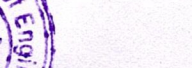


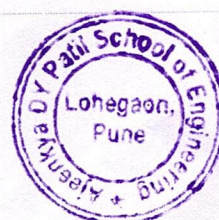


## Internal Quality Assurance Cell

Minutes of IQAC 2<sup>nd</sup> Meeting of A.Y. 2024-25Meeting 2: 23.01.2025

The Chairperson, Dr. F. B. Sayyad welcomed the IQAC Members for the 2nd Meeting of academic session 2024-25. The following members were present in 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.]		
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11	Ms. Shweta Sharma, Dean T&P		
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13	Dr. Niranjan Shegokar, 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.1, dated 24-06-2024 & Action**

**Taken Report.**

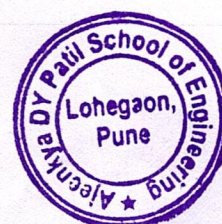
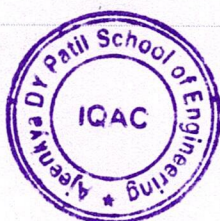
**Resolution 1:** The 1<sup>st</sup> IQAC meeting was conducted on 24th July, 2024 at 10:30 AM in the IQAC room no. 228. The minutes of the meeting were read out with a formal discussion with all IQAC Members. These minutes of the meetings were approved by the IQAC Members.

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementations & Outcomes
		<b>Action Taken:</b> IQAC has monitored all planned activities during the year through various mechanisms developed to attain the benchmarks set for seven quality indicator frameworks.
		<b>Outcomes:</b>
1]	Activities of Institute Academic Calendar: A.Y. 2024-25	<b>Institute Academic Calendar 2024-25:</b> Academic Year is in progress and activities of calendar are being monitored by respective authorities/In-charges.
2]	Activities of IQAC Plan of Action: A.Y. 2024-25	<b>IQAC Plan of action 2024-25:</b> Academic Year is in progress and activities of IQAC action plan are being monitored by respective authorities/In-charges.
3]	Activities of AQAR 2024-25	<b>AQAR 2024-25:</b> The Academic Year is in progress and activities of the AQAR action plan are being monitored by respective authorities/In-charges.
4]	NAAC Cycle-2: Peer Team Visit Preparation	<b>NAAC Cycle-2:</b> NAAC Cycle-2 Peer Team Visit over on Thursday, 19-09-2024, awaiting a grade.

The above action taken report is noted by all IQAC Members.

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

**Seconded By:** Dr. Sanjay Koli





## **Agenda 2: Review of Teaching- Learning Process:**

**Resolution:** Post-NAAC Cycle-2 accreditation, The Principal has expressed his observations about Teaching-Learning & evaluation, Change of teaching pedagogy, it has been resolved that all departments will strictly adhere to the institute & department academic calendar. Identify the weak students and conduct remedial classes, periodically review the learning outcomes, identify the gaps, and initiate corrective actions for improvement.

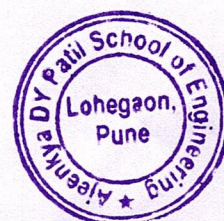
**Proposed By:** Dr. F.B. Sayyad

**Seconded By:** Dr. Rahul Bachute

## **Agenda 3. Strengthening the R&D activities in all departments**

### **Resolution:**

- Faculties to publish the papers preferably in Web of Science Journals and students' papers in conference proceedings and peer reviewed journals, consultancy, various research activities and asked all heads of department to concentrate on publications, funding proposals, books, and patents and encourage junior faculty members to publish papers in SCI / SCOPUS/ WOS journals. Principal Sir expecting more research from Ph.D. and Ph.D. pursuing faculty members. All the doctoral faculty members are asked to publish a minimum of one paper in Scopus /WOS journals and submit one research proposal to funding agencies for possible consideration. Principal sir also instructed to all Heads for making research publications compulsory for PG students.
- Heads of Departments are requested to discuss the above-mentioned points in their department meetings periodically and identify the domains/thrust areas for promoting various research components.
- Heads of Departments & Research Coordinators will ensure a minimum of two activities per semester for promoting and strengthening various research components (e.g. Workshops, seminars, Webinar on Research Methodology, IPR, Copyright, and Patent filing.
- R & D Cell members will motivate students to write & present their papers at National and International conferences and BE/ ME projects in competitions and exhibitions. They





will also encourage BE & ME students to convert their innovative ideas into Publications / Patents.

