Ajeenkya DY Patil School of Engineering, Pune.

IQAC

Minutes of Meeting & Action Taken Report

IQAC Meeting No. 4, 20/05/2024, 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: 12/04/2024

Meeting Circular

IQAC Members are hereby informed that the academic year 2023-24 IQAC meeting No. 4 is scheduled on Monday, 20/05/2024 in IQAC room no. 228 at 1:00 PM.

The agenda of the meeting is as follows:

1) Approval of IQAC Minutes of Meeting No. 3; Dated,08/02/2024

2) Dean Academics report on adherence to academic calendar A.Y. 2023-24.

3) Head of Departments report on academic calendar activities, IQAC plan of action activities, AQAR 2023-24 activities, 4N's Plan activities, DAB meetings & activities.

4) Dean's reports on 4N's Plan of action and IQAC's Plan of action.

5) NEP Coordinator activity report.

6) AI Workforce Development Committee report & action plan for A.Y. 2024-25.

7) NBA Coordinator activity report and Plan of action for AY 2024-25

8) Dean Innovation Ecosystem report on NIRF-INNOVATION

9) NAAC Coordinator report on NAAC Cycle-I Compliance & Peer Team Visit Preparation

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

11) New Accreditation System with revised criteria and One Nation One Data (ONOD) with effect from A.Y. 2024-25.

12) Any other agenda, as per suggestions from IQAC members and permission of the IQAC Chairperson.

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

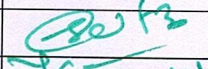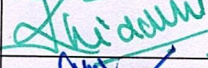**Mr. Riyaj Kazi**
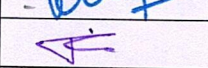**Coordinator(IQAC)**
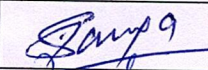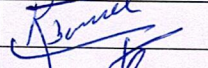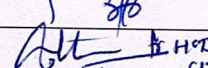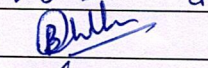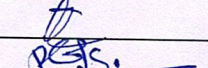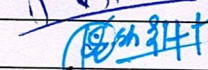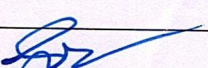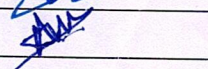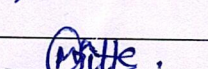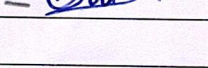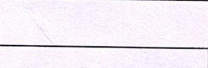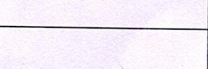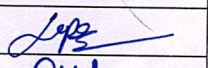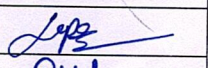
Internal Quality Assurance Cell
Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune

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.]		HoD civil
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	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)	

"Empowerment through quality technical education"
AJEENKYA DY Patil School of Engineering
Dr. D. Y. Patil Knowledge City, Charholi (Bk), Lohgaon, Pune – 412
INTERNAL QUALITY ASSURANCE CELL(IQAC

A.Y. 2023-24

IQAC Meeting No. 4   **ATTENDANCE**   Date: 20/5/2024

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 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	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.4, A.Y. 2023-24
Date & Time	20-05-2024, 1:00 PM
Location	IQAC Room No. 228
Chairperson	Dr. F.B. Sayyad, Principal
Attendees	IQAC Members

AGENDA

Agenda No.	Description
1	Approval of IQAC Minutes of Meeting No. 3; Dated,08/02/2024
2	Dean Academics report on adherence to academic calendar A.Y. 2023-24
3	Head of Departments report on academic calendar activities
4	Head of Departments report on IQAC plan of action activities
5	Head of Departments report on AQAR 2023-24 activities
6	Head of Departments report on 4N's Plan activities
7	Head of Departments report DAB meetings & activities.
8	Dean's reports on 4N's Plan of action
9	Dean's reports on IQAC's Plan of action.
10	NEP Coordinator Report on NEP 2020 Plan of Action
11	AI Workforce Development Committee report & action plan for A.Y. 2024-25.
12	NBA Coordinator activity report and Plan of action for AY 2024-25
13	NAAC Coordinator report on NAAC Cycle-I Compliance & Peer Team Visit Preparation

Internal Quality Assurance Cell

Minutes of IQAC 4th Meeting of A.Y. 2023-24

Meeting 4: 20.05.2024

The Chairperson, Dr. F. B. Sayyad Sir welcomed the IQAC Members for the 4th 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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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	
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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	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.3, dated 08-02-2024 & Action

Taken Report.

