Ajeenkya DY Patil School of Engineering, Pune.

IQAC

Minutes of Meeting & Action Taken Report

IQAC Meeting No. 3, 08/02/2024, A.Y. 2023-24

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: 10/01/2024

Meeting Circular

IQAC Members are hereby informed that the academic year 2023-24 IQAC meeting No. 3 is scheduled on Thursday, 08/02/2024 in conference room no. 18 at 11:00 AM.

The agenda of the meeting is as follows:

1) Approval of IQAC Minutes of Meeting No. 2, dated-1/11/2023

2) Quality Sustenance Initiatives: Presentation by IQAC Coordinator

3) Adherence to Academic Calendar A.Y. 2023-24 [SEM-I]: Presentation by Dean Academics

4) Adherence to IQAC PLAN OF ACTION A.Y. 2023-24 [SEM-I]: Presentation by HoDs & Deans

5) Adherence to AQAR 2023-24 Activity Calendar [SEM-I]: Presentation by HoDs

6) Adherence to 4N's Plan of Action A.Y. 2023-24 [SEM-I]: Presentation by Deans & HoDs

7) Departments Initiative Post- DAB Meeting (SEM-I): Presentation by HoDs (Except- HoD-FE)

8) NAAC Cycle-I Compliance & Peer Team Visit Preparation: Presentation by NAAC Coordinator

9) Transformative Reforms for Strengthening Assessment & Accreditation: A Discussion

10) Any other agenda, addition/deletion as per suggestions from IQAC members and permission from IQAC Chairperson: Suggestions Most Welcome
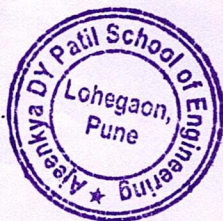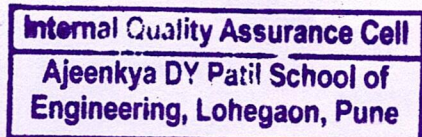
All IQAC Members are requested to attend the meeting and give suggestions/opinions.
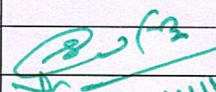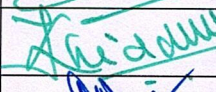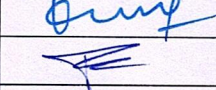
Mr. Riyaj Kazi
Coordinator(IQAC)

Internal Quality Assurance Cell
Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune
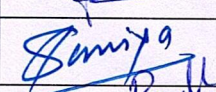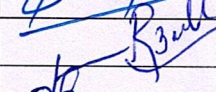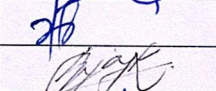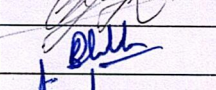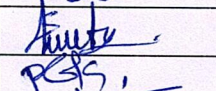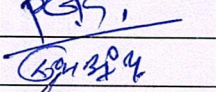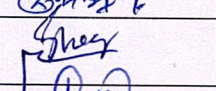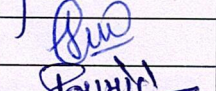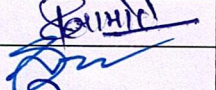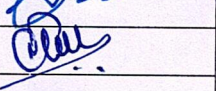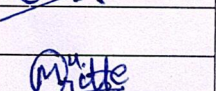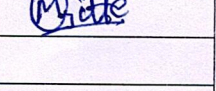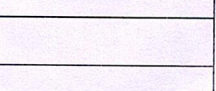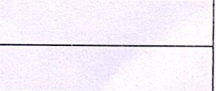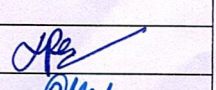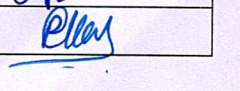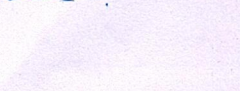
Dr. F.B. Sayyad
Principal

Principal
Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune

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 [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 Ankush, 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	Prof. Minal Toley, Faculty, Computer Engg.		
19	Mr. Ganesh Khandve, Lohegaon.	Nominee (Local Society)	
20	Ms. Mansi Hariram Gittee, E&TC Department.	Nominee (Student)	
21	Mr. Shanil Kariya, Mechanical Engineering.	Nominee (Alumni)	
22	Mr. Kushal Sharama, Director- Prushal Technologies Pvt. Ltd.	Nominee (Industrialist)	
23	Mr. Nirajan Kale, Veritas, Pune.	Nominee (Employer)	
24	Mr. Ritesh Sachdev, Pune.	Nominee (Parent)	
25	Prof. Nilesh Pinjarkar, Faculty, Computer Engg.	Assistant to IQAC	
26	Prof. Riyaj Kazi, Faculty E&TC Engg.	Coordinator (IQAC)	

A.Y. 2023-24

IQAC Meeting No. 3   **ATTENDANCE**   Date: 8/2/2024

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 Ankush, 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	Prof. Minal Toley, Faculty, Computer Engg.		
19	Mr. Ganesh Khandve, Lohegaon.	Nominee (Local Society)	
20	Ms. Mansi Hariram Gittee, E&TC Department.	Nominee (Student)	
21	Mr. Shanil Kariya, Mechanical Engineering.	Nominee (Alumni)	
22	Mr. Kushal Sharama, Director- Prushal Technologies Pvt. Ltd.	Nominee (Industrialist)	
23	Mr. Nirajan Kale, Veritas, Pune.	Nominee (Employer)	
24	Mr. Ritesh Sachdev, Pune.	Nominee (Parent)	
25	Prof. Nilesh Pinjarkar, Faculty, Computer Engg.	Assistant to IQAC	
26	Prof. Riyaj Kazi, Faculty E&TC Engg.	Coordinator (IQAC)	

INTERNAL QUALITY ASSURANCE CELL

Meeting	IQAC Meeting No.3, A.Y. 2023-24
Date & Time	08-02-2024, 11:00 AM
Location	Conference Room No. 18
Chairperson	Dr. F.B. Sayyad, Principal
Attendees	IQAC Members

AGENDA

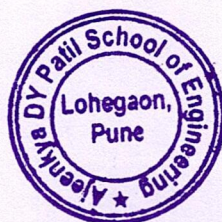| Agenda No.	Description
1	Approval of IQAC Minutes of Meeting No. 2, dated-1/11/2023
2	Quality Sustenance Initiatives: Presentation by IQAC Coordinator
3	Adherence to Academic Calendar A.Y. 2023-24: Presentation by Dean Academics.
4	Adherence to IQAC PLAN OF ACTION A.Y. 2023-24: Presentation by HoDs & Deans
5	Adherence to AQAR 2023-24 Activity Calendar: Presentation by HoDs
6	Adherence to 4N's Plan of Action A.Y. 2023-24: Presentation by Deans & HoDs
7	Departments Initiative Post- DAB Meeting: Presentation by HoDs
8	NAAC Cycle-I Compliance & Peer Team Visit Preparation: Presentation by NAAC Coordinator
9	Transformative Reforms for Strengthening Assessment & Accreditation: A Discussion
10	Any other agenda, addition/deletion as per suggestions from IQAC members and permission from IQAC Chairperson.

Internal Quality Assurance Cell

Minutes of IQAC 3rd Meeting of A.Y. 2023-24

Meeting 3: 08.02.2024

The Chairperson, Dr. F. B. Sayyad Sir welcomed the IQAC Members for the 3rd Meeting of academic session 2023-24 followed by a presentation of IQAC Coordinator, Mr. Riyaj Kazi.

The following members were present in the meeting:

| Sr. No.	Name	Designation
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	
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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 Ankush, 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	Prof. Minal Toley, Faculty, Computer Engg.	
19	Prof. Nilesh Pinjarkar, Faculty, Computer Engg.	Assistant to IQAC
20	Prof. Riyaj Kazi, Faculty E&TC Engg.	Coordinator (IQAC)

Agenda 1: Approval of Previous Minutes of Meeting No.2, dated 01-11-2023 & Action Taken Report.

Resolution 1: The 2nd IQAC meeting was conducted on 1st November, 2023 at 10:30 AM in Conference room no. 18. The minutes of the meeting were read out with a formal discussion with all IQAC Members. These minutes of meetings were approved by IQAC Members.

Sr. No.	The recommendation given by IQAC Committee	Action Taken for Implementations & Outcomes
1]	Institute Initiatives Post NAAC Cycle-1 Accreditation: A review, and finalization.	**Action Taken:** IQAC has monitored all planned activities during the post NAAC Cycle-1 accreditation through various mechanisms developed to attain the benchmarks set for quality indicator frameworks. **Outcomes:** **Institute Initiatives 2018-22:** IQAC has initiated 17 quality measures during the NAAC Cycle-1. Institute has attained the quality benchmarks in various areas such as Academic Excellence, Skill Development and capacity building, Placements, Publications, Patents, Copyrights, Sponsored Projects, consultancy etc.
2]	Peer Team Visit Preparation: Inputs, Suggestions & Guidelines.	**Peer Team Visit Preparations:** IQAC Coordinator presented the Pre-Visit, During Visit and Post Visit Preparations in the meeting. Institute has appointed Mrs. Rohini Gadgil as an event manager to streamline the various preparations required for NAAC Visit.
3]	4N's Plan Activities (Dean's and HoDs): A review and corrective action for improvement.	**4N's Plan:** Planning and Implementation of activities of All Deans were presented by IQAC coordinator. Director-TC, Dr. Kamaljeet Kaur Madam had given suggestions for further improvement in the implementation. The same were communicated to the concern for necessary correction.
4]	Outline of Institute Development Plan in line with Vision of NEP	**Institute Development Plan:** The IQAC Coordinator presented the UGC Guidelines on the Institute Development Plan in line with the Vision of NEP 2020.
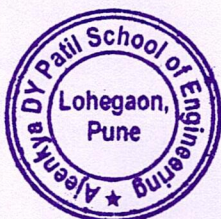
	2020: A discussion	Principal Sir has formed an IDP Strategy Team to work on IDP.

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

Proposed By: Dr. S. M. Khairnar
Seconded By: Dr. Sanjay Koli

Agenda 2: Quality Sustenance Initiatives

Resolution: Quality Sustenance Initiatives taken by IQAC during the NAAC Cycle-2 period from 2028-22 were decided to be continued for NAAC Cycle-3. It has been resolved that all units of the Institution (Academic & Administrative) will follow the developed mechanisms of quality assurance.

Proposed By: Dr. F.B. Sayyad
Seconded By: Dr. Rahul Bachute

Agenda 3: Adherence to Academic Calendar

Resolution: As a part of the quality sustenance initiative, It has been resolved that the Institute Academic Calendar will be monitored on a monthly basis and it will be dynamic so as to adhere to all planned academic and administrative activities in the calendar.

Proposed By: Dr. Pankaj Agarkar
Seconded By: Dr. Niranjan Shegokar

Agenda 4: Adherence to IQAC PLAN OF ACTION

Resolution: The plan of action of IQAC is crucial in attaining the quality objectives of the Institute. It has been resolved that all units of the Institution (Academic & Administrative) will follow and initiate actions to adhere to the IQAC Plan.

Proposed By: Dr. Saniya Ansari
Seconded By: Dr. Shreepad Sarange

Agenda 5: AQAR Activity Calendar

Resolution: To ensure institutional functioning on the quality indicator frameworks, every working day of the institute is to be planned with benchmarks of attainments. The AQAR
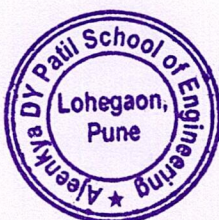
activity calendar is planned to meet quality assurance requirements. It is resolved that all the Heads of departments will plan proactively to engage the department staff for quality assurance.

Proposed By: Prof. Sanjay Karodpati
Seconded By: Ms. Shweta Sharma

Agenda 6: 4N's Plan of Action

Resolution: One of the IQAC initiatives i.e. 4N's Plan of Action [NEP, NAAC, NIRF, NBA] which was deployed from the academic year 2023-24, and is successfully implemented. It is resolved that all Heads and Deans will continue to contribute and improvise in their planning, implementation and ensure better outcomes with impact.

Proposed By: Dr. Pankaj Agarkar
Seconded By: Prof. Minal Toley

Agenda 7: Department Initiatives Post-DAB meetings

Resolution: The objective of the department's advisory boards is to implement suggestions received in the meeting from Industry Experts, External Academicians, and alumni to bridge the gap between education and employment. It is resolved that all Heads will ensure timely DAB meetings once a semester and implementation of suggestions to directly address the student's concerns and thus create more employment opportunities.