- Heads of Departments and Department Research Coordinators will encourage faculty members & ensure a minimum of one paper per faculty in Scopus / WOS journals and ISBN Conference proceedings.
- All department faculties who are Ph.D. holders or pursuing Ph.D. are instructed by the Principal to submit at least one major/minor research proposal to any of the funding agencies for possible consideration. This year we have submitted four research proposals under ASPIRE scheme to SPPU.
- It was also decided to write a book or book chapters in association with national & international publishers with ISBN.
- It has been resolved to organize at least one offline international conference in association with UGC / Scopus / Web of Science journals per year, preferably in July / August by rotation. Principal Sir instructed the E & Tc department to identify the journal /partner/conference forum that can coordinate the conference on our campus successfully, followed by publication in journals and conference proceedings.
- Principal Sir informed that full financial assistance shall be given on granting the patent in the name of the institute. The patent shall irrevocably be registered in the name of the institute with the researcher's name prominently featured as the inventor. The commercial aspects shall be mutually worked out between the institute and the researchers.
- It was decided to increase the involvement of students in various research components. One of the best ways to involve students in research is to discuss and expand upon your research areas, research ideas, research papers, and research projects with interested students. As per R & D Policy, financial assistance will be given to present the research papers at reputed National / International Conferences in India & Abroad followed by its publication.
- Principal Sir has agreed that, if the paper is published in paid Scopus / Web of Science journals, then 50 % of the total publication charges of the research papers published by





our faculty, shall be reimbursed by the institute. This amount can be extended to 70% subject to the approval of Management.

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

**Seconded By:** Dr. Shreepad Sarange

**Agenda 4: 4N's Plan Activities (Dean's and HoDs): A review and corrective action for improvement.**

**Resolution:** The IQAC Coordinator has presented the activities of all Deans for review and corrective action for timely submission and improvement in the next 3-month activity report for presentation in the IQAC Meeting No.3. It is resolved that all HoDs and Deans will monitor and get the activities of 4N's plan executed as per schedule.

The initiative of 4N's plan was discussed and it was decided to organize various research activities for 4 N's (NEP, NAAC, NIRF & NBA). Heads of departments are the key persons to ensure optimal outcomes per semester in the form of Research Papers, Research Projects, Books, Awards, Collaborations, Consultancy from industry, MODROBs, research laboratories, product development, copyrights & IPR, resource sharing, faculty, and student exchange for 4 N's compliance.