Resolution 1: The 3rd IQAC meeting was conducted on 8th February, 2023 at 11:00 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]	Quality Sustenance Initiatives	**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:** **Quality Sustenance:** All the initiatives taken by IQAC post NAAC Cycle-2 were decided to be continued for NAAC Cycle-3. It is decided that the Head of departments will strengthen the quality sustenance initiatives of IQAC.
2]	Adherence to Academic Calendar.	**Academic Calendar:** It is decided to monitor the academic calendar activities through a mechanism for its adherence and implementation. Dean Academics to monitor activities of academic calendar .
3]	Adherence to IQAC Plan of Action	**IQAC Plan of Action:** The 40 points of IQAC Plan of action is strictly followed by all HoDs, Deans, and faculties for its attainment in terms of outcome and impact
4]	AQAR Activity Calendar	**AQAR Activity Calendar:** Criteria Chairpersons have collected the department's criteria data and submitted the same to the IQAC Coordinator. The same has been verified by IQAC Coordinator.
5]	4N's Plan of Action	**4N's Plan:** All heads of department have initiated activities of 4N's plan. All the Deans have verified and

		summarized these activities along with the outcome.
6]	Department Initiatives Post-DAB Meetings	**DAB Meetings:** The departments have organized DAB Meetings to bridge the gap between Industry and academia. External Academic experts, Alumni, and Industry expert's suggestions were taken for implementation.
7]	NAAC Cycle-I Compliance Presentation	**NAAC Cycle-I Compliance:** The NAAC Coordinator presented the NAAC Cycle-I Compliance. Soft copies of the same were shown & are verified.

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

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

Agenda 2: Dean Academics report on adherence to academic calendar A.Y. 2023-24.

Resolution: A. Y. 2023-24 Academic calendar has total of 111 activities including academic & administrative activities. These activities were communicated from time to time by the dean of academics to the academic and administrative departments. A review of the implementation of the academic calendar activities was taken in the meeting. A total of XXX activities were completed out of 111. The attainment percentage is YYY%. It is resolved that the pending activities are to be completed before Friday, 31/05/2023. A soft copy of the activity reports duly signed, stamped & sealed is to be submitted to IQAC on or before Thursday, 13/06/2024.

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

Agenda 3: Head of Department- Adherence to Academic Calendar

Resolution: A review of the implementation of the academic calendar was taken in the meeting from all Heads of the departments. A total of 50 activities were planned by each department in the academic calendar; on average 48 activities were completed. The attainment percentage is 96%. It has been resolved that the departments whose activities are pending are to be completed

before Friday, 31/05/2023. A soft copy of the activity reports duly signed, stamped & sealed is to be submitted to IQAC on or before Thursday, 13/06/2024.

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

Agenda 4: Head of Department- Adherence to IQAC PLAN OF ACTION

Resolution: A review of the implementation of the IQAC PLAN OF ACTION was taken in the meeting from all Heads of the departments. A total of 20 activities were planned by each department in the IQAC plan of action; on average 18 activities were completed. The attainment percentage is 90%. It has been resolved that the departments whose activities are pending are to be completed before Friday, 31/05/2023. A soft copy of the activity reports duly signed, stamped & sealed is to be submitted to IQAC on or before Thursday, 13/06/2024.

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

Agenda 5: Head of Department- AQAR Activity Calendar

Resolution: A review of the implementation of the AQAR Activity Calendar was taken in the meeting from all Heads of the departments. An average of total activities 35were planned by each department in the AQAR Activity Calendar; on average 31 activities were completed. The attainment percentage is 89%. It has been resolved that the departments whose activities are pending are to be completed before Friday, 31/05/2023. A soft copy of the activity reports duly signed, stamped & sealed is to be submitted to IQAC on or before Thursday, 13/06/2024.

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

Agenda 6: Head of Department- 4N's Plan of Action

Resolution: A review of the implementation of the 4N's Plan of Action was taken in the meeting from all Heads of the departments. An average of 38 activities were planned by each department in the 4N's Plan of Action, and on average 35 activities were completed. The attainment percentage is 92%. It has been resolved that the departments whose activities are pending are to be completed before Friday, 31/05/2023. A soft copy of the activity reports duly signed, stamped & sealed is to be submitted to IQAC on or before Thursday, 13/06/2024.

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

Agenda 7: Head of Department- Department Initiatives Post-DAB meetings

Resolution: A review of the implementation of the suggestions given in department advisory boards was taken in the meeting from all Heads of the departments. A Total of 3 activities were planned by each department. Each department has implemented 3 suggestions. The attainment percentage is 100%. A soft copy of the activity reports duly signed, stamped & sealed is to be submitted to IQAC on or before Thursday, 13/06/2024.