Proposed By: Dr. Niranjan Shegaonkar
Seconded By: Prof. Rohit Garad

Agenda 8: NAAC Cycle-I Compliance & Peer Team Visit Preparation

Resolution: The Institute has prepared for NAAC accreditation. All the non-compliance of NAAC Cycle-I was taken into consideration and accordingly institute has taken actions during 2018-2022 to fulfill all the requirements. It has been resolved that the NAAC coordinator will prepare the NAAC Cycle-I Compliance documents. It is also resolved that the task of Peer Team Event Management will be assigned to Prof. Rohini Gadgil.

Proposed By: Dr. Rahul Bachute
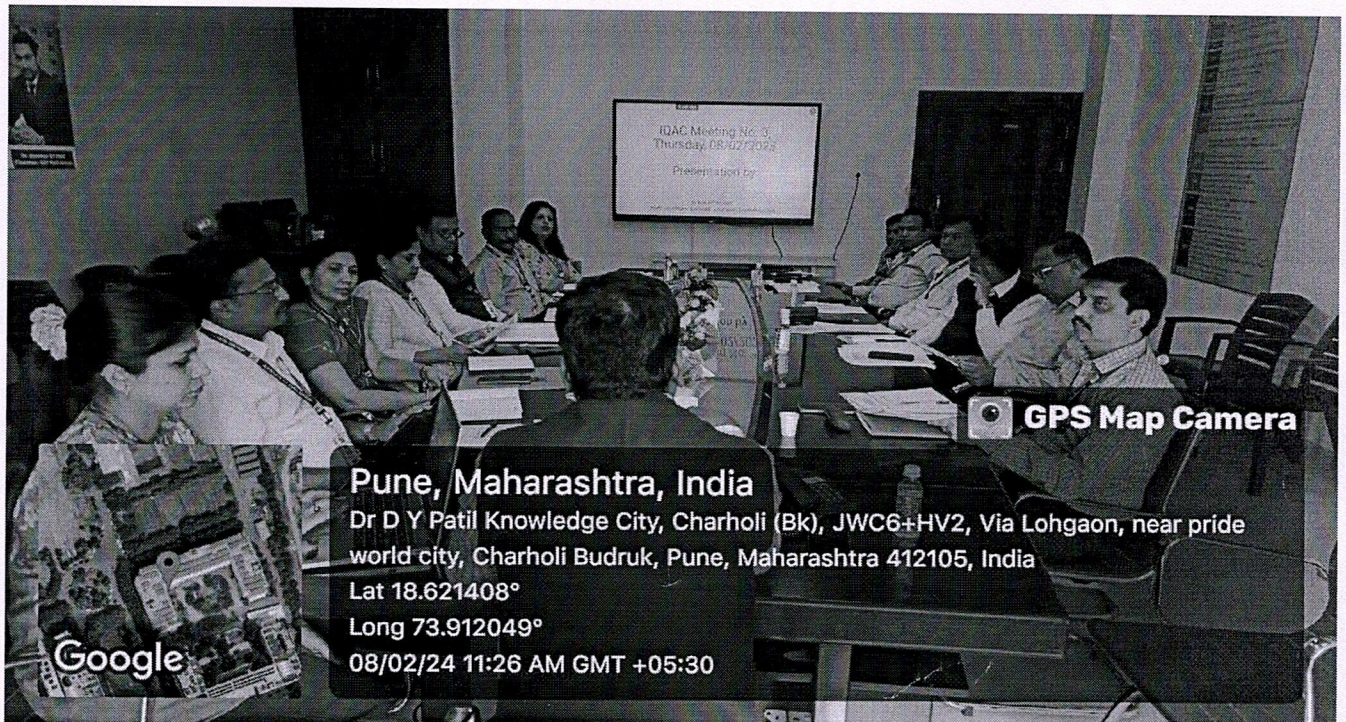**Seconded By:** Prof. Bhagyashree Dhakulkar
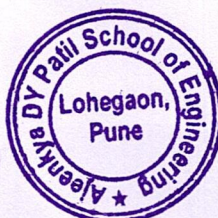
Agenda 9: Transformative Reforms for Strengthening Assessment & Accreditation

Resolution: The IQAC Coordinator has discussed Dr. Radhakrishnan's committee report on Transformative Reforms for strengthening the assessment and accreditation of Higher Education. Binary accreditation and maturity-based level accreditation will be effective from Academic Year 2024-25. The institute has to register to the One Nation One Data (ONOD) platform. It is resolved that the Institute will prepare for a new accreditation system for NAAC Cycle-3. It is also resolved that the institute will register to the ONOD Platform for AICTE, NAAC, NIRF, and NBA data/information submission.

**Proposed By:** Dr. F.B. Sayyad
Seconded By: Dr. Kamaljeet Kaur

Pune, Maharashtra, India
Dr D Y Patil Knowledge City, Charholi (Bk), JWC6+HV2, Via Lohgaon, near pride world city, Charholi Budruk, Pune, Maharashtra 412105, India
Lat 18.621408°
Long 73.912049°
08/02/24 11:26 AM GMT +05:30

Mr. Riyaj Kazi
Coordinator(IQAC)

CC:
1. All IQAC Members
2. Office.

Dr. F.B. Sayyad
Principal

Principal
Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune

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

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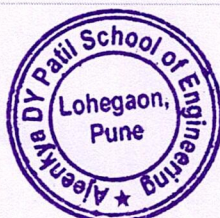
ACTION TAKEN REPORT

(IQAC meeting No. 3 held on 08/02/2024)

1] Quality Sustenance Initiatives:

Action Taken: The IQAC coordinator has presented the Institute Initiatives from 2018-19 to 2022-23. Suggestions were invited for any change or initiation of new initiatives

Outcome: It has been unanimously accepted by all the IQAC members that all previously initiated quality measures will be implemented in future and it is also ensured to enhance and sustain these initiatives. These initiatives majorly include Planning, Monitoring, Analysis & Corrective Action, Audits and Feedbacks.

**2] Adherence to Academic Calendar A.Y. 2023-24:**

Action Taken: IQAC Chairperson has taken review from Dean Academics on the Planned and Conducted activities of academic calendar.

Outcome: Majority of the planned activities of the academic calendar are being implemented by the respective academic and administrative heads. Thus, the adherence to institute academic calendar is satisfactory.

3] Adherence to IQAC PLAN OF ACTION A.Y. 2023-24:

Action Taken: IQAC Chairperson has taken review of activities planned and conducted for IQAC PLAN OF ACTION from the respective Heads and Deans.

Outcome: Total 70% of planned activities were executed by the Head of departments. The attainment of IQAC PLAN OF ACTION is satisfactory.
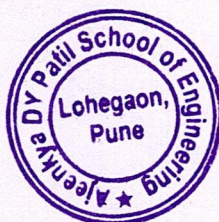
4] Adherence to AQAR Activity Calendar 2023-24:

Action Taken: IQAC Chairperson has taken review of activities planned and conducted for AQAR Activity Calendar from the respective Heads.

Outcome: An average of 65% of planned activities were executed by the Head of departments. The attainment of AQAR Activity Calendar is satisfactory.

5) Adherence to 4N's Plan of Action A.Y. 2023-24:

Action Taken: IQAC Chairperson has taken review of activities planned and conducted for 4N's Plan of Action from the respective Deans & Heads

Outcome: An average of 55% of planned activities were executed by the Head of departments. The attainment of 4N's Plan of Action is satisfactory.

6) Departments Initiative Post- DAB Meeting:

Action Taken: IQAC Chairperson has taken review of activities planned and conducted for post DAB meeting from the respective Heads

Outcome: An average of 50% of planned activities were executed by the Head of departments. It has been advised to immediately plan and conduct DAB meeting.
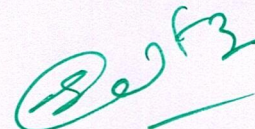
7) Transformative Reforms for Strengthening Assessment & Accreditation: A Discussion

Action Taken: IQAC Coordinator discussed on Proposed NAAC Reforms, Implementation of National Education Policy, and ONE NATION ONE DATA initiatives.

Outcome: The IQAC Chairperson & IQAC Coordinator attended western region consultive workshop on binary accreditation "REFORMS 2024" on 30/07/2024 at Gujarat University.

Mr. Riyaj Kazi
IQAC Coordinator

Dr. F.B. Sayyad
Principal