**Proposed By:** Dr. Niranjan Shegokar

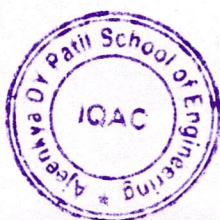
**Seconded By:** Dr. Saniya Ansari

**Agenda 5: Institute Development Plan in line with Vision of NEP 2020: A discussion**

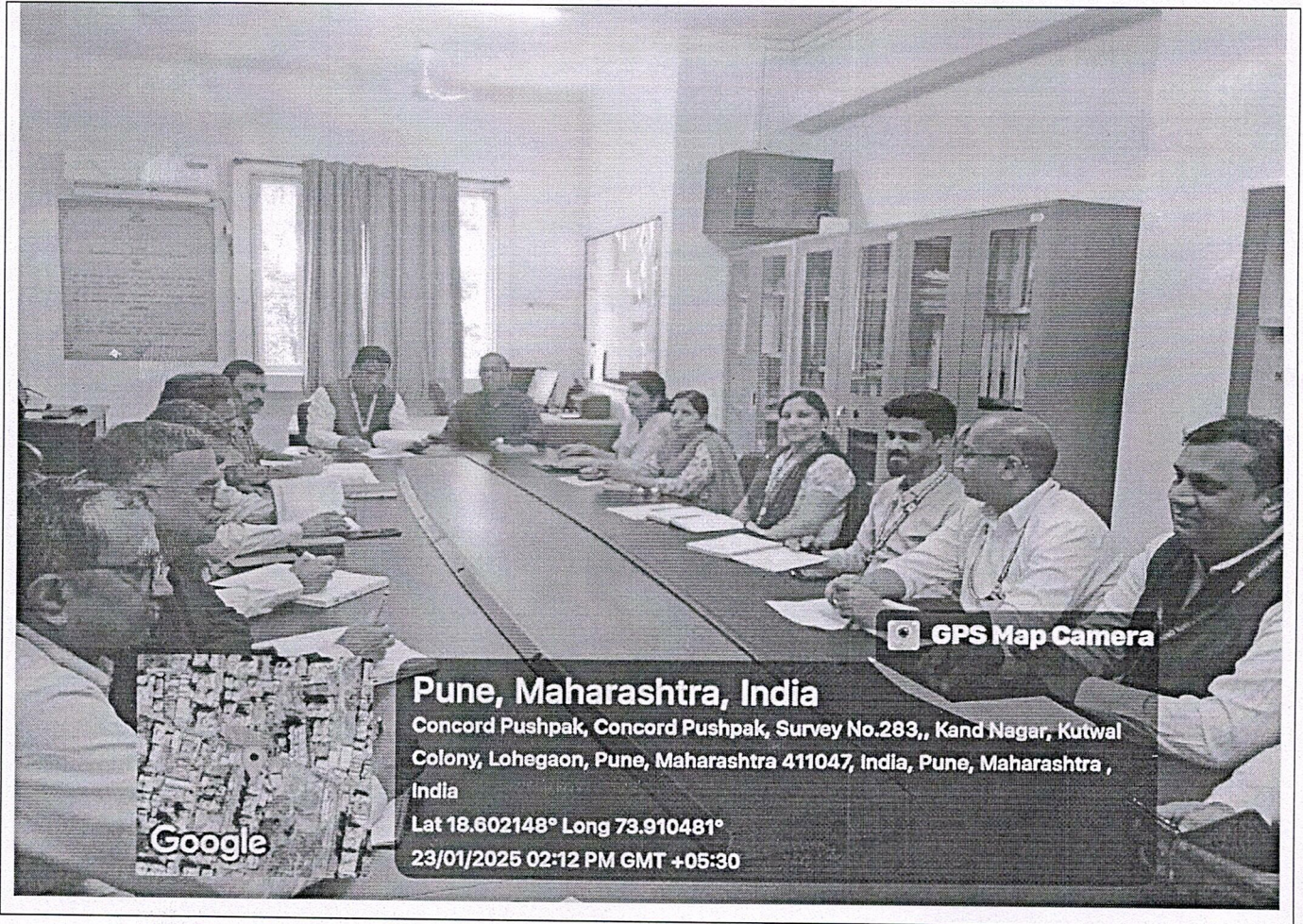
**Resolution:** The IQAC Coordinator has presented the outline of the Institute Development Plan in line with the vision of NEP2020. The recommendations given in the IDP framework regarding infrastructure and governance were discussed. It has been resolved that IDP Strategy Team will be constituted to look after the requirements and implementation of the Institute Development Plan.

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

**Seconded By:** Dr. Kamaljeet Kaur







*Riyaj*  
 Mr. Riyaj Kazi  
 Coordinator(IQAC)

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

1. All IQAC Members

2. Office.

*F.B. Sayyad*  
 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. 2 held on 23/01/2025)**

### **1] Review of Teaching- Learning Process:**

**Action Taken:** The Heads of departments monitored the activities of department academic calendar to ensure adherence to the department/institute's academic calendar.

#### **Outcome:**

A total of 50 activities were planned for each department in the academic calendar. An average of 95% activities were completed, thus the attainment and adherence to the academic calendar is satisfactory.

### **2] Strengthening the R&D activities:**

**Action Taken:** All the departments have initiated the R&D activities as per the guidelines and initiatives of the Dean R&D.

**Outcome:** Faculties contributed to collaborative sponsored projects, participated and presented papers in conferences and journals, filed and published Patents, Copyrights, Published Chapters & books etc.

### **3] 4N's (NEP, NAAC, NIRF, NBA) activities:**

**Action Taken:** The IQAC Coordinator prepared a 4N's Plan in consultation with all Deans. The plan has been deployed for execution through the department team.