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

Agenda 8: Dean's report on 4N's Plan of action

Resolution: A review of the implementation of the 4N's Plan of Action was taken in the meeting from all Deans. An average of 13 activities were planned by the Deans in the IQAC Plan of Action, and on average 10 activities were completed. The attainment percentage is 77%. It has been resolved that the Deans whose activities are pending are to be completed before Friday, 31/05/2023. A soft copy of the activity reports duly signed, stamped & sealed is to be submitted to IQAC on or before Thursday, 13/06/2024.

Proposed By: Prof. Riyaj Kazi
Seconded By: Prof. Rohit Garad

Agenda 9: Dean's report on IQAC's Plan of action

Resolution: A review of the implementation of the IQAC's Plan of Action was taken in the meeting from all Deans. An average of 4 activities were planned by the Deans in the IQAC Plan of Action, and on average 3 activities were completed. The attainment percentage is 75%. It has been resolved that the Deans whose activities are pending are to be completed before Friday, 31/05/2023. A soft copy of the activity reports duly signed, stamped & sealed is to be submitted to IQAC on or before Thursday, 13/06/2024.

Proposed By: Prof. Riyaj Kazi
Seconded By: Prof. Bhagyashri Dhakulkar

Agenda 10: NEP Coordinator Report on NEP 2020 Plan of Action

Resolution: A review of the implementation of the NEP 2020 Plan of Action was taken in the meeting from the NEP Coordinator. A total of XX activities were planned by the NEP Coordinator. A total of YY activities were conducted. The attainment percentage is ZZ %. Data on the number of faculties sensitized by the NEP Orientation Program with the certifications is expected. It has been resolved that the pending activities are to be completed before Friday, 31/05/2023. A soft copy of the activity reports duly signed, stamped & sealed is to be submitted to IQAC on or before Thursday, 13/06/2024.

Proposed By: Dr.Rahul Bachute
Seconded By: Dr.Pankaj Agarkar

Agenda 11: AI Workforce Development Committee Report on Team Initiatives, Plans & Requirements

Resolution: A review of the AI Workforce Development Initiatives was taken in the meeting from the committee head. A discussion on AI penetration in education and its impact was discussed in detail. It has been resolved that the committee head will submit the plan of action to train all department's teaching, and nonteaching staff as well as admin staff on or Friday, 31/05/2023 to IQAC. It is also resolved that all staff will get acquainted with the use of at least 5 AI tools in semester I of the academic year 2024-25.

Proposed By: Dr.Pankaj Agarkar
Seconded By: Dr.Rahul Bachute

Agenda 12: NBA Coordinator activity report and Plan of action for AY 2024-25

Resolution: A review of the NBA Initiative was taken in the meeting from the NBA Coordinator. It has been resolved that a detailed plan of action for the academic year 2024-25 is to be prepared and the immediate implementation of the same after NAAC Peer Team Visit.

Proposed By: Dr. Kamaljeet Kaur
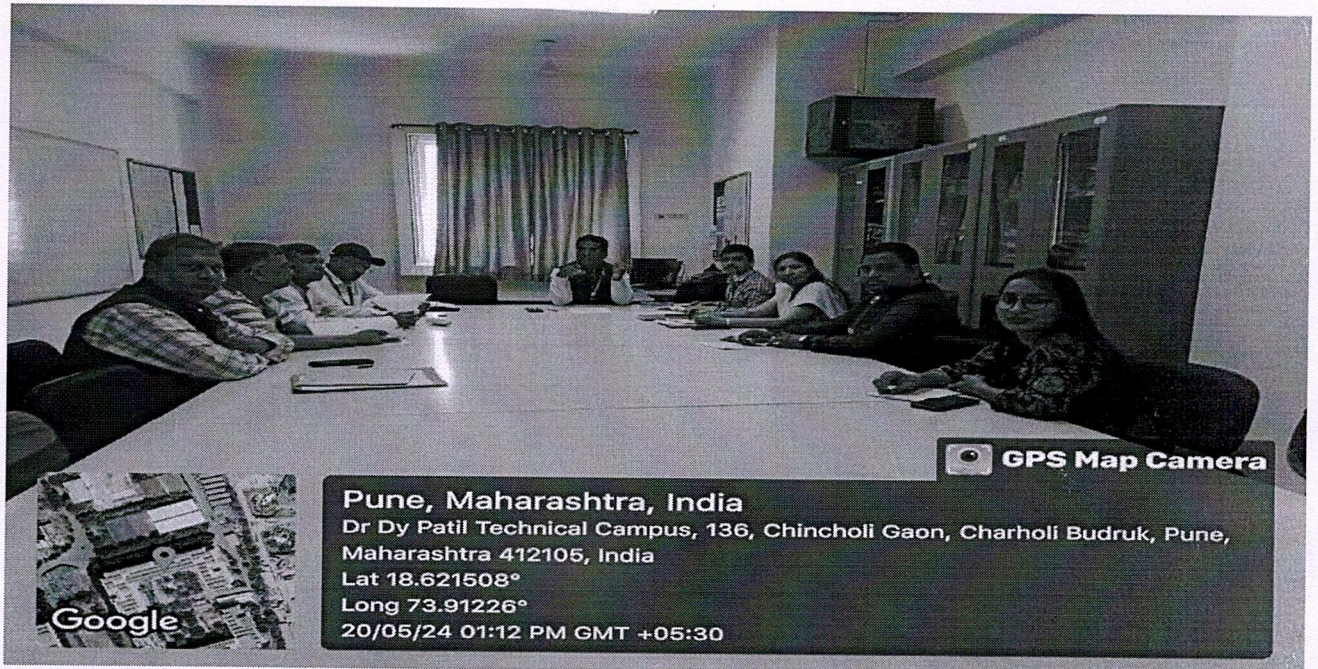**Seconded By:** Dr. Farook Sayyad

Agenda 13: NAAC Coordinator report on NAAC Cycle-I Compliance & Peer Team Visit Preparation

The Institute has prepared for NAAC Cycle-II 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 on or before Friday, 24/05/2024. Peer Team Event Management task is assigned to Prof. Rohini Gadgil. Committees are formed and action on it is initiated.

Proposed By: Prof. Riyaj Kazi
Seconded By: Prof. Bhagyashree Dhakulkar

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Mr. Riyaj Kazi
Coordinator(IQAC)

Internal Quality Assurance Cell
Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune
1. All IQAC Members
2. Office.

Dr. F.B. Sayyad
Principal

Principal
Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune

ACTION TAKEN REPORT

(IQAC meeting No. 4 held on 20/05/2024)

1] Dean Academics report on 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: Total 81 activities out 83 planned activities were conducted. The percentage of attainment is 97.6%. Institute adherence to the academic calendar is Excellent.

2] Head of Departments report on academic calendar activities

Action Taken: The IQAC Chairperson has taken review from Head of Departments on the Planned and Conducted activities of academic calendar.

Outcome: A total 57 activities out of 61 planned activities were conducted. The percentage of attainment is 93.44%. Department adherence to the academic calendar is Excellent.

3] Head of Department report on IQAC plan of action activities

Action Taken: The IQAC Chairperson has taken review from the Head of Departments on the Planned and Conducted activities of IQAC's plan of action

Outcome: A total 89% of planned activities were executed by the Head of departments. The attainment of IQAC PLAN OF ACTION is satisfactory.

4] Head of Departments report on AQAR 2023-24 activities

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

Outcome: An average of 74% of planned activities were executed by the Head of departments. The attainment of the AQAR Activity Calendar is satisfactory.

5] Head of Departments report on 4N's Plan activities

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 67% of planned activities were executed by the Head of departments. The attainment of 4N's Plan of Action is satisfactory.

6] Head of Departments reports DAB meetings & activities.

Action Taken: IQAC Chairperson has taken review of activities planned and conducted for post DAB meeting from the respective Heads
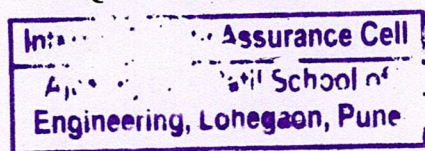
Outcome: An average of 78% of planned activities were executed by the Head of departments. The attainment of DAB Plan of Action is satisfactory.
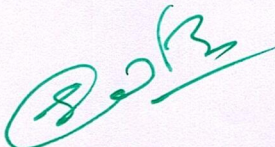
7] NEP Coordinator Report on NEP 2020 Plan of Action

Action Taken: IQAC Chairperson has taken review of activities planned and conducted for the Implementation of NEP 2020.

Outcome: Eighty faculties were oriented and sensitized by NEP 2020. ABC ID was created for all the admitted students.

Mr. Riyaj Kazi
IQAC Coordinator

Dr. F.B. Sayyad
Principal

Principal
Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune