



"Empowerment through quality technical education"

Dr D Y Patil Educational Enterprises Charitable Trust's

Ajeenkya D Y Patil Group of Institution's Technical Campus

## Dr D Y PATIL SCHOOL OF ENGINEERING

(Approved by AICTE, New Delhi Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)

AISHE Code: C-46648 DTE Code: EN6732 SPPU PUN Code: CEGP015720

(Accredited by NAAC)

### Metric Number: 6.1.2

Effective leadership is visible in various institutional practices such as decentralization and participative management

List of documents enclosed:

- Minutes of meeting – Internal Quality Assurance Cell ( IQAC)
- Minutes of meeting – Meeting conducted by Principal.
- Minutes of meeting – Meeting Conducted by Heads of Dept.
- Minutes of meeting – Academic Monitoring Committee ( AMC)
- Minutes of meeting – Departmental Advisory Board ( DAB)

Dr. F. B. Sayyad  
Principal





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### IQAC Minutes & Action Taken Reports

Meeting No.	Meeting Date	Agenda	Compliance/ATR
1	03.06.2020	Plan of Action A.Y. 2020-21	Action Taken Report on meeting dated 03.06.2020
2	17.06.2020	R&D, TBI, TPO, IIC, IPR, EDC, Alumni Cells Plan of action	Action Taken Report on meeting dated 17.06.2020
3	02.11.2020	Criteria-wise Presentation of AQAR Report of A.Y. 2019-20	Action Taken Report on meeting dated 02.11.2020
4	05.11.2020	Criteria-wise Presentation of AQAR Report of A.Y. 2019-20	Action Taken Report on meeting dated 05.11.2020
5	15.02.2021	NAAC Cycle-I reassessment activity planning	Action Taken Report on meeting dated 15.02.2021
6	12.03.2021	Review Meeting on activities of TBI, IIC, IPR, EDC, Alumni, Website updation in view of NAAC Cycle-I reassessment.	Action Taken Report on meeting dated 12.03.2021

Enclosed:

1] IQAC Minutes

2] Action Taken Reports



**Dr. F. B. Sayyad**  
**PRINCIPAL**



### Minutes of Meeting

Ref No: DYP SOE/ AY 2020-21/Meeting No.:01

Date of Meeting : 03/06/2020

Venue : Conference Room

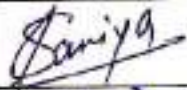
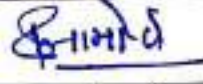


Agenda of Meeting: Plan of Action A.Y. 2020-21

Sr. No.	Points discussed	Remark
1.	Preparation for Action Plan	It has been decided to prepare Action Plan for A. Y. 2020-21 considering scope of improvement after NAAC Visit.
2.	Presentation of Plan of Action	It has been decided that IQAC Coordinator will present a plan of action in meeting for suggestions and final approval.
3.	Presentation of action plan by various cell coordinators.	It has been decided to conduct a meeting for presentation of action plan by R&D,TBI,TPO, IIC, IPR, EDC, Alumni Cells

Following staff members have attended the meeting

Sr. No.	Name of the faculty	Sign
1	Dr. Farooq Sayyad	
2	Dr. S. M. Khairmar	
3	Dr. Sanjay Koli	
4	Dr. Pankaj Agarkar	
5	Prof. Rohit Garad	
6	Lt. Col. Sanjay Karodpati	



7	Ms. Shweta Sharma	-
8	Dr. Saniya Ansari	
9	Dr. Dillep More	
10	Dr. Niraj Jadhav	
11	Prof. Nishikant Surwade	



Prepared by

Prof. Riyaj Kazi  
IQAC Coordinator

  
Approved by

Dr. Ashok Kasnale  
PRINCIPAL



### Minutes of Meeting

Ref No: DYP SOE/ AY 2020-21/Meeting No.:02

Date of Meeting : 17/06/2020

Venue : Conference Room

Agenda of Meeting: Presentation of Action Plan of A. Y. 2020-21 by R&D, TBI, TPO, IIC, IPR, EDC, Alumni Cells

Sr. No.	Points discussed	Remark
1	R&D Cell Plan of Action	<p>1. Each department will submit minimum two minor and / or major quality multidisciplinary research proposals for various funding agencies / ministries.</p> <p>2. Each faculty of the respective department should publish minimum one paper in peer reviewed and approved journal preferably in SCOPUS, WOS, ISI.</p> <p>3. Each department shall identify minimum five innovative BE / ME projects and submit their innovative ideas for National / International Patent and then for publication.</p>
2	TBI Cell Plan of Action	<p>1. TBI Cell will connect with stakeholders, faculties, and coordinate activities with R&amp;D, IPR EDC Cells.</p> <p>2. Applied for Technology Innovation Hubs (TIHs) in domain of Artificial Intelligence &amp; Machine Learning.</p>


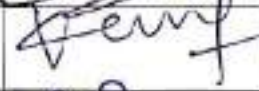

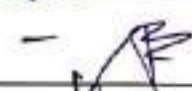


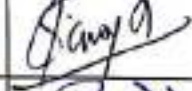
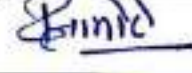


		<p>3. DST Proposal under consideration. Design of low cost non-invasive blood glucose level measurement device using Near infrared spectroscopy is shortlisted.</p> <p>4. BIRAC-DBT (under consideration) Blood group prediction by analyzing fingerprint pattern using multi layer Neural network with linear algebra.</p>
3	T&P Cell Plan of Action	<p>1. To motivate student for Industry-Interaction with objectives to get Sponsored Projects and Placement of Students.</p> <p>2. To build mutually beneficial relations with Alumni for enhancing placement, internship and sponsored projects.</p> <p>3. Focus on International Placement opportunity.</p>
4	IIC Cell Plan of Action	<p>1. Formation of an Institute level committee of IIC involving people from industry background.</p> <p>2. Involvement of alumni working in industries and get sponsored projects and initiate industry institute interaction.</p> <p>3. To establish an association with parents or relatives working in industry- 15 days timeline is set to collect the contacts.</p>
5	IPR Cell Plan of Action	<p>1. Conduction of Idea generation session for each department for teaching and non teaching staff</p> <p>2. Personal counseling of faculties to understand their areas of interest.</p> <p>3. Conduct workshop on IPR/Idea generation/Advanced technologies by external experts</p> <p>4. Preparation of SOPs for IPR Cell</p>



6	EDC Cell Plan of Action	<ol style="list-style-type: none"> <li>1. To Conduct two EAC programs sponsored by EDII Ahmedabad under NIMAT, DST.</li> <li>2. The 1st week of January 2021 – Workshop on Entrepreneur Development for students.</li> <li>3. Business Idea context and expert lectures of successful entrepreneurs.</li> <li>4. Prepare SOPs for EDC Cell and list of students interested in Entrepreneurship.</li> </ol>
7	Alumni Cell Plan of Action	<ol style="list-style-type: none"> <li>1. Organize and supports a comprehensive array of initiatives for students, as well as alumni. Objective is to enhance student-to-alumni and alumni-to-alumni relationships.</li> <li>2. To conduct a stakeholder feedback from Alumni and workout to improve the feedback through various initiatives.</li> </ol>

Following staff members have attended the meeting

Sr. No.	Name of the faculty	Sign
1	Dr. Farooq Sayyad	
2	Dr. S. M. Khairnar	
3	Dr. Sanjay Koli	
4	Dr. Pankaj Agarkar	
5	Prof. Rohit Garad	
6	Lt. Col. Sanjay Karodpati	
7	Ms. Shweta Sharma	
8	Dr. Saniya Ansari	
9	Dr. Dillep More	





Dr. D. Y. Patil Group of Institutions' Technical Campus  
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IQAC/5

Ref No: DYP SOE/IQAC/ AY 2020-21/Meeting No.:03

### Minutes of Meeting

**Date of Meeting : 02/11/2020**

**Venue : Conference Room**

**Agenda of Meeting:** Criteria-wise Presentation of AQAR Report of A.Y. 2019-20

#### Members Present:

- 1] Dr. Ashok Kasnale
- 2] Dr. Farooq Sayyad
- 3] Dr. S. M. Khairnar
- 4] Dr. Sanjay Koli
- 5] Dr. Pankaj Agarkar
- 6] Prof. Rohit Garad
- 7] Lt. Col. Sanjay Karodpati
- 8] Dr. Dillep More
- 9] Dr. Rashami Mahajan
- 10] Dr. R C Katdare
- 11] Dr. Niraj Jadhav
- 11] Prof. Santosh Jadhav
- 12] Prof. Yogesh Mali





Sr. No.	Agenda	Discussions & Resolutions
1	<p align="center"><b>CRITERION I</b></p> <p align="center">CURRICULAR ASPECTS</p>	<p>Curriculum Planning and Implementation is done as per academic plan. Students have enrolled in Certificate/ Diploma Courses introduced during the year. Elective course system implemented during the academic year. Value-added courses imparting transferable and life skills have been offered during the year. Students feedback taken, and analyzed.</p>
2	<p align="center"><b>CRITERION II</b></p> <p align="center">TEACHING-LEARNING AND EVALUATION</p>	<p>All teachers are using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources. full time teachers are appointed during the year. Honours and recognitions are received by teachers. Academic calendar has been prepared and adhered for conduct of Examination and other related matters. Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on the website of the institution. Student Satisfaction Survey (SSS) on overall institutional performance results and details are displayed in website.</p>
3	<p align="center"><b>CRITERION III</b></p> <p align="center">RESEARCH, INNOVATIONS AND EXTENSION</p>	<p>Research funds of eighty four lakhs sanctioned and received during the year. Workshops/Seminars Conducted on Intellectual Property Rights and Industry-Academia Innovative practices during the year. Best Teacher and Best Paper awarded to faculties. Ph.D awarded to three Faculties. Faculties have participated in Seminars/Conferences during the year. Eight Books published by faculties. Extension and outreach programmes conducted during the year. Student participation in linkages like internship programs. MoUs Signed with industries.</p>

The IQAC Coordinator proposed vote of thanks.

  
**Mr. Riyuj Kazi**  
 IQAC Coordinator



  
**Dr. Ashok Kasnale**  
 PRINCIPAL



### Minutes of Meeting

Ref No: DYPSOE/IQAC/ AY 2020-21/Meeting No.:04

**Date of Meeting : 05/11/2020**

**Venue : Seminar Hall, Room No. 242**

**Agenda of Meeting: Criteria-wise Presentation of AQAR of A.Y. 2019-20**

#### Members Present:

- 1] Dr. Ashok Kasnale
- 2] Dr. Farooq Sayyad
- 3] Dr. S. M. Khaimar
- 4] Dr. Sanjay Koli
- 5] Dr. Pankaj Agarkar
- 6] Prof. Rohit Garad
- 7] Lt. Col. Sanjay Karodpati
- 8] Dr. Dillep More
- 9] Dr. Rashami Mahajan
- 10] Dr. R C Kaldare
- 11] Dr. Niraj Jadhav
- 11] Prof. Santosh Jadhav
- 12] Prof. Yogesh Mali



Sr. No.	Agenda	Discussions & Resolutions
1	<p align="center"><b>CRITERION IV</b></p> <p align="center"><b>INFRASTRUCTURE AND LEARNING RESOURCES</b></p>	<p>Required infrastructure such as Campus area, classroom, laboratories, Seminar Halls Existing Classrooms with LCD facilities all required equipments available. Library contains ILMS Software such as iCloudEMS, Sufficient number of Text Books, Reference Books, e-Books, Journals, e-Journals, CD &amp; Video, Weeding (hard &amp; soft) are available as per norms. e-Contents developed and launched by faculties. Sufficient Bandwidth as per norms is available for internet connection in the Institution. V-Lab and M Tutor. Regular Maintenance of Laboratory Equipment is carried out. e-content is developed by faculty for the subject Data Structure, AI, ML, Python and is available on youtube.</p>
2	<p align="center"><b>CRITERION V</b></p> <p align="center"><b>STUDENT SUPPORT AND PROGRESSION</b></p>	<p>Student Support and Progression in terms of Scholarship is provided.. German Language Lab, Expert Talk, Industrial Visits, Soft Skill, Couselling Sessions and Remedial Coaching, Placement of students, Student Progression to Higher Education, Various activities through students association are conducted. Students participated in competitive exam guidance. Campus placement done during the year. Three students are qualified in GATE Examination. Students participation in Sports and cultural activities during the year. Organised Alumni meet.</p>
3	<p align="center"><b>CRITERION VI</b></p> <p align="center"><b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b></p>	<p>Well defined decentralized governance system with interrelationships exists in the institution. Institute has delegated adequate and systematized authority to the departments to work towards decentralized governance system. Quality improvement strategies inculcated such as Curriculum Development, Teaching and Learning, Examination and Evaluation, Library, ICT and Physical Infrastructure / Instrumentation, Human Resource Management , Industry Interaction / Collaboration. The dedicated team of faculty members, Admission of Students etc. Implementation of e-governance in areas such as Planning and Development, Administration, Finance and Accounts, Student Admission and Support and Examination. Faculty Empowerment Strategies such as financial support to attend conferences / workshops. Professional development / administrative training programmes such as SciLabFDP,MOOCs and Moodle, Patent Filing Procedure. Faculties attended various Professional Development Programms. Recruited full time faculties. Conducted Internal audits. Strong Internal Quality Assurance System- Academic Audits is conducted. development programs for supporting staff. Post accreditation initiatives includes:</p>



		<p>Standardization of feedback forms, Student satisfaction survey and its analysis, preparation of action plan in order to improve overall quality of the department and institute, Submission of Data for AISHE portal, Number of Quality Initiatives undertaken during the year includes: Induction Program, Parent-Teacher Meet. Six Quality initiatives taken during the year.</p>
4	<p align="center"><b>CRITERION VII</b> <b>INSTITUTIONAL</b> <b>VALUES AND BEST</b> <b>PRACTICES</b></p>	<p>Conducted sessions on Lecture on Gender Equality, Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Tree Plantation, College premise as Plastic Free Zone, Indrayani river Cleaning, Dehugaon Cleaning etc. Facilities for Differently abled (Divyangjan) friendliness such as: Physical facilities, Provision for lift, Ramp/Rails, Rest Rooms, Scribes for examination. Inclusion and Situatedness such as: Awareness program through street play, Code of conduct (handbooks) for various stakeholders, Activities conducted for promotion of universal Values and Ethics: Helping Hands Collection for Flood Affected People. Session on Time Management Techniques, International Yoga Day, Employability Skill Development Training, Teachers Day, Engineer's day celebration, Road safety Campaign, a, Personal Counselling to students, Fit India Movement. Initiatives taken by the institution to make the campus eco-friendly such as: Tree Plantation 2. Use of public transport facility 3. Use of recycled water for gardening 4. Use of LED light 5. Use of ERP 6. Plastic Free Campus 7. Green Campus. Best Practices Includes: 1] Initiatives for Quality Improvement- R&amp;D Cell, TBI Cell, III Cell, ED Cell 2] Academic Audit, e-waste management, M-Tutor, MOOCs along with corsera, NPTEL, Virtual Lab.</p>

The IQAC Coordinator proposed vote of thanks.



Prof. Riyaj Kazi  
IQAC Coordinator




Dr. Ashok Kasnale  
PRINCIPAL



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**Dr. D. Y. PATIL SCHOOL OF ENGINEERING**  
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IQAC/5

Ref No: DYPSOE/IQAC/ AY 2020-21/Meeting No.:05

### Minutes of Meeting

**Date of Meeting** : 15/02/2021

**Venue** : Seminar Hall, Room No. 242

**Agenda of Meeting:** NAAC Criteria-wise Activity planning and Conduction in view of NAAC Cycle-1 reassessment.

#### Members Present:

- 1] Dr. Ashok Kasnale
- 2] Dr. Farooq Sayyad
- 3] Dr. S. M. Khairnar
- 4] Dr. Sanjay Koli
- 5] Dr. Pankaj Agarkar
- 6] Prof. Rohit Garad
- 7] Lt. Col. Sanjay Karodpati
- 8] Dr. Dillep More
- 9] Dr. Rashami Mahajan
- 10] Dr. R C Katdare
- 11] Dr. Niraj Jadhav
- 11] Prof. Santosh Jadhav
- 12] Prof. Yogesh Mali



Sr. No.	Agenda	Discussions & Resolutions
1.	Preparation of NAAC activity Action Plan	It has been decided that IQAC Coordinator will prepare NAAC activity Action Plan for A. Y. 2020-21 considering scope of improvement in NAAC Cycle-1 reassessment
2.	Department wise Preparation of NAAC activity Action Plan with deadlines.	It has been decided that Heads of department will prepare activity plan of their department along-with coordinator name and deadline of activity conduction.
3.	Monitoring and reporting of the execution of NAAC activities plan	It has been decided IQAC coordinator will monitor the activities from the month of March 2021 and report the status of activities of each department to the Principal every fortnight till 31/05/2021

The IQAC Coordinator proposed vote of thanks.

  
**Prof. Riyaj Kazi**  
 IQAC Coordinator



  
**Dr. Ashok Kasnale**  
 PRINCIPAL



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**Dr. D. Y. PATIL SCHOOL OF ENGINEERING**  
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IQAC/5

Ref No: DYP SOE/ AY 2020-21/Meeting No.:06

### Minutes of Meeting

**Date of Meeting: 12/03/2021**

**Venue : Conference Room, Room No. 242**

**Agenda of Meeting:** Review Meeting on activities of TBI, IIC, IPR, EDC, Alumni, Website updation in view of NAAC Cycle-1 reassessment.

#### Members Present:

- 1] Dr. Ashok Kasnale
- 2] Dr. Farooq Sayyad
- 3] Dr. S. M. Khairmar
- 4] Dr. Sanjay Koli
- 5] Dr. Pankaj Agarkar
- 6] Prof. Rohit Garad
- 7] Lt. Col. Sanjay Karodpati
- 8] Dr. Dillep More
- 9] Dr. Rashami Mahajan
- 10] Dr. R C Katdare
- 11] Dr. Niraj Jadhav
- 11] Prof. Santosh Jadhav
- 12] Prof. Yogesh Mali



Sr. No.	Agenda	Discussions & Resolution
1	TBI Cell [Dr. Sunil Rathod ]	<ol style="list-style-type: none"> <li>1. Define aim &amp; objectives of Cell &amp; Prepare SOPs for TBI Cell</li> <li>2. TBI Cell will connect with stakeholders, faculties, and coordinate activities with R&amp;D, IPR EDC Cells.</li> <li>3. Prepare the action plan, circulate among staff and students and execute the plan through TBI Cell</li> <li>4. Organize Idea generation workshop for students.</li> </ol>
2	IIIC Cell [ Dr. Rajesh Katdare ]	<ol style="list-style-type: none"> <li>1. Define aim &amp; objectives of Cell &amp; Prepare SOPs of III Cell</li> <li>2. Formation of an Institute level committee of IIIC involving people from industry background.</li> <li>3. Involvement of alumni working in industries and get sponsored projects and initiate industry institute interaction.</li> <li>4. Collect data from HoDs to see that 25% Department Projects should be Industry Sponsored Projects</li> <li>5. Collect the information of parents who are either entrepreneur or working in industry from each department. Mechanical department has prepared the format of the same.</li> <li>6. Use platforms like Internshala with T&amp;P cell to get maximum number of internships and sponsor projects.</li> <li>7. Prepare the action plan, circulate among staff and students and execute the plan through TBI Cell</li> </ol>
3	IPR Cell [ Dr. Dileep More ]	<ol style="list-style-type: none"> <li>1. Define aim &amp; objectives of Cell &amp; Prepare SOPs for IPR Cell</li> <li>2. Conduction of Idea generation session for each department for teaching and non teaching staff</li> <li>3. Personal counseling of faculties to understand their areas of interest.</li> </ol>





		<ol style="list-style-type: none"> <li>4. Conduct workshop on IPR/Idea generation/Advanced technologies by external experts</li> <li>5. Initiate activities in ' KAPILA' Program</li> <li>6. Prepare the action plan, circulate among staff and students and execute the plan through IPR Cell.</li> </ol>
4	<p style="text-align: center;"><b>EDC Cell</b> [ Dr. Dileep More ]</p>	<ol style="list-style-type: none"> <li>1. Define aim &amp; objectives of Cell &amp; Prepare SOPs for EDC Cell and list of students interested in Entrepreneurship.</li> <li>2. To Conduct EAC programs sponsored by EDII Ahmadabad under NIMAT, DST.</li> <li>3. Business Idea context and expert lectures of successful entrepreneurs.</li> <li>4. To encourage students to take interest in entrepreneurship by providing support from National Initiative for Developing and Harnessing Innovations (NIDHI)/ BHAU etc.</li> <li>5. Conduct activities under NEN.</li> <li>6. Prepare the action plan, circulate among staff and students and execute the plan through EDC Cell.</li> </ol>
5	<p style="text-align: center;"><b>Alumni Cell</b> [Prof. Paresh Khairnar]</p>	<ol style="list-style-type: none"> <li>1. Define aim &amp; objectives of Cell &amp; Prepare SOPs of Alumni Cell</li> <li>2. To conduct a stakeholder feedback from Alumni and workout to improve the feedback through various initiatives.</li> <li>3. Collect data of minimum 10 alumni from each department (Entrepreneur/Job in reputed organization)</li> <li>4. Record videos of alumni useful for admission activity</li> <li>5. Get the year wise alumni record of last five years from HoDs. Collect alumni data at central level till 15 April 2021.</li> <li>6. Alumni activity updates on website [ Alumni Form, Offer Letter, Appointment letter , Alumni Feedback ]</li> <li>7. Identify 10 prominent alumni from every year who can help institute in placement/IPT/Field work/sponsored project.</li> <li>8. Arrange alumni guest lectures at department level through department level alumni coordinators</li> </ol>



		<p>9. Organize alumni meet and collect alumni feedback and analyse the same.</p> <p>10. Prepare the action plan, circulate among staff and alumni and execute the plan through Alumni Cell.</p>
6	<p>Website Updation Committee</p> <p>[Prof. Yogesh Mali]</p>	<p>1. Initiate website Separation process</p> <p>2. Frequent website updation</p>

The IQAC Coordinator proposed vote of thanks.

  
Prepared by

**Prof. Riyaj Kazi**  
**IQAC Coordinator**

  
Approved by  
**Dr. Ashok Kasnale**  
**PRINCIPAL**





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**INTERNAL QUALITY ASSURANCE CELL(IQAC)**  
Form No. IQAC/6

## ACTION TAKEN REPORT

( IQAC meeting held on 03/06/2020)

1. IQAC Coordinator, Mr. Riyaj Kazi has prepared the action plan and academic calendar considering scope of improvement during the post accreditation period.
2. IQAC Coordinator has presented a plan of action in meeting for suggestions and final approval. Plan of action has been finalised and approved by Principal for the A.Y. 2020-21.
3. Aim, Objectives, Composition of various cells are revised and initiated activities of R&D,TBI,TPO, IIC, IPR, EDC, Alumni Cells

Mr. Riyaj Kazi  
IQAC Coordinator

Dr. Ashok Kasnale  
PRINCIPAL





## ACTION TAKEN REPORT

(IQAC meeting held on 17/06/2020)

- 1) A Research project on Strategic Planning for Water Resources and Implementation of Novel Biotechnical Treatment solutions and Good Practices (SPRING) funded by DBT India, amount sanctioned 82,000,00/-
- 2) One hundred thirteen papers published in journals during the year by faculties.
- 3) Eight Innovative BE / ME projects are identified and successfully completed during the year
- 4) Ten books/Chapters published by faculties during the year
- 5) Thirty four students have completed their internship in respective organizations
- 6) Institute has entered into Five MoUs with different organizations.
- 7) Four workshops/seminars conducted on Hands on Python Workshop, Research Methodology, and start up during the year.
- 8) XXXX Students Placed ( On Campus + Off Campus) through T&P Cell.
- 9) Online Alumni meet organized by the department during the year.
- 10) Conducted a stakeholder feedback from Alumni on curriculum and initiated corrective action by communicating it to respective departments Board of Studies.

  
Mr. Riyaj Kazi  
IQAC Coordinator

  
Dr. Ashok Kasnale  
PRINCIPAL





## **ACTION TAKEN REPORT**

**( IQAC meeting held on 02/11/2020)**

Internal audit is conducted on AQAR 2019-20, Criteria-wise discussion on the data collected and document verification for CR-I, CR-II, CR-III

### **Observations:**

#### **CRITERION I: CURRICULAR ASPECTS**

Curriculum Planning and Implementation is done as per academic plan. Students have enrolled in Certificate/ Diploma Courses introduced during the year. Elective course system implemented during the academic year. Value-added courses imparting transferable and life skills have been offered during the year. Students feedback taken and analyzed.

#### **CRITERION II: TEACHING-LEARNING AND EVALUATION**

All teachers are using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources. full time teachers are appointed during the year. Honours and recognitions are received by teachers. Academic calendar has been prepared and adhered for conduct of Examination and other related matters.

Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on the website of the institution. Student Satisfaction Survey (SSS) on overall institutional performance results and details are displayed in website.

#### **CRITERION III: RESEARCH, INNOVATIONS AND EXTENSION**

Research funds of eighty four lakhs sanctioned and received during the year. Workshops/Seminars Conducted on Intellectual Property Rights and Industry-Academia Innovative practices during the year. Best Teacher and Best Paper awarded to faculties. Ph.D awarded to three Faculties. Faculties have participated in



Seminars/Conferences during the year. Eight Books published by faculties. Extension and outreach programmes conducted during the year. Student participation in linkages like internship programs. MoUs Signed with industries.

**Remarks:** Internal Audit committee suggested to conduct all the activities as per SOP and involvement of more stakeholders & compliance of the same.



Mr. Riyaj Kazi  
IQAC Coordinator



Dr. Ashok Kasnale  
PRINCIPAL



## **ACTION TAKEN REPORT**

**( IQAC meeting held on 05/11/2020)**

Internal audit is conducted on AQAR 2019-20, Criteria-wise discussion on the data collected and document verification for CR-IV, CR-V, CR-VI, and VII

### **Observations:**

#### **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

Required infrastructure such as Campus area, classroom, laboratories, Seminar Halls Existing Classrooms with LCD facilities all required equipments available. Library contains ILMS Software such as iCloudEMS, Sufficient number of Text Books, Reference Books, e-Books, Journals, e-Journals, CD & Video, Weeding (hard & soft) are available as per norms. e-Contents developed and launched by faculties. Sufficient Bandwidth as per norms is available for internet connection in the Institution. V-Lab and M Tutor. Regular Maintenance of Laboratory Equipment is carried out. e-content is developed by faculty for the subject Data Structure, AI, ML, Python and is available on youtube.

#### **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

Student Support and Progression in terms of Scholarship is provided. German Language Lab, Expert Talk, Industrial Visits, Soft Skill, Counselling Sessions and Remedial Coaching, Placement of students, Student Progression to Higher Education, Various activities through students association are conducted. Students participated in competitive exam guidance. Campus placement done during the year. Three students are qualified in GATE Examination. Students participation in Sports and cultural activities during the year. Alumni meet Organised.



## **CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

Well defined decentralized governance system with interrelationships exists in the institution. Institute has delegated adequate and systematized authority to the departments to work towards decentralized governance system. Quality improvement strategies inculcated such as Curriculum Development, Teaching and Learning, Examination and Evaluation, Library, ICT and Physical Infrastructure / Instrumentation, Human Resource Management , Industry Interaction / Collaboration. The dedicated team of faculty members, Admission of Students etc. Implementation of e-governance in areas such as Planning and Development, Administration, Finance and Accounts, Student Admission and Support and Examination. Faculty Empowerment Strategies such as financial support to attend conferences / workshops. Professional development / administrative training programmes such as SciLabFDP,MOOCs and Moodle, Patent Filing Procedure. Faculties attended various Professional Development Programms. Recruited full time faculties. Conducted Internal audits. Strong Internal Quality Assurance System- Academic Audits is conducted. development programs for supporting staff. Post accreditation initiatives includes: Standardization of feedback forms, Student satisfaction survey and its analysis, preparation of action plan in order to improve overall quality of the department and institute, Submission of Data for AISHE portal, Number of Quality Initiatives undertaken during the year includes: Induction Program, Parent-Teacher Meet. Six Quality initiatives taken during the year.

## **CRITERION VII: INSTITUTIONAL VALUES AND BEST PRACTICES**

Conducted sessions on Lecture on Gender Equality, Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Tree Plantation, College premise as Plastic Free Zone, Indrayani river Cleaning, Dehugaon Cleaning etc. Facilities for Differently abled (Divyangjan) friendliness such as: Physical facilities, Provision for lift, Ramp/Rails, Rest Rooms, Scribes for examination. Inclusion and Situatedness such as: Awareness program through street play, Code of conduct (handbooks) for various stakeholders, Activities conducted for promotion of universal Values and Ethics: Helping Hands Collection for Flood Affected People.Session on Time Management Techniques, International Yoga Day, Employability Skill Development Training, Teachers Day, Engineer's day celebration, Road safety





Campaign, a, Personal Counselling to students, Fit India Movement. Initiatives taken by the institution to make the campus eco-friendly such as: Tree Plantation 2. Use of public transport facility 3. Use of recycled water for gardening 4. Use of LED light 5. Use of ERP 6. Plastic Free Campus 7. Green Campus. Best Practices Includes: 1] Initiatives for Quality Improvement- R&D Cell, TBI Cell, III Cell, ED Cell 2] Academic Audit, e-waste management, M-Tutor, MOOCs along with corsera, NPTEL, Virtual Lab.

**Remarks:** Internal Audit committee suggested to conduct all the activities as per SOP and involvement of more stakeholders & compliance of the same.

  
Mr. Riyaj Kazi  
IQAC Coordinator

  
Dr. Ashok Kasnale  
PRINCIPAL





Dr D Y Patil Group of Institutions' Technical Campus  
**Dr D Y 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/6

## ACTION TAKEN REPORT

(IQAC meeting held on 15/02/2021)

- 1) IQAC Coordinator has prepared NAAC activity Action Plan for A. Y. 2020-21 considering scope of improvement in proposed NAAC Cycle-1 reassessment.
- 2) Heads of department have prepared activity plan of their department along-with coordinator name and deadline of activity conduction.
- 3) IQAC coordinator has monitored the activities from the month of March 2021 and reported the status of activities of each department to the Principal every fortnight till 31/05/2021

  
Prepared by

Mr. Riyaj Kazi  
IQAC Coordinator

  
Approved by  
Dr. Ashok Kasnale  
PRINCIPAL






## ACTION TAKEN REPORT

(IQAC meeting held on 12/03/2021)

Review Meeting on activities of TBI, IIC, IPR, EDC, Alumni, Website in view of proposed NAAC Cycle-1 reassessment.

1. Technology Business Incubation Cell coordinator, Dr. Sunil Rathod has prepared a plan of action, communicated to staff and students and initiated the activities. Organized event on "Tech-Buzz of IoT and Startup-Business" The Students have been encouraged and guided to setup a start-up in various departments of Institute. 1) Start-up ~ Ms. Shreya Lad- Neurophonics  
2) DYP SOE Library Software development
2. Entrepreneurship Development Cell Coordinator, Dr. Dileep More has prepared a plan of action, communicated to staff and students and initiated the activities. Organized two events: 1) My first step in start-up & 2) My Journey as an entrepreneur
3. Alumni Cell Coordinator, Mr. Paresh Khairnar has prepared a plan of action, communicated to staff and students and initiated the activities. All department Alumni meet organized on online platform.
4. Industry Institute Interaction Cell coordinator, Dr. Rajesh Katdare has prepared a plan of action, communicated to staff and students and initiated communication with Confederation of Indian Industry (CII).
5. Intellectual Property Rights Cell Coordinator, Dr. Dileep More has prepared a plan of action, communicated to staff and students and initiated the activities
6. Website Committee coordinator, Mr, Yogesh Mali, has separated the Institute website and updated it from the institute and NAAC compliance point of view.

  
Mr. Riyaj Kazi  
IQAC Coordinator



  
Dr. Ashok Kasnale  
PRINCIPAL



"Empowerment through quality technical education"

**Dr. D. Y. Patil School of Engineering & Technology**  
Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105

**Minutes of Meeting**

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	02/03/2021 Time 03.30AM
<b>Location</b>	Seminar Room
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion academic calendar</b></p> <p>Principal sir discusses about academic calendar and ask to Dean academics and IQAC coordinators to prepare the academic calendar. Also a separate calendar for activities needed for NAAC Compliance should be prepared for the duration of three months, March to may 2021.</p>
	<p><b>2. Discussion about Preparing NAAC Activity.</b></p> <p>Principal sir informed to all HODs to plan activities criteria wise. The plan should include person in charge for the activity and scheduled date of activity. All the activity should complete by May 2021, This activity plan all heads should submit by 4<sup>th</sup> of March 2021 to the IQAC coordinator.</p>
	<p><b>3. Discussion about First APR</b></p> <p>Principal sir informed that most of the dependent has not submitted the first APR till today. Principal sir inform to submit the APR to Dean Academics by 03/03/2021.</p>
	<p><b>4. Discussion about conducting unit test.</b></p> <p>Principal sir informed to all HODs to conduct the unit test from 08 March 2021. Principal sir suggested to conduct this unit test in afternoon session after taking regular lectures as per time table. Principal sir also suggested to prepare the Unit Test time table and submit to Dean Academics and also circulate among the students.</p>



	<p><b>5. Discussion about student first feedback</b></p> <p>Principal sir informed to all HODs to take first feedback from the students. and submit to the Dean Academics.</p>
	<p><b>6. Discussion about Daily monitoring report documents.</b></p> <p>Principal sir informed to all the HODs to submit the DMR on same day. Principal sir also informed to prepare assessment of this daily monitoring report weekly class wise and get it signed by Dean and Principal on every Friday and also share this report to all staff members department wise.</p>
	<p><b>7. Discussion about Preparing weekly NAAC Activity report.</b></p> <p>Principal sir informed to all HODs to prepare weekly report for NAAC activities conducted department wise and submit to principal sir.</p>
	<p><b>8. Discussion about Monthly activity report</b></p> <p>Principal sir informed that most of the dependent has not submitted the Monthly activity report till today. Principal sir inform to submit monthly report of Jan and Feb months combine to Dean Academics as early as possible.</p>
	<p><b>9. Discussion about Wi-Fi provision in all classrooms.</b></p> <p>Principal sir informed to Dean Academics to take requirement of wi-fi facility in every classroom or in the passage, from both college system admin staff and prepare the budget to implement this to ensure smooth teaching learning activity before offline teaching start.</p>
	<p><b>10. Discussion about Completion of syllabus of DSE students</b></p> <p>Principal sir informed to all HODs to complete the syllabus od DSE students before 14 March 2021 and start conducting their second semester classes along with regular second year students form 15 March 2021.</p>
	<p><b>11. Discussion about informing students about scholarship form</b></p> <p>Principal sir informed to all HODs to inform and encourage to all students who eligible to avail scholarship from social welfare department to submit their scholarship form as early as possible even the last date of submission</p>



	<p>this from is 31 March 2021, so that college will get some scholarship funds from the social welfare department before March end.</p>
	<p><b>12. Discussion about Center of excellence</b> Principal sir convey the information received from management to all HODs about creation of center of excellence in campus. Principal sir suggested to all HODs to submit department wise two proposal for the same till 04/03/2021 Thursday at 11.00 am</p>
<b>Resolutions</b>	<p><b>1. Discussion academic calendar</b> It has been resolved that, to prepare academic calendar by Dean academics and IQAC coordinators as per guidelines given by principal sir.</p>
	<p><b>2. Discussion about Preparing NAAC Activity.</b> It has been resolved that, to plan for conducting NAAC Activities and submit the report on 04/03/2021 Thursday morning to dean academics.</p>
	<p><b>3. Discussion about First APR</b> It has been resolved that the first APR will submit to Dean Academics on 03/03/2021 Thursday.</p>
	<p><b>4. Discussion about conducting third unit test.</b> It has been resolved that the third unit test will conduct from 08 March 2021.</p>
	<p><b>5. Discussion about student first feedback</b> It has been resolved that, to take first feedback report before the 1<sup>st</sup> test and submit to the Dean Academics till this weekend.</p>
	<p><b>6. Discussion about Daily monitoring report documents.</b> It has been resolved that, to submit the DMR on same day and also prepare assessment of this daily monitoring report weekly class wise and get it signed by Dean and Principal on every Friday.</p>
	<p><b>7. Discussion about Preparing weekly NAAC Activity report.</b> It has been resolved that, to prepare weekly report for NAAC activities</p>



	conducted department wise and submit to principal sir.
<b>8. Discussion about Monthly activity report</b>	It has been resolved that to submit the Monthly activity report for Jan and Feb month to Dean Academics as early as possible.
<b>9. Discussion about Wi-Fi provision in all classrooms.</b>	It has been resolved that to take requirement of wi-fi facility in every classroom for both college and prepare the budget to implement this.
<b>10. Discussion about Completion of syllabus of DSE students</b>	It has been resolved that to complete the syllabus od DSE students before 14 March 2021 and start conducting their second semester classes along with regular second year students form 15 March 2021.
<b>11. Discussion about informing students about scholarship form</b>	It has been resolved that to inform and encourage to all students to submit their scholarship form as early as possible.
<b>12. Discussion about Center of excellence</b>	It has been resolved that to submit department wise two proposal for center of excellence till 04/03/2021 Thursday at 11.00 am



*(Signature)*  
Principal  
Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics
2. Dr. Koli Sir and Sharan sir -HOD E&TC
3. Dr. Kahirnar S M - HOD FE
4. Dr. Agarkar Pankaj and Bhagayshree Mam- HOD Comp

5. Prof. Lt.Col. Sanjay Karodpati and                      sir-HOD Civil
6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech
7. Prof. Housarmal R S and Phatak sir- Head Diploma





Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics



2. Dr. Koli Sir and Sharan sir -HOD E&TC

3. Dr. Kahirnar S M - HOD FE

4. Dr. Agarkar Pankaj and Bhagayshree Mam- HOD Comp



5. Prof. Lt.Col. Sanjay Karodpati and Dr Nagesh Shelke sir-HOD Civil



6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech



7. Prof. Housarmal R S and Phatak sir- Head Diploma





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**Dr. D. Y. Patil School of Engineering**  
**Dr. D. Y. Patil School of Engineering & Technology**  
Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105

### Minutes of Meeting

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	04/06/2020 Time 3.00PM
<b>Location</b>	Zoom App
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion about commencement of next Academic Year 2020-21.</b></p> <p>Principal sir discusses about SPPU circular no 103 dt. 02/06/2020 about assessment of commencement of next Academic Year 2020-21. Principal sir also informed to all HODs that as per this circular college have to open from 15<sup>th</sup> June 2020 and we need to inform all approved staffs and all Nonteaching Staff to join the duties from 15<sup>th</sup> June 2020. Principal sir also mentioned that we have to complete all the assessment of internal marks and other exam related activity after joining the duties by all approved faculties. Principal sir also discusses about the precautions to be taken by all the staff members such as wearing of mask mandatorily and maintaining the social distancing in campus while discharging the duties by the faculties.</p>
	<p><b>2. Discussion about admission related activity</b></p> <p>Principal sir discusses about status of admission related activities and finalization of college broacher and flyers. Principal sir also informed to all HODs to take initiative and give the inputs to the broacher committee to finalize the contents of the broacher.</p>
<b>Resolutions</b>	<p><b>1. Discussion about commencement of next Academic Year 2020-21.</b></p> <p>It has been resolved that all approved faculty will join the duties from 15<sup>th</sup> June 2020 and complete all the activities related to assessment of internal</p>








	marks of the students. It has been also decided to make the necessary arrangements of the sanitization of the campus.
	<p><b>2. Discussion about admission related activity</b></p> <p>It has been resolved that, all HODs will give their suggestion about departmental strength and finalize the content of broacher as early as possible. Principal sir also inform to Dr Pankaj Agarker sir HOD of Computer Department to draft the content about new course Artificial Intelligence and Data Science which is likely going to be start from next academic year 2020-21.</p>



  
Principal  
Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics 
2. Dr. Koli Sir and Sharan sir -HOD E&TC
3. Dr. Kahirnar S M - HOD FE
4. Dr. Agarkar Pankaj and Bhagayshree Mam- HOD Comp 
5. Prof. Lt.Col. Sanjay Karodpati and Dr Nagesh Shelke sir-HOD Civil 
6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech 
7. Prof. Housarmal R S and Phatak sir- Head Diploma 



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Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105

**Minutes of Meeting**

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	06/04/2021 Time 04.00PM
<b>Location</b>	Online Google Meet
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion about DMR</b></p> <p>Principal sir informed that most of the department is not submitting the DMR regularly.</p>
	<p><b>2. Discussion about NAAC Activity.</b></p> <p>Principal sir informed to all HODs that no work has been done by the most of the department according to plan activity which is submitted earlier by them for NAAC compliance.</p>
	<p><b>3. Discussion about Academic Teaching</b></p> <p>Principal sir informed that FE and SE exam will start from first week of May and TE and BE will start from 16 April 2021. Therefore, TE and BE classes will conduct revisions lectures till 15 April 2021 and FE, SE will continue regular classes or revision classes along with practice test for MCQ till one week before the regular exam will start.</p>
	<p><b>4. Discussion about planning of practical exam of First Sem.</b></p> <p>Principal sir informed to all HODs to plan the practical exam of First sem as soon as SPPU end sem is over. Principal sir informed to prepare the allotment of examiner and timetable.</p> <p><b>5. NAAC coordinator responsibility.</b></p> <p>It is decided that Prof Riyaz Kazi and Prof. Vishal Dhumal will take the</p>



	<p>responsibility of planning and monitoring all the activities related to NAAC. If they need any additional support it can be given to them. All the heads are informed to follow the guidelines and instructions given by them and complete the activity within the time schedule.</p>
<b>Resolutions</b>	<p><b>1. Discussion about DMR</b></p> <p>It has been resolved that, to submit the DMR regularly even though the test is conducted by departments and put no of students attained the test in DMR.</p>
	<p><b>2. Discussion about NAAC Activity.</b></p> <p>It has been resolved that, as per the planning done by the department they should complete NAAC Activities as per schedule and submit the report to IQAC coordinator in stipulated time. If the activity can not be conducted for some reason they should reschedule the activity with prior information. If the department fails to complete the activities an explanation will be called for the same.</p>
	<p><b>3. Discussion about Academic Teaching</b></p> <p>It has been resolved that the TE and BE classes will conduct revisions lectures till 15 April 2021 and FE, SE will continue regular classes or revision classes along with practice test for MCQ till one week before the regular exam will start.</p>
	<p><b>4. Discussion about planning of practical exam of First Sem.</b></p> <p>It has been resolved that, to plan and prepare the allotment of examiner and timetable for practical examination immediately after the end sem exam.</p> <p><b>5. NAAC coordinator responsibility.</b></p> <p>It is resolved that all the heads should complete all the activities related to NAAC compliance Taking help of NAAC coordinator. Heads can also give required inputs for achieving the best result during the</p>



reaccreditation process we are planning in coming days.



  
Principal  
Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics
2. Dr. Koli Sir and Sharan sir -HOD E&TC
3. Dr. Kahirnar S M and Prof. Dilip Ghule - HOD FE
4. Dr. Agarkar Pankaj and Bhagayshree Mam- HOD Comp
5. Prof. Lt.Col. Sanjay Karodpati and Dr Nagesh Shelke sir -HOD Civil
6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech.
7. Prof. Riyaz Kazi and Prof. Vishal Dhumal – NAAC coordinator.



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**Minutes of Meeting**

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	08/10/2020 Time 12.15 PM
<b>Location</b>	Seminar Room
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion about utilization of LMS</b></p> <p>Principal sir discussed about the utilization of LMS. Principal sir also informed to start conducting online lectures by using LMS. If any staff or students are facing problems regarding LMS then such cases to be bring into notice of Mr. Nilesh Mali Sir Coordinator of LMS.</p> <p><b>2. Discussion About Virtual Classroom</b></p> <p>Principal sir informed to all HODs to hold the activity of utilizing the virtual classroom till further instructions received from higher authority.</p> <p><b>3. Discussion about calling staff members to college.</b></p> <p>Principal sir informed to all HODs about calling the staff members for duties to the college weekly. Principal sir also suggested to ask the faculties to come twice or thrice in a week from 21 Oct 2020 for smooth conduction of departmental activities.</p> <p><b>4. Discussion about defaulter students.</b></p> <p>Principal sir informed to all HODs to prepare the defaulter list of the students and also prepare the list of students with zero attendance and submit it to Dean Academics. Principal sir also informed to send a note to such students and also informed to send First Unit Test marks and % attendance to each student by mail.</p>



	<p><b>5. Discussion about conducting retest for absent students in fist unit test.</b> Principal sir informed to all HODs to conduct retest for absent students in fist unit test.</p>
	<p><b>6. Discussion about conducting second unit test.</b> Principal sir informed to all HODs to conduct the second unit test from 26 October 2020 to 31 October 2020. Principal sir also suggested to complete the syllabus up to the four units before second unit test and conduct the test on unit no 3 and 4.</p>
	<p><b>7. Discussion about student first feedback</b> Principal sir informed to all HODs to submit first feedback taken from the students. Principal sir also informed to submit the feedback report to the Dean Academics and he will prepare the letters to be given to each faculty and issued to every faculty after taking principals sirs sign.</p>
<b>Resolutions</b>	<p><b>1. Discussion about utilization of LMS</b> It has been resolved that, to start conducting online lectures by using LMS immediate effect.</p>
	<p><b>2. Discussion About Virtual Classroom</b> It has been resolved that, to hold the activity of utilizing the virtual classroom till further instructions received from higher authority.</p>
	<p><b>3. Discussion about calling staff members to college.</b> It has been resolved that, faculties will have called twice or thrice in a week from 21 Oct 2020 for smooth conduction of departmental activities. The final decision about this will be taken in due course.</p>
	<p><b>4. Discussion about defaulter students.</b> It has been resolved that, to prepare the defaulter list of the students and send a note to students, First Unit Test marks and % attendance to each student by mail.</p>
	<p><b>5. Discussion about conducting retest for absent students in fist unit test.</b> It has been resolved that, to conduct retest for absent students in fist unit</p>





	test.
	<p><b>6. Discussion about conducting second unit test.</b></p> <p>It has been resolved that, to conduct the second unit test on unit no 3 and 4 from 26 October 2020</p>
	<p><b>7. Discussion about student first feedback</b></p> <p>It has been resolved that, to submit first feedback report to the Dean Academics and issued the letters to each faculty.</p>



*(Signature)*  
Principal  
Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics
2. Dr Koli S M and Prof. Sharan sir -HOD E&TC
3. Dr. Kahirnar S M - HOD FE
4. Dr. Agarkar Pankaj and Bhagayshree Mam- HOD Comp
5. Prof. Lt.Col. Sanjay Karodpati and Dr Nagesh Shelke sir-HOD Civil
6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech
7. Prof. Housarmal R S and Phatak sir- Head Diploma



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Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105

**Minutes of Meeting**

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	10/08/2020 Time 11.00AM
<b>Location</b>	Seminar Room
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion about joining of Adhoc staff from 10/08/2020</b></p> <p>Principal sir took review about adhoc faculties who joined their duties from 10/08/2020. Principal sir informed to all HoD to consider the cases of few adhoc faculties who are not able to reach Pune and join their duties.</p>
	<p><b>2. Discussion about time table considering Adhoc faculties.</b></p> <p>Principal sir informed to all HODs to revise the time table considering adhoc facilities and implement it from 12/08/2020. Principal sir also mentioned that to conduct the load as per structure given by SPPU. Daily Three theory lectures to be conducted class wise and division wise separately. Principal sir also suggested that, if it is not possible to adjust the time table in five days, then utilize Saturday also for conducting theory lectures.</p>
	<p><b>3. Discussion About Conducting Practical</b></p> <p>Principal sir informed to all HODs to plan the time table for conducting practical's of subjects for which laboratory equipment is not required. For such practical's separate time slot of one hour is to be given for each practical session after theory lectures. Principal sir also mentioned to see the availability of virtual lab if any for performing practical's online.</p>
	<p><b>4. Discussion about Admission of students</b></p> <p>Principal sir informed to all HODs to review the admission status of regular students and informed to all HOD to encourage the students to take the</p>








	<p>admission by paying their fees. Principal sir also informed to all HoDs to give two installments to those students having financial problem with them. Principal sir also mentioned to give responsibility to mentor faculty to take the follow-up of their respective students on regular basis and encourage them to take admission as early as possible. Principal sir also informed to convey the students about the loan facility available for those who are having such problems.</p>
<b>Resolutions</b>	<p><b>1. Discussion about joining of Adhoc staff from 10/08/2020</b></p> <p>It has been resolved that, all HODs will consider the few cases of facilities about joining of their duties because of some genuine reasons and allow them to conduct the online lectures from home till they join college. Everybody should be asked to complete the process of joining to confirm the date of joining.</p>
	<p><b>2. Discussion about time table considering Adhoc faculties.</b></p> <p>It has been resolved that, all HODs will prepare new revised time table and implement it from 12/08/2020. Also it has been resolved that to conduct the load as per structure given by SPPU and daily minimum three theory lectures to be conducted division wise separately. To accommodate all theory classes six day can be used.</p>
	<p><b>3. Discussion About Conducting Practical</b></p> <p>It has been resolved that, to conduct practicals of some subjects for which laboratory equipment is not required and for that separate time slot is to be given after theory lectures. One hour session can be shown for practical of each subject each week.</p>
	<p><b>4. Discussion about Admission of students</b></p> <p>It has been resolved that, to encourage the students to take the admission by paying their fees by giving two installments to those students having financial problem with them. All heads should also submit a plan from their Dept. about contribution to the first year admission.</p>





  
Principal  
Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics 
2. Dr. Koli Sir and Sharan sir -HOD E&TC
3. Dr. Kahirnar S M - HOD FE
4. Dr. Agarkar Pankaj and Bhagayshree Mam- HOD Comp 
5. Prof. Lt.Col. Sanjay Karodpati and Dr Nagesh Shelke sir-HOD Civil 
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**Minutes of Meeting**

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	10/09/2020 Time 11.00AM
<b>Location</b>	Seminar Room
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion about final Year Students Exam</b></p> <p>Principal sir discussed about the circular received from SPPU about final year student examination. Principal sir requested CEO Prof. Prashant Karajgi to explain this circular in details with all HODs to understand the procedure for conduction of this exam.</p>
	<p><b>2. Discussion about follow-up of students to fill the option form of SPPU.</b></p> <p>Principal sir informed to all HODs to inform all final year student about giving their choice about attending the exam online or offline by filling link given by SPPU on priority basis. Principal sir inform to give this task to mentors and ask them to call personally to the students and get this task complete . Last date for filling option form is 13<sup>th</sup> Sep.2020. Also all heads should form a mechanism at the Dept. level, through which all information related to examination can be posted to the students on daily or regular basis , as the time available is very short and students should not be deprived from timely receiving the exam related information.</p>
	<p><b>3. Discussion About Virtual Classroom</b></p> <p>Principal sir informed to all HODs to utilize the virtual classroom available from Monday onwards. Principal sir also informed that, both college will utilize this five virtual classroom daily two Hrs. The time slot for SOE is from 11.45 to 1.45PM and for SOET from 2.00 to 4.00PM.</p>




	<p><b>4. Discussion About duties of HODs and BE Staff</b></p> <p>Principal sir informed all HOD and concern staff of exam related work to attend college on daily basis form Monday onwards on all working days to carry out the SPPU examination work smoothly. It is advised to everybody that they should take all the necessary care (as informed earlier) required to be taken when attending work at the institute in the background of Covid pandemic. Principal sir also informed all heads to give proper attention to the points discussed in the previous meeting and the timely compliance of the same.</p>
<b>Resolutions</b>	<p><b>1. Discussion about final Year Students Exam</b></p> <p>It has been resolved that, to conduct the final year student examination as per the circular received from SPPU. It has been also resolved to use our existing Microsoft team app for conducting this examination</p>
	<p><b>2. Discussion about follow-up of students to fill the option form of SPPU.</b></p> <p>It has been resolved that, to inform all final year student about giving their choice about attending the exam online or offline by filling link given by SPPU on priority basis. The respective mentors will ensure that all students fill this form on priority basis.</p>
	<p><b>3. Discussion About Virtual Classroom</b></p> <p>It has been resolved that, to utilize the virtual classroom available from Monday onwards by all departments by preparing the time table for this virtual classrooms.</p>
	<p><b>4. Discussion About duties of HODs and BE Staff</b></p> <p>It has been resolved that, all HOD and concern staff of exam related to come college on daily basis form Monday onwards. on all working days to carry out the SPPU examination work smoothly. It is advised to everybody that they should take all the necessary care (as informed earlier) required to be taken when attending work at the institute in the background of Covid</p>



pandemic.



  
Principal  
Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics
2. Prof. Sharan sir -HOD E&TC
3. Dr. Kahirnar S M - HOD FE
4. Dr. Agarkar Pankaj and Bhagayshree Mam- HOD Comp
5. Prof. Lt.Col. Sanjay Karodpati and Dr Nagesh Shelke sir-HOD Civil
6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech
7. Prof. Housarmal R S and Phatak sir- Head Diploma

	<p><b>5. Discussion about Load Distribution for next academic Year</b></p> <p>Principal sir informed to all HODs to calculate the requirement of staff for the next academic year. Principal sir also mentioned that not to consider ME load at this stage and give min 20 Hrs load to each faculty including 2 Hrs Project load for each faculty. All the senior faculty should be given more theory load and the juniors should be given more practical load. The work load for head of the department, dean academics, CEO will be taken as 14 hours per week and rest all the faculties will share different portfolios along with their regular work load. It is also decided to get the self-assessment done of all the faculties by providing a self-assessment form to them, which will help for deciding the merit at the department level.</p>
	<p><b>6. Discussion about Preparation of E Content by each faculties for online lectures</b></p> <p>Principal sir informed to all HODs to prepare the E Content by each faculties for online lectures. Principal sir also mentioned that to utilize our college resources available like seminar room to prepare of E Content or to conduct online lectures.</p>
	<p><b>7. Discussion about Admission related pending activities</b></p> <p>Principal sir informed to admission committee to complete all admission related pending activities like brochure, flyers banner etc. as early as possible.</p>
<b>Resolutions</b>	<p><b>1. Discussion about covid19 precautions in each departments</b></p> <p>It has been resolved that, all HODs will ensure all necessary arrangements are made against precautionary measures about COVID 19 in their respective departments before joining all the staff members. It has been also decided to make aware to all the staff members to follow the guidelines given by SPPPU and other Gov. Authority after joining their duties.</p>
	<p><b>2. Discussion about Assessment of pending In-Sem Papers</b></p> <p>It has been resolved that, all pending in-sem Papers will be evaluate and complete this task before 17/06/2020. If any adhoc faculties papers are</p>





	<p>pending to evaluate then, it is decided to inform them to come to the college and complete their task on or before 16/06/20. If such adhoc faculties are not available in town, then, their papers will be evaluated from other faculty who are available in the department.</p>
	<p><b>3. Discussion about uploading of Internal marks for Theory/TW/Practical's</b>  It has been resolved that, Internal marks for Theory/TW/Practical's for all classes will be upload on BCUD portal as early as possible. It has been also decided that for SE, these marks will be uploaded and submitted on or before 15/06/2020.</p>
	<p><b>4. Discussion about Working Time of staff from 15/06/2020</b>  It has been resolved that, working time for staff will be from 10.00am to 1.00pm.</p>
	<p><b>5. Discussion about Load Distribution for next academic Year</b>  It has been resolved that, the next academic year load will be distributed as per guidelines given by principal sir and after completion of all the exam work online lectures for SE TE and BE classes will be conducted by all approved faculties. The heads should submit the requirement of faculty by 19<sup>th</sup> of June 2020.</p>
	<p><b>6. Discussion about Preparation of E Content by each faculties for online lectures</b>  It has been resolved that, to prepare the E Content by each faculties for online lectures by utilizing the college resources available.</p>
	<p><b>7. Discussion about Admission related pending activities</b>  It has been resolved that, all admission related pending activities like brochure, flyers banner etc. will be completed as early as possible.</p>



*(Signature)*  
Principal  
Dr. Ashok Kasnale



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**Dr. D. Y. Patil School of Engineering**  
**Dr. D. Y. Patil School of Engineering & Technology**  
Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105

**Minutes of Meeting**

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)																	
<b>Date</b>	18/08/2020 Time 11.00AM																	
<b>Location</b>	Seminar Room																	
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal																	
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET																	
<b>Discussion</b>	<b>1. Discussion about Implementation of LMS</b> <p>Principal sir informed to all about implementation of LMS as a new teaching learning tool from this academic year. Principal sir informed to prepare the excel sheet for every subject which include university syllabus unit wise and corresponding to each unit or part of it , related content available in public domain In any form like notes, lectures, or video. Principal sir informed to prepare the report in the excel sheet having columns as shown below and submit the part work done at the Dept. level on or before 19 Aug 2020 up to 3.00 pm, so that the consolidated report can be submitted to management. Faculty can prepare detail and the final report and it can be submitted on or before the end of this month.</p> <table border="1"><thead><tr><th>Unit wise Syllabus as Per SPPU</th><th>Topic</th><th>Source</th><th>URL</th><th>Duration</th><th>Description about the URL</th></tr></thead><tbody><tr><td>Unit 1</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>						Unit wise Syllabus as Per SPPU	Topic	Source	URL	Duration	Description about the URL	Unit 1					
Unit wise Syllabus as Per SPPU	Topic	Source	URL	Duration	Description about the URL													
Unit 1																		
	<b>2. Discussion about Admission Proposal from each Department</b> <p>Principal sir informed to all HODs to prepare the proposal and action plan of the various activity to be carried out for the first year admissions. Principal sir informed to submit the proposal as early as possible maximum by 24<sup>th</sup> August 2020, to Head Admission Committee. The guide lines are already</p>																	



	given by Dr. Khairnar sir. And Prof. Nanasaheb Pawar . to all the heads.
	<p><b>3. Discussion about Conducting Practical</b></p> <p>Principal sir informed to all HODs to plan and conduct practical's of those subjects which need not required laboratory equipment. For such practical's, separate time slot is to be given after theory lectures and submit the daily monitoring report including such practical's.</p>
	<p><b>4. Discussion About Teaching plan</b></p> <p>Principal sir informed to all HODs to ask all their staff members to prepare and submit the teaching plan for minimum 40 lectures for every subject. While preparing teaching plan put Day1, Day2 Day 3.... and so on Up to Day 40 in planned date. Consider your date of commencement as day one, of semester as actual date when you started the online teaching.</p>
	<p><b>5. Discussion about Role of Academic Monitoring Committee and technical Committee</b></p> <p>Principal sir informed to all HODs about the role and responsibility of Academic Monitoring Committee and technical Committee during teaching learning process. Principal sir informed to all HOD to nominate one member for technical committee form each department and submit it to Dean Academic.</p>
	<p><b>6. Discussion About Students Attendance</b></p> <p>Principal sir discussed about student's attendance which is observed around 50%. Principal sir informed to all HOD to encourage the students to attend the Online lectures. Allot mentors to each class and submit the list of mentors to the dean academics. Mentors should play important role in improving attendance and admissions.</p>
	<p><b>7. Discussion About Students Query</b></p> <p>Principal sir informed to all HODs to solve students query at their end. If</p>



	they are unable to resolve query at their level, then such case will be forward to concern admin staff and try to get it solved.
	<p><b>8. Discussion about Maximum Load Distribution</b></p> <p>Principal sir reviewed the decision taken in earlier meeting on dated 22 June 2020 to distribute the teaching load up to 18 hrs to 20 hrs including Project load. Principal sir also informed to all HOD that no additional faculties will be taken which is calculated earlier, till all the faculty will be having load of 20 hours.</p>
	<p><b>9. Discussion about attendance of staff</b></p> <p>Principal sir informed to all HODs to maintain the attendance record for teaching and non-teaching staff at the dept. level who are coming on rotation basis and report the absence of staff members who have not reported yet to college or not attending the duty assigned.</p>
	<p><b>10. Discussion about HODs reporting to the institute</b></p> <p>Principal sir informed to all HODs , Dean academics and IQAC coordinator to report to the institute on alternate days in a week and monitor all academic and admission related activities. Preferably on days Monday, Wednesday and Friday.</p>
<b>Resolutions</b>	<p><b>1. Discussion about Implementation of LMS</b></p> <p>It has been resolved that, the implementation of LMS will done from this academic year. Also it has been resolved that to prepare the sample excel sheets in the given format and submit it on or before 19 Aug 2020 up to 3.00 pm to Dean Academics.</p>
	<p><b>2. Discussion about Admission Proposal from each Department</b></p> <p>It has been resolved that, all HODs will prepare the proposal and action plan of the various activity to be carry out for first year admissions. And submit it to Head Admission Committee on or before 24<sup>th</sup> August 2020.</p>
	<p><b>3. Discussion About Conducting Practical</b></p> <p>It has been resolved that, to conduct practicals of some subjects for which</p>



	<p>laboratory equipment is not required and for that separate time slot is to be given after theory lectures. DMR should include the conduction of all the practical activities , project activities and theory classes planed as per the weekly work load assigned to the faculty.</p>
	<p><b>4. Discussion About Teaching plan</b></p> <p>It has been resolved that, Every faculty has to prepare and submit the teaching plan for minimum 40 lectures for every subject and submit it to HOD and Dean Academics for monitoring.</p>
	<p><b>5. Discussion about Role of Academic Monitoring Committee and technical Committee</b></p> <p>It has been resolved that, HOD should nominate one faculty member for technical committee form each department and inform to Dean Academics for further action.</p>
	<p><b>6. Discussion About Students Attendance</b></p> <p>It has been resolved that , all the faculty must encourage the students to attend the online lectures and improve the attendance. Class mentors should be given this responsibility and HOD should take regular follow-up from them.</p>
	<p><b>7. Discussion About Students Query</b></p> <p>It has been resolved that to HODs will solve students query at their end. If they are unable to resolve any query, then it will be forward to concerned admin staff and try to get it solved instead of forwarding to the principal to solve it.</p>
	<p><b>8. Discussion about Maximum Load Distribution</b></p> <p>It has been resolved that to give the teaching and practical work load to the individual faculty up to 18 to 20 hrs including Project load. Senior Faculty should take more theory load compared to the junior faculty as discussed in the meeting earlier.</p>
	<p><b>9. Discussion about attendance of staff</b></p> <p>It has been resolved that, HOD should maintain and monitor the</p>



	attendance of teaching and non-teaching staff of their Dept. Report the absence of staff members who have not reported yet to the college or not attending the duty assigned even on rotation basis without any valid reason or prior permission.
	<p><b>10. Discussion about HoDs reporting to the institute</b></p> <p>It has been resolved that all HODs , Dean academics and IQAC coordinator should report to the institute on alternate days in a week and monitor all academic and admission related activities. Preferably on days Monday , Wednesday and Friday</p>



*(Signature)*  
Principal  
Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayyad and Dr. Niranjana Shegokar - Dean Academics *(Signature)*
2. Dr. Koli Sir and Sharan sir -HOD E&TC
3. Dr. Kahirnar S M - HOD FE
4. Dr. Agarkar Pankaj and Bhagayshree Mam- HOD Comp *(Signature)*
5. Prof. Lt.Col. Sanjay Karodpati and Dr Nagesh Shelke sir-HOD Civil *(Signature)*
6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech *(Signature)*
7. Prof. Housarmal R S and Phatak sir- Head Diplom. *(Signature)*
8. Prof Riaz Kazi and Prof Vishal Dhumal - IQAC coordinator.

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**Dr. D. Y. Patil School of Engineering**  
**Dr. D. Y. Patil School of Engineering & Technology**  
Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105

**Minutes of Meeting**

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	18/09/2020 Time 11.00AM and 3.30 PM
<b>Location</b>	Online using Microsoft Team Platform
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's , CEO's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion about final Year Students conduction of oral Practical Exam.</b></p> <p>Principal sir discussed about the circulars received from SPPU about final year student oral / Practical examination in the earlier meeting of heads of the dept. meeting. In today's meeting Principal sir informed that it has been not getting clear that, whether oral / Practical examination is to be conducted or not, as it is observed and brought to the notice by some of the HOD that some colleges are conducting practical exams. So principal sir informed to all HOD's and CEO's to take a feedback from other college about this issue and let's discuss this issue again and meeting is adjourning till 3.30PM.</p> <p>So again at 3.30PM meeting was continued and feedback is taken from all HOD's and CEO's. It has been observed that mix review is obtained from various collages about conduction of oral / Practical examination. So few colleges are not conducting the oral / Practical examination since they conducted the exam previously by keeping proper records of that exam. Some colleges are conducting this exam now since they did not conduct and kept the proper record of this oral / Practical examination.</p>



<b>Resolutions</b>	<p><b>2. Discussion about final Year Students conduction of oral Practical Exam.</b></p> <p>Since no any department conducted the oral / Practical examination of final year students at our institute as per instruction received from SPPU and college is not having any such records so, to be on a safer side it has been resolved by all heads of department that, to conduct the final year student oral / Practical examination now as per the circular received from SPPU within the time frame given and maintain its proper record. It has been also resolved to use our existing Microsoft team app for conducting this examination by appointing one internal and one external examiner from both the colleges.</p>
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*[Signature]*  
Principal  
Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics
2. De Koli Sir and Prof. Sharan sir -HOD E&TC
3. Dr. Agarkar Pankaj and Bhagayshree Mam- HOD Comp
4. Prof. Lt.Col. Sanjay Karodpati and Dr Nagesh Shelke sir-HOD Civil
5. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech
6. Prof. Prashant Karajgi and Prof Pramod Wadate sir- CEO





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**Dr. D. Y. Patil School of Engineering  
Dr. D. Y. Patil School of Engineering & Technology**


Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105

**Minutes of Meeting**

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	19/10/2020 Time 2.15 PM
<b>Location</b>	Seminar Room
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion about Admission of students</b></p> <p>Principal sir reviewed the admission status of regular students and ask to all HoDs to find out the students who have not taken admission till date. Admin section has given the list of students class wise, who have taken admission and those who are yet to take admission. Principal sir informed to all HOD's to inform such students to take their admission by paying at least 50% of their total fees before second unit test and if they do not taken admission then they will not allowed to appear for second unit test and they will be treated absent in this test. It is also observed that the admission status is just 50% as per the record from the office. All class teachers and mentors are asked to take efforts to counsel the students and get their admission done before the second test.</p>
	<p><b>2. Discussion About completion of syllabus</b></p> <p>Principal sir informed to all HODs that as per circular received from SPPU about to conclusion of first term for AY 20-21. ( Commencement from 15/06/2020 and conclusion 5/12/2020 ) Principal sir also informed to all HoDs to complete the syllabus till 21<sup>st</sup> of November 2020.</p>
	<p><b>3. Discussion about conducting second unit test.</b></p> <p>Principal sir informed to all HODs to conduct the second unit test from 26 October 2020 to 31 October 2020. Principal sir also suggested to complete</p>



	the syllabus up to the four units before second unit test and conduct the test on unit no 3 and 4.
	<p><b>4. Discussion about calling staff members to college.</b></p> <p>Principal sir informed to all HODs to inform the faculties to come twice in a week and All HODs will come thrice in a week from 01 Nov 2020 for smooth conduction of departmental activities and to help the admission committee as shortly the admission process for this academic year will start. We have to see that staff attending the department should have uniform distribution over the week days , to avoid unnecessary gathering in the dept.</p> <p><b>5.</b> The dean academics of both the institute are informed to issue the feedback letters to all the staff keeping the format same for both the institute.</p>
<b>Resolutions</b>	<p><b>1, Discussion about Admission of students</b></p> <p>It has been resolved that, Dept. should take maximum efforts to encourage all the students to take their admissions by paying their 50 % fees before second unit test.</p>
	<p><b>2. Discussion About completion of syllabus</b></p> <p>It has been resolved that, to complete the syllabus till 21st of November 2020.</p>
	<p><b>3. Discussion about conducting second unit test.</b></p> <p>It has been resolved that, to conduct the second unit test on unit no 3 and 4 from 26 October 2020</p>
	<p><b>4. Discussion about calling staff members to college.</b></p> <p>It has been resolved that, all faculties will come twice and HODs will come thrice in a week from 01 Nov 2020 for smooth conduction of departmental activities and admission activity.</p>

  
 Principal  
 Dr. Ashok Kasnale



Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics
2. Dr Koli S M and Prof. Sharan sir -HOD E&TC
3. Dr. Kahirnar S M - HOD FE
4. - HOD Comp
5. Prof. Lt.Col. Sanjay Karodpati -HOD Civil
6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech
7. Phatak sir- Head Diploma



	<p><b>4. Discussion about Admission related pending activities</b></p> <p>Principal sir informed to admission committee to complete all admission related pending activities like brochure, flyers as early as possible. Principal sir also informed to all HoDs to modify the details submitted by them as strengths of their Dept which is to be highlighted in brochure, and flyers.</p>
	<p><b>5. Discussion about self-performance report for faculty</b></p> <p>Principal sir discussed the format of self-performance report for faculty with all HoDs and informed them to get it filled from all the faculties on or before 26/06/2020.</p>
<b>Resolutions</b>	<p><b>1. Discussion about joining of staff from 01/06/2020</b></p> <p>It has been resolved that, all approved faculty and Non-teaching faculty to resume their duties from 01/07/2020. It is also decided, that department wise only 10-15% faculties will be called in rotation basis and HOD will come on alternate days to the institute to monitor the work.</p>
	<p><b>2. Discussion about Load Distribution for next academic Year</b></p> <p>It has been resolved that, for the next academic year load will be distributed as per guidelines given during the meeting by principal sir and planning should be done to start online lectures from 01/07/2020, for SE TE and BE classes, and will be conducted by all approved faculties. All the senior faculty including HOD should take minimum two theory subjects and the juniors can be given one theory and more practical work load.</p>
	<p><b>3. Discussion about submission of Tw/Pr writ-up material or journal from students.</b></p> <p>It has been resolved that, all the teachers should collect Tw/Pr writ-up material or journal in soft copy from all the students and keep it as record of that submission in respective department.</p>
	<p><b>4. Discussion about Admission related pending activities</b></p> <p>It has been resolved that, to complete all admission related pending activities like printing of brochure, flyers as early as possible. From 1<sup>st</sup> of</p>



	next month the members of admission committee will attend the admission activity at the institute on rotation basis.
	<p><b>5. Discussion about self-performance report from faculty.</b></p> <p>It has been resolved that, HOD should circulate the self-performance report to all faculties and get it filled on or before 26/06/2020 with all supporting documents from them.</p>



*(Signature)*  
Principal  
Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics *(Signature)*
2. Dr. Koli Sir and Sharan sir -HOD E&TC
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4. Dr. Agarkar Pankaj and Bhagayshree Mam- HOD Comp *(Signature)*
5. Prof. Lt.Col. Sanjay Karodpati and Dr Nagesh Shelke sir-HOD Civil *(Signature)*
6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech *(Signature)*
7. Prof. Housarmal R S and Phatak sir- Head Diploma *(Signature)*



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Technology**

Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105

**Minutes of Meeting**

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	12/06/2020 Time 11.00AM
<b>Location</b>	Conference Room
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion about covid19 precautions in each departments</b></p> <p>Principal sir informed to all HODs that as per guidelines given by SPPU to make arrangements and ensure that all precautionary measures have been taken in their respective department. Principal sir also mentioned that faculties should wear a face mask compulsory and use hand sanitizer frequently and maintain physical distance while caring out any activity in campus.</p>
	<p><b>2. Discussion about Assessment of pending In-sem Papers</b></p> <p>Principal sir discussed about status of evaluation of pending in-sem Papers of TE and BE students and inform to all HODs to complete this task before 17/06/2020.</p>
	<p><b>3. Discussion about uploading of Internal marks for Theory/TW/Practical's</b></p> <p>Principal sir informed to all HODs about uploading of the Internal marks for Theory/TW/Practical's class wise on BCUD portal. Principal sir also mentioned that for SE, these marks to be submitted on or before 15/06/2020 as per SPPU circular.</p>
	<p><b>4. Discussion about Working Time of staff from 15/06/2020</b></p> <p>Principal sir informed to all HODs that working time for staff will be four hours for initial period i.e. 10.00am to 1.00pm. If required the faculties can extend their time for few more Hrs. to complete the work.</p>





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Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105

### Minutes of Meeting

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	21/04/2021 Time 04.00PM
<b>Location</b>	Online Google Meet
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion about Second APR and Defaulter list</b></p> <p>Principal sir informed that to submit Second APR and defaulter list of TE and BE till 15 April 2021 and for FE and SE till 28 April 2021.</p>
	<p><b>2. Discussion about FDP.</b></p> <p>Principal sir informed to all HODs that Mech department of SOET is conducting FDP and some of the departments are planning in coming days so principal sir requested to all HODs to inform all faculties to attended these upcoming FDP.</p>
	<p><b>3. Discussion about planning of practical exam of First Sem.</b></p> <p>Principal sir informed to all HODs to plan the practical exam of First sem as soon as SPPU end sem is over. Principal sir informed to prepare the allotment of examiner and timetable.</p>
	<p><b>4. Discussion about Alumni Meet and Parent Teacher meet.</b></p> <p>Principal Sir also informed to all the heads to conduct the alumni meet and parent teacher meet online. Instructions are given to all the heads to inform respective departmental alumni coordinators to prepare the schedule and submit to principal sir.</p>



	<p><b>5. Discussion about website updation.</b> Principal Sir informed to all the heads to update their activities conducted in department immediately on college website.</p> <p><b>6. Exam related doubts clearing.</b> CEO of both institute cleared the doubts of uploading marks on University portal. All heads are informed to help the students regarding any difficulty raised related with examination.</p>
<b>Resolutions</b>	<p><b>1. Discussion about Second APR and Defaulter list</b> It has been resolved that the APR and Defaulter list will submit to Dean Academics before 29/04/2021.</p>
	<p><b>2. Discussion about FDP.</b> It has been resolved that to attained the FDP which is going to organize by other departments.</p>
	<p><b>3. Discussion about planning of practical exam of First Sem.</b> It has been resolved that, to plan and prepare the allotment of examiner and timetable.</p>
	<p><b>4. Discussion about Alumni Meet.</b> It has been resolved that alumni meet and parent teacher meet to be conduct online department wise.</p>
	<p><b>5. Discussion about website updation.</b> It has been resolved that to update departmental activities on college website immediately.</p> <p><b>6. Exam related doubts clearing.</b> It is resolved that CEO along with all heads of departments should monitor the activity of uploading marks on the university portal within the time specified by the University.</p>







  
Principal  
Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics
2. Dr. Koli Sir and Sharan sir -HOD E&TC
3. Dr. Kahirnar S M and Prof Deelip Ghule- HOD FE
4. Dr. Agarkar Pankaj and Bhagayshree Mam- HOD Comp
5. Prof. Lt.Col. Sanjay Karodpati and Dr Shelke sir-HOD Civil
6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech
7. Prof. Prashant Karajagi and Prof. Pramod Wadate – CEO
8. Prof. Praesh Josi and Prof. Housalmal – Poly coordinator



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**Dr. D. Y. Patil School of Engineering**  
**Dr. D. Y. Patil School of Engineering & Technology**  
Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105

**Minutes of Meeting**

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	26/10/2020 Time 1.30 PM
<b>Location</b>	Seminar Room
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion about UG/PG Visiting Load</b></p> <p>Principal sir informed to all HODs to start conducting lectures of Second year ME. Principal sir also suggested to give this load to senior faculties from department and college will give remuneration them Rs 800/- per hour provided that faculty should maintain and submit recording of such lectures. For UG visiting load Rs 500/- per hour remuneration is to be given. No any remuneration will be given for practical/ Seminar/ Project load for UG and PG.</p> <p><b>2. Discussion about calling staff members to college.</b></p> <p>Principal sir informed to all HODs to inform the faculties to come twice in a week and All HODs will come thrice in a week from 01 Nov 2020. The staff attending the department should have uniform distribution over the week days , to avoid unnecessary gathering in the dept.</p> <p><b>3. Discussion About completion of syllabus</b></p> <p>Principal sir also informed to all HoDs to complete the syllabus till 23<sup>rd</sup> of November 2020. Principal sir also informed to submit the APR to Dean Academics which includes academic planning to conduct the extra lectures faculty wise to complete the syllabus before 23<sup>rd</sup> of November 2020.</p>



	<p><b>4. Discussion about conducting Third unit test.</b></p> <p>Principal sir informed to all HODs to conduct the second unit test from 24 November 2020 to 28 November 2020 on unit no 5 and 6.</p>
	<p><b>5. Discussion about NAAC AQR.</b></p> <p>Principal sir informed to all HODs to inform all seven NAAC criteria in charge to submit the Hard copies of AQR 2018-19 and Soft copy of 2019-20 on or before 05 November 2020 to NAAC Coordinator. If any faculty unable to submit this data before due date, then such faculties additional Diwali holidays are not sanction.</p>
<b>Resolutions</b>	<p><b>1, Discussion about Admission of students</b></p> <p>It has been resolved that, Dept. senior faculties from department will engage the ME second year Load and extra remuneration will paid by the college to them.</p>
	<p><b>2. Discussion about calling staff members to college.</b></p> <p>It has been resolved that, all faculties will come twice and HODs will come thrice in a week from 01 Nov 2020 for smooth conduction of departmental activities and admission activity. And also uniform distribution over the week days is maintained.</p>
	<p><b>3. Discussion About completion of syllabus</b></p> <p>It has been resolved that, the syllabus will complete till 23<sup>rd</sup> of November 2020 and the APR is submit to Dean Academics.</p>
	<p><b>4. Discussion about conducting Third unit.</b></p> <p>It has been resolved that, to conduct the Third unit test on unit no 5 and 6 from 24 November 2020.</p>
	<p><b>5. Discussion about NAAC AQR.</b></p> <p>It has been resolved that, all seven NAAC criteria in charge will submit the Hard copies of AQR 2018-19 and Soft copy of 2019-20 on or before 05 November 2020 to NAAC Coordinator.</p>





  
Principal  
Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics
2. Prof Kazi and Prof. Sharan sir -HOD E&TC
3. Dr. Kahirnar S M - HOD FE
4. - HOD Comp
5. Prof. Lt.Col. Sanjay Karodpati -HOD Civil
6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech
7. Phatak sir- Head Diploma



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Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105

**Minutes of Meeting**

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	27/11/2020 Time 02.15 PM
<b>Location</b>	Seminar Room
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
	In the beginning of meeting the Principal sir introduced newly appointed registrar <b>Mr Gorakhnath Deshmukh</b> with all HODs.
<b>Discussion</b>	<b>1. Discussion about final APR and defaulter list.</b> Principal sir inform to all HODs to submit department wise the final APR of term I and student defaulter list to Dean Academics.
	<b>2. Discussion about counselling of students coming for their admission cancellation.</b> Principal sir informed to all HODs to counselling the students coming for their admission cancellation for not to cancel their admission, especially those who are studying in third year.
	<b>3. Discussion about student second feedback</b> Principal sir informed to all HODs to conduct second feedback from the students. Principal sir also informed to submit the feedback report to the Dean Academics.
	<b>4. Discussion about research activity.</b> Principal sir informed to all HODs to enhance the research activity by promoting faculties to increase the research activities. Principal sir also informed to publish one research paper in reputed journals by each faculty before commencement of next semester.



	<p><b>5. Discussion about submission of research proposal in ASPIRE Scheme.</b></p> <p>Principal sir informed to all HODs to encourage all approved faculties to submit the research proposal in ASPIRE Scheme of SPPU. Principal sir informed that department wise minimum two research proposals should be submit in ASPIRE Scheme.</p>
<b>Resolutions</b>	<p><b>1. Discussion about second APR</b></p> <p>It has been resolved that the to submit department wise the final APR of first term and student defaulter list.</p>
	<p><b>2. Discussion about counselling of students coming for their admission cancellation.</b></p> <p>It has been resolved that to counselling the students coming for their admission cancellation.</p>
	<p><b>3. Discussion about student second feedback</b></p> <p>It has been resolved that to collect second feedback from the students and submit to Dean Academics as early as possible.</p>
	<p><b>4. Discussion about research activity.</b></p> <p>It has been resolved that to publish one research paper in reputed journals by each faculty before commencement of next semester.</p>
	<p><b>5. Discussion about submission of research proposal in ASPIRE Scheme.</b></p> <p>It has been resolved that to submit department wise minimum two research proposals should be submit in ASPIRE Scheme.</p>



Principal  
Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics
2. Dr Koli S M -HOD E&TC
3. Dr. Kahirnar S M - HOD FE
4. Dr Pankaj Agarkar and Bhagayshree Mam- HOD Comp
5. Prof. Lt.Col. Sanjay Karodpati and Dr Nagesh Shelke sir-HOD Civil
6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech





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### Minutes of Meeting

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	29/06/2020 Time 11.00AM
<b>Location</b>	Conference Room
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion about evaluation of self-performance report of faculty</b></p> <p>Principal sir discussed about the , self-performance report of faculty with all HODs and informed them to get it evaluated from other department HODs on or before 02/07/2020 and submit the summary of that report on or before 03/07/2020.</p>
	<p><b>2. Discussion about list of staff joining from 01/06/2020</b></p> <p>Principal sir informed to all HODs to Submit the list of approved teaching and non-teaching staff reporting to college from 01/07/2020 on rotation basis. 10% to 15% faculty can be called , and HOD will report to the college at least twice in a week , till 15<sup>th</sup> of July 2020.</p>





**3. Discussion about starting online lectures**

Principal sir informed to all HODs to Prepare time table for online lectures to be taken by approved faculties from 06/7/2020. Principal sir also mentioned that every faculty has to conduct the online lectures from college only by using resources which are available in the college. Principal sir also informed to all HODs to plan accordingly the time table and inform their faculties and students, so that they will ready before start of the actual online teaching.

4. All HODs are informed to complete the IQAC work, as per the schedule given by Prof. Riaz kazi , through the mail dated 25 June 2020.
5. FE. Head is informed to start the admission activity by taking help of FE Dept. faculty , as they will not be having an immediate teaching activity.
6. All SOET heads are informed to find out how many backlog students will join SE, and accordingly calculate the no of additional faculty required to teach them. Also considering the possibility of FE admission in SOET this year , we also have to consider this load , if required.

**Resolutions**

**1. Discussion about evaluation of self-performance report of faculty**

It has been resolved that, the self-performance report of faculty will be evaluated from other department HODs on or before 02/07/2020 and submit the summary of that report on or before 03/07/2020. The Following department wise HODs are appointed to evaluate and verify the documents submitted by faculties.

SOE	SOET
CIVIL ←	→ MECH
MECH ←	→ CIVIL



	Comp ←	→ Auto
	E&TC ←	→ Comp
	FE ←	→ E&TC
	<b>2. Discussion about list of staff joining from 01/06/2020</b> It has been resolved that, all HODs will Submit the list of teaching and non-teaching staff reporting to college from 01/07/2020 on rotation basis immediately to office. 10% to 15% faculty can be called, and HOD will report to the college at least twice in a week, till 15th of July 2020.	
	<b>3. Discussion about starting online lectures</b> It has been resolved that, all HODs will Prepare time table for online lectures to be taken by approved faculties from 06/7/2020 from college. All HODs will plan accordingly and inform their faculties and students.	



*(Signature)*  
Principal  
Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayyad and Dr Niranjan Shegokar - Dean Academics *(Signature)*
2. Dr. Koli Sir and Sharan sir -HOD E&TC
3. Dr. Kahirnar S M - HOD FE
4. Dr. Agarkar Pankaj and Bhagayshree Mam- HOD Comp *(Signature)*
5. Prof. Lt.Col. Sanjay Karodpati and Dr Nagesh Shelke sir-HOD Civil *(Signature)*
6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech *(Signature)*
7. Prof. Housarmal R S and Phatak sir- Head Diploma *(Signature)*



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Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105

**Minutes of Meeting**

<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	22/06/2020 Time 11.00AM
<b>Location</b>	Conference Room
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion about joining of staff from 01/06/2020</b></p> <p>Principal sir informed to all HODs to inform all approved faculty and Non-teaching faculty to resume their duties from 01/07/2020. Principal sir also mentioned that department wise only 10-15% faculties should be called in rotation basis initially for some period and after some days if COVID 19 situation is improved then we will call all faculties. It should be observed that ,Every faculty should report at least once in the week to the institute.</p>
	<p><b>2. Discussion about Load Distribution for next academic Year</b></p> <p>Principal sir informed to all HODs to calculate and distribute the next academic year load among the staff members. Principal sir also mentioned that, not to consider ME load at this stage and give min 18 to 20 Hrs load to each faculty including 2 Hrs Project load and from 10/07/2020 we have to start online lectures for SE TE and BE classes by all approved faculties. All the senior faculty including HOD should take minimum two theory subjects and the juniors can be given one theory and more practical work load.</p>
	<p><b>3. Discussion about submission of Tw/Pr writ-up material or journal from students.</b></p> <p>Principal sir informed to all HODs to collect Tw/Pr writ-up material or journal in soft copy from all the students which they have completed before lockdown and keep it as , the record of that in the department.</p>





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Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105

**Minutes of Meeting**


<b>Meeting</b>	Principal Meeting with all HOD's and Dean (Academics)
<b>Date</b>	31/08/2020 Time 03.00AM
<b>Location</b>	Seminar Room
<b>Chairperson</b>	Dr. Ashok Kasnale, Principal
<b>In Attention</b>	All HOD's and Dean Academics of SOE and SOET
<b>Discussion</b>	<p><b>1. Discussion about Excel sheet of LMS</b></p> <p>Principal sir informed to all submit the excel sheet today for every subject which is to be uploaded on LMS. Principal sir also inform to verify these excel sheets from other faculties of same department of other college.</p>
	<p><b>2. Discussion about staff duties on rotational basis.</b></p> <p>Principal sir informed to all HODs to continue staff reporting schedule till 21 September 2020 as per Government instruction. After 21 September 2020 50% faculties will be called on rotational basis.</p>
	<p><b>3. Discussion about Admission Proposal from each Department</b></p> <p>Principal sir informed to all HODs to prepare the proposal and action plan of the various activity to be carry out for their department admissions.</p>
	<p><b>4. Discussion About Admission Activities</b></p> <p>Dr. S M Khairnar sir Proposed some admission related activities to be performed to improve the admission at institute level, Principal sir informed to all HODs to collect the student's data attest fifty students from each faculty arrange the webinar department wise to highlight the importance of their departments in engineering carrier. Principal sir also inform to prepare a short video department wise mentioning their department strength, three USP and placement data and circulate on social media.</p>
	<p><b>5. Discussion about syllabus coverage</b></p>



	Principal sir discuss about syllabus cover by faculty till date. Principal sir also informed to all HODs to ask their faculty to complete three units till September last week and conduct unit test on first two unit as per university pattern in mid of this month.
	<b>6. Discussion academic calendar</b> Principal sir discusses about academic calendar and ask to Dean academics and IQAC coordinators to prepare the academic calendar mentioning two unit-test, feedback and project review dates.
	<b>7. Discussion about Conducting Practical</b> Principal sir informed to all HODs to plan for conducting practical's for all subjects. Principal sir also informed to start giving practical writ up to students.
	<b>8. Discussion about marking of student's attendance</b> Principal sir informed to all HODs to prepare and maintain student's attendance either in ERP or excel file, so that at the end of this month we need to generate the cumulative attendance data of each student's division wise.
<b>Resolutions</b>	<b>1. Discussion about Excel sheet of LMS</b> It has been resolved that, today all HODs will submit the excel sheet subject wise to the dean academics it has been also resolved that these excel sheets will be verifying from other faculties. The SOE faculty will verify the excel sheet of SOET faculty and vice versa.
	<b>2. Discussion about staff duties on rotational basis.</b> It has been resolved that, staff reporting schedule will continue till 21 September 2020 as per Government instruction. After 21 September 2020 50% of faculties will be called on rotational basis.
	<b>3. Discussion about Admission Proposal from each Department</b> It has been resolved that, all HODs will prepare the proposal and action plan of the various activity to be carry out for their department admissions. And submit it to Head Admission Committee.
	<b>4. Discussion About Admission Activities</b>



It has been resolved that, to collect student's data from each faculty and organize the webinar department wise in this month. It has been also resolved that, to prepare a short video department wise circulate on social media.	5. Discussion about syllabus coverage It has been resolved that, to complete three units till September last week and conduct unit test on first two unit in mid of this month.	6. Discussion academic calendar It has been resolved that, to prepare academic calendar by Dean academics and IQAC coordinators as per guidelines given by principal sir.	7. Discussion about Conducting Practical It has been resolved that, to plan for conducting practical's for all subjects and start giving practical writ up to students.	8. Discussion about marking of students attendance It has been resolved that, to prepare and maintain student's attendance either in ERP or excel file till at the end of this month.
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 Principal  
 Dr. Ashok Kasnale

Representative present for meeting:

1. Dr. F. B. Sayad and Dr Niranjan Shegokar - Dean Academics
2. Dr. Koli Sir and Sharan sir -HOD E&TC
3. Dr. Kahinar S M - HOD FE
4. Dr. Agarkar Pankaj and Bhagayshree Marn- HOD Comp
5. Prof. Lt.Col. Sanjay Karodpati and Dr Nagesh Shelke sir-HOD Civil
6. Prof. Garad Rohit and Dr Rahul Bachute sir-HOD Mech
7. Prof. Housarnal R S and Phatak sir- Head Diploma



### Minutes of Meeting (No: 02)

- Date of Meeting: 07/02/2021
- Platform: Google meet
- Agenda of Meeting: Academics & IQAC

<b>Points Discussed &amp; Actions Taken</b>	
	<ul style="list-style-type: none"><li>• Brief discussion on academic planning &amp; execution.</li><li>• Principal has instructed to start FE academics and teaching w.e.f. 08 February 2021.</li><li>• Academic planning of FE(2020-21) has not been finalized by SPPU Academic Counsel till date &amp; not received any guidelines from SPPU regarding revised Syllabus structure, revised exam pattern, reduction in syllabus, Mode of teaching-learning etc.</li><li>• Principal has instructed us to divide the admitted 280 students in four divisions. 70 students in each division for Online / Offline mode of teaching.</li><li>• Mr. Nilesh Mali, LMS Coordinator of DYP SOE has instructed us to start our Academics on Microsoft Teams as the LMS system is under reconstruction. Later we will merge both the platforms.</li><li>• Department have successfully completed FE induction of One Week in Part A and Part B from ( 1-5 Feb 2021).</li><li>• It was decided to <b>commence academic year 2020-21, sem-I</b> effective from Monday, 08 February 2021 using Microsoft Teams Platform.</li><li>• Conducted a meeting with class teachers, and they were instructed to create a Microsoft Teams Class Rooms for div A to D. All teachers are instructed to Join your respective division and set up your meetings in Microsoft Teams calendar as per the time table enclosed.</li><li>• It was decided to keep only 3 hours teaching per day as many students will need time to get accustomed to MS teams platform. Also, many students will be in transit to reach Pune before 15 February in view of GR of Maharashtra. Thus, with three classes we can minimize their academic loss.</li></ul>



Dr. D. Y. Patil Technical Campus  
**Dr. D. Y. Patil School of Engineering**  
Dr. D. Y. Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105.  
**Department of Engineering Sciences (FE)** IQAC/5(b)

- All teachers are requested to start their teaching with prerequisites, easy topics or revision of basic concepts. We are hoping to get SPPU academic guidelines before 15 Feb 2021.
- It was decided - online classes are only for theory lectures. All are requested to send their copy of the lab manual by 11 February 2021 for further planning of practicals.
- Instructed all faculty members to fill the Daily Monitoring Sheet (DMR) in google sheet without fail. By the end of the day, this DMR sheet will be sent to Principal Sir and Dean A.
- Maintain attendance records meticulously and request all the students to attend the classes on time.
- Review was taken on portfolio distribution for AY 2020-21.
- Discussed on - Roll call List, MS Teams user Manual, Time Table, MS Team ID and Password....etc.
- All first year students are instructed to visit our college website for CO's, PO's & PSO's for information & their attainment.



### **Minutes of Meeting**

**Ref. No.:** DYPSOE/E&TC-Dept/AY 2020-21/**Meeting No. 04**

**Date of Meeting:** 14<sup>th</sup> January 2021, Time: 11:15 AM

**Venue:** CL-II Lab (Room No 231)

#### **Agenda of Meeting**

1. IQAC plan of action
2. DSE teaching
3. Any other issue

**Presided By:** Dr. Sanjay Koli

#### **Points Discussed**

1. The plan of action prepared by IQAC was discussed in the meeting. HoD has instructed all the staff to work towards the fulfillment of various requirements of action plan.
2. It has been instructed to faculties to repeat the teaching workload for DSE students once they report to college.
3. The student's feedback-II is given to faculties.

#### **Resolutions**

- 1) It has been decided to work on plan of action given by IQAC.
- 2) It has been decided to repeat teaching workload to DSE students once they report to college.

**Ms.Pallavi Patil**  
**Prepared By**

**Dr. Sanjay Koli**  
**HoD-E&TC**

**Dr. Ashok Kasnale**  
**Principal**



Dr. D. Y. Patil Group of Institution's Technical Campus  
**Dr. D. Y. PATIL SCHOOL OF ENGINEERING**

Dr. D. Y. Patil Knowledge City, Charoli Bk., Via. Lohegaon, Pune - 412 105

**Department of Civil Engineering**

**Minutes of Meeting**

Ref No: DYP SOE/ Civil Dept/AY 2020-21/Sem I

Date of Meeting :05/06/2020

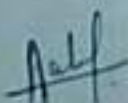
Venue : Teams App

Agenda of Meeting: Academics

Sr. No.	Points discussed	Remark
1.	HoD read minutes of meeting from Principal Meeting and discussed the following points.	
2.	HoD instructed all staff members about commencement of teaching from 15/6/2020. And joining the duties from June month.	
3.	HoD discussed about the precautions to be taken during attending the duties in college. And asked everyone to maintain Covid Protocol.	
4.	HoD asked all staff members to give their suggestion about departmental strength and finalize the content of brochure as early as possible.	

Following Teaching/Non-teaching staff has attended the meeting

Sr. No.	Name of the faculty
1.	Prof. S. M Karodpati
2.	Prof. R.C.Kaldare
3.	Prof. Swapnil Bijwe
4.	Prof. R.D.Koshti
5.	Prof. Aakanksha Ingle
6.	Prof. Pragya Sharma
7.	Prof. Uzma Shaikh
8.	Prof. Aniket Nemade
9.	Prof. Prasad Gayake
10.	Prof. Amol Varpe
11.	Mr. Maruti Jadhav
12.	Mrs. Usha Hodgar
13.	Mrs. Raghini Kelkar
14.	Mr. Kiran Gaikwad

  
Prof. Aakanksha Ingle

Prepared By



  
Prof. S. M. Karodpati

H.O.D

H.O.D.

Department of Civil Engineering  
Dr. D. Y. Patil School of Engg. Lohegaon



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**Minutes of Meeting**

<b>Meeting</b>	HoD with all staff and Dean (Academics)
<b>Date</b>	01/10/2020 Time 5.00PM-7.20PM
<b>Location</b>	MS Team App
<b>Chairperson</b>	Prof. Rohit Garad , HoD
<b>In Attention</b>	All staff and Dean Academics of SOE
<b>Discussion</b>	<p><b>1. Discussion About Virtual Classroom</b></p> <p>HoD sir informed to all Staff to utilize the virtual classroom available from Monday onwards. HoD sir also informed that, both college will utilize this five virtual classroom daily two Hrs. The time slot for SOE is from 11.45 to 1.45PM and for SOET from 2.00 to 4.00PM. The utilization of virtual classroom will start from 5th of October 2020</p>
	<p><b>2. Discussion about students mentoring.</b></p> <p>HoD sir informed to all Staff about mentoring &amp; has given following instructions.</p> <p>1) Make a phone call to students having attendance less than 50% &amp; those who are absent for tests. Inform them for this semester their attendance , test marks , assignment submission in time will be considered for term work marks. So ask them to improve their attendance here afterwards.</p> <p>2) Make a phone call to students who have not taken admission till date.</p> <p>3) From your Mentor batch just check how many students have cancelled their admission.{ Don't want to continue their engineering}{ For this you can check their attendance , if attendance is like 0% or less than 12-20 % or recently he is not attending online lectures.} Confirm list by making a phone call &amp; give a list of such students which we can remove from the Fee pending list.</p>



	<p>4) students having attendance less than 10% ( Make a phone call to these students first about admission cancellation or want to continue engineering. Then while making phone calls to attendance below 50 % /Unit test absent students, confirm about their admission.)</p> <p>5) Submit this Mentor report on or before Friday 2nd October 2020.</p>
	<p><b>3. Discussion about LMS Activity</b></p> <p>HoD sir discussed about the LMS activities in details. Discussed about content need to upload on LMS. HoD sir informed all the staff to upload at least the first 3 units material on LMS, create a separate folder for each unit. Material should contain: LMS Teaching Plan, University question paper, University question paper solution, Unit wise PPT, Handwritten notes in the form of pdf, Question bank on each unit, Assignment on each unit, Online Quiz on each Unit, Gate Exam Problems and solution (optional), Can add other material also which is helpful to students.</p> <p>Regarding LMS issues HoD sir informed to class teachers to collect the data of all students who face the problem related to LMS &amp; asked to take student name , Microsoft Id and nature of problem in a single excel file</p>
<b>Resolutions</b>	<p>1. It has been resolved that Staff should utilize the virtual classroom which available from Monday, 5th of October 2020 onwards for two hours daily from 11.45 to 1.45PM</p>
	<p>2. It has been resolved that batch mentors will makes phone calls for students who having attendance less than 50% &amp; those who are absent for tests. Also need to Inform them for this semester their attendance , test marks , assignment submission in time. Mentors will submit Mentor report on or before Friday 2nd October 2020.</p>



3. It has been resolved that staff will upload first 3 units material on LMS, create a separate folder for each unit. Material should contain: LMS Teaching Plan, University question paper, University question paper solution, Unit wise PPT, Handwritten notes in the form of pdf, Question bank on each unit, Assignment on each unit, Online Quiz on each Unit, Gate Exam Problems and solution (optional), Can add other material also which is helpful to students. Also class teachers will collect the data of all students who face the problem related to LMS.



**Prof. Rohit Garad**  
**HoD ( Mech)**





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**Dr. D. Y. Patil School of Engineering**  
**Dr. D. Y. Patil School of Engineering & Technology**


Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105

**Minutes of Meeting**

<b>Meeting</b>	HoD with all staff and Dean (Academics)
<b>Date</b>	12/04/2021 Time 4.00PM-5.00PM
<b>Location</b>	MS Team App
<b>Chairperson</b>	Prof. Rohit Garad , HoD
<b>In Attention</b>	All staff and Dean Academics of SOE
<b>Discussion</b>	<p><b>1. Discussion About internal marks entry on SPPU Portal</b></p> <p>HoD sir informed to all Staff to fill in-sem &amp; term work marks on SPPU portal. Marks should not display on any media. Every subject teacher should match roll numbers with summary sheet also students on portal should match with summary sheet. For TE &amp; BE cases like YD students should highlight with red color. For TE, Ishan Darji should add for term work of all subjects.</p>
	<p><b>2. Discussion about IQAC</b></p> <p>All criteria coordinators should collect data through soft copy &amp; start filling sheet online for A.Y. 2020-21</p>
	<p><b>3. Discussion about BE Project Marks</b></p> <p>HoD sir informed to all Staff to ask students to submit hard copy of project stage 1 &amp; give term work marks out of 25 by considering topic, attendance &amp; contribution made.</p>
	<p><b>4. Discussion about course file</b></p> <p>All staff should start to create course file for respective subject. All should start to collect soft copy of documentation like individual time table, Academic calendar, study material, Attendance sheet etc. Create folder of all these documents &amp; sequence should be as per index.</p>



	<p><b>5. Discussion regarding CO-PO mapping</b></p> <p>All staff members should complete CO-PO mapping for respective subjects of Sem 1&amp;2. For mapping refer attendance, unit test conducted, university in-sem exam etc.</p>
	<p><b>6.</b> All subject teacher should conduct oral, practical exam for semester 1 after the end-sem exam. For SE exam will conduct after 8<sup>th</sup> May, for TE after 30<sup>th</sup> may &amp; for BE after 20<sup>th</sup> may.</p>
	<p><b>7.</b> All staff members should keep ready the mentor reports in standard format given.</p>
<b>Resolutions</b>	<p>1. It has been resolved that Staff will complete in-sem &amp; term work marks filling on SPPU portal</p>
	<p>2. It has been resolved that criteria coordinators should collect data through soft copy &amp; start filling sheet online for A.Y. 2020-21</p>
	<p>3. It has been resolved that staff will complete marks filling for BE projects term work.</p>
	<p>4. It has been resolved that staff will complete course file &amp; will collect soft copy of documentation like individual time table, Academic calendar, study material, Attendance sheet etc. &amp; will create folder of all these documents &amp; sequence should be as per index.</p>
	<p>5. It has been resolved that staff members will complete CO-PO mapping for respective subjects of Sem 1&amp;2</p>
	<p>6. It has been resolved that subject teachers will conduct oral, practical exam for semester 1 after the end-sem exam.</p>
	<p>7. It has been resolved that staff members will keep ready the mentor reports in standard format given.</p>

  
**Prof. Rohit Garad**  
 HoD ( Mech)





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**Dr. D. Y. Patil School of Engineering & Technology**

Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105

**Minutes of Meeting**

<b>Meeting</b>	Academics Monitoring Meeting-1
<b>Date</b>	24/09/2020 Time 03.00 PM
<b>Location</b>	Online
<b>Chairperson</b>	Principal
<b>In Attention</b>	All HOD's
<b>Discussion</b>	<p><b>1. Discussion about academic calendar</b></p> <p>Principal sir discussed &amp; informed to all heads submit academic calendar as per Institute academic calendar.</p>
	<p><b>2. Discussion about master time table , load distribution</b></p> <p>Principal sir asked to submit all HODs master time table, load distribution of their department. Principal sir also asked to assign different portfolio like class teacher, mentor to monitor different academic activity.</p>
	<p><b>3. Discussion About DMR( daily monitoring report)</b></p> <p>Principal sir discussed importance of DMR during this online lectures. They also asked to fill this DMR daily &amp; should monitor on daily basis for smoothly conduction of lectures. Also Hod should join online classes for monitoring of teaching.</p>
	<p><b>4 Discussion to take syllabus coverage</b></p> <p>Principal sir asked to take syllabus coverage after every one month &amp; before the Unit test. If syllabus is lagging then ask staff to take extra lectures. Take Faculty feedback-1 from students &amp; take corrective action.</p>
	<p><b>5 Discussion to bridge gap between industry &amp; Institute</b></p> <p>Principal sir discussed &amp; informed to all HoD to conduct guest lectures/workshops to bridge the gap between industry &amp; Institute.</p>
<b>Resolutions</b>	<p><b>1 Discussion about academic calendar</b></p> <p>It has been resolved that all heads will submit departmental academic calendar as per Institute academic calendar.</p>



	<p><b>2 Discussion about master time table , load distribution</b></p> <p>It has been resolved that all HODs will submit master time table, load distribution of their department. HoD are also going to assign different portfolio like class teacher, mentor to monitor different academic activity.</p>
	<p><b>3 Discussion About DMR( daily monitoring report)</b></p> <p>It has been resolved that to fill DMR daily &amp; will monitor on daily basis for smoothly conduction of lectures. Also HoD will join online classes for monitoring of teaching activity.</p>
	<p><b>4 Discussion to take syllabus coverage</b></p> <p>It has been resolved that HoD will take syllabus coverage after every one month &amp; before the Unit test. If syllabus is lagging then staff will take extra lectures. Faculty feedback-1 will be taken from students &amp; corrective action will take.</p>
	<p><b>5 Discussion to bridge gap between industry &amp; Institute</b></p> <p>It has been resolved that to HoD will arrange guest lectures/workshops to bridge the gap between industry &amp; Institute.</p>



Principal  


Representative present for meeting:

1. Dr. F. B. Sayyad 
2. Dr. Koli Sir -HOD E&TC 
3. Dr. Kahirnar S M - HOD FE 
4. Dr. Agarkar Pankaj - HOD Comp 
5. Prof. Lt.Col. Sanjay Karodpati -HOD Civil 
6. Prof. Garad Rohit -HOD Mech 

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**Dr. D. Y. Patil School of Engineering & Technology**

Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105

**Minutes of Meeting**

<b>Meeting</b>	Academics Monitoring Meeting -2
<b>Date</b>	14-04-2021 Time 03.00 PM
<b>Location</b>	Online
<b>Chairperson</b>	Principal
<b>In Attention</b>	All HOD's
<b>Discussion</b>	<p><b>1. Discussion about syllabus coverage</b> Principal sir asked all heads to take review on syllabus coverage. Also take faculty feedback -2 from students &amp; take corrective action. Submit result analysis of Unit test 1. Take retest of absent students &amp; failed students. Conduct remedial lectures for students having poor performance in Unit test 1.</p>
	<p><b>2. Discussion About DMR( daily monitoring report)</b> Principal sir discussed importance of DMR during this online lectures. They also asked to fill DMR daily &amp; should monitor on daily basis for smoothly conduction of lectures. Also HoD should join online classes for monitoring of teaching.</p>
	<p><b>3 Discussion About Unit test 2 &amp; SPPU Insem exam</b> Principal sir asked to Plan for Unit test 2 &amp; asked to see, if syllabus is lagging then conduct extra lectures. Also asked to plan insem exam as per SPPU guidelines. After result analysis of Unit test 2, take retest of absent students &amp; failed students. Conduct remedial lectures for students having poor performance in Unit test 2.</p>
	<p><b>4 Discussion to bridge gap between industry &amp; Institute</b> Principal sir discussed &amp; informed to all HoD to conduct guest lectures/workshops to bridge the gap between industry &amp; Institute.</p>
	<p><b>5 Discussion About SPPU or/pr exam</b> Principal sir asked to prepare time table for SPPU or/pr exam as per SPPU guidelines.</p>

<b>Resolutions</b>	<p><b>1 Discussion about syllabus coverage</b>  It has been resolved that all heads will take review on syllabus coverage. Will take faculty feedback- 2 from students &amp; will take corrective action. All heads will Submit result analysis of Unit test 1. Will take retest of absent students &amp; failed students.  Will conduct remedial lectures for students having poor performance.</p>
	<p><b>2 Discussion About DMR( daily monitoring report)</b>  It has been resolved that all heads will fill this DMR daily &amp; will monitor on daily basis for smoothly conduction of lectures. Hod will join online classes for monitoring of teaching.</p>
	<p><b>3 Discussion About Unit test 2 &amp; SPPU exam</b>  It has been resolved that all heads will Plan for Unit test 2 &amp; if syllabus is lagging then will conduct extra lectures. All Heads will plan Insem exam as per SPPU guidelines.  After result analysis of Unit test 2, will take retest of absent students &amp; failed students.  Will conduct remedial lectures for students having poor performance in Unit test 2.</p>
	<p><b>4 Discussion to bridge gap between Industry &amp; Institute</b>  It has been resolved that all HoD to will conduct guest lectures/workshops to bridge the gap between industry &amp; Institute.</p>
	<p><b>5 Discussion About SPPU or/pr exam</b>  It has been resolved that all heads will prepare time table for SPPU oral/ Practical exam as per SPPU guidelines.</p>



*[Signature]*  
Principal

Representative present for meeting:

1. Dr. F. B. Sayyad *[Signature]*
2. Dr. Koli Sir -HOD E&TC *[Signature]*
3. Dr. Kahirnar S M - HOD FE *[Signature]*
4. Dr. Agarkar Pankaj - HOD Comp *[Signature]*
5. Prof. Lt.Col. Sanjay Karodpati -HOD Civil *[Signature]*
6. Prof. Garad Rohit -HOD Mech *[Signature]*

"Empowerment through quality technical education"

**Dr. D. Y. Patil School of Engineering**

**Dr. D. Y. Patil School of Engineering & Technology**

Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105

**Minutes of Meeting**

<b>Meeting</b>	Academics Monitoring Meeting -2
<b>Date</b>	29-11-2021 Time 04.00 PM
<b>Location</b>	Online
<b>Chairperson</b>	Principal
<b>In Attention</b>	All HOD's
<b>Discussion</b>	<p><b>1. Discussion about syllabus coverage</b> Principal sir asked all heads to take review on syllabus coverage. Also take faculty feedback -2 from students &amp; take corrective action. Submit result analysis of Unit test 1. Take retest of absent students &amp; failed students. Conduct remedial lectures for students having poor performance in Unit test 1.</p>
	<p><b>2. Discussion About DMR( daily monitoring report)</b> Principal sir discussed importance of DMR during this online lectures. They also asked to fill DMR daily &amp; should monitor on daily basis for smoothly conduction of lectures. Also HoD should join online classes for monitoring of teaching.</p>
	<p><b>3 Discussion About Unit test 2 &amp; SPPU Insem exam</b> Principal sir asked to Plan for Unit test 2 &amp; asked to see, if syllabus is lagging then conduct extra lectures. Also asked to plan Insem exam as per SPPU guidelines. After result analysis of Unit test 2, take retest of absent students &amp; failed students. Conduct remedial lectures for students having poor performance in Unit test 2.</p>
	<p><b>4 Discussion to bridge gap between industry &amp; Institute</b> Principal sir discussed &amp; informed to all HoD to conduct guest lectures/workshops to bridge the gap between industry &amp; Institute.</p>
	<p><b>5 Discussion About SPPU or/pr exam</b> Principal sir asked to prepare time table for SPPU or/pr exam as per SPPU guidelines.</p>

<b>Resolutions</b>	<p><b>1 Discussion about syllabus coverage</b>  It has been resolved that all heads will take review on syllabus coverage. Will take faculty feedback- 2 from students &amp; will take corrective action. All heads will Submit result analysis of Unit test 1. Will take retest of absent students &amp; failed students. Will conduct remedial lectures for students having poor performance.</p>
	<p><b>2 Discussion About DMR( daily monitoring report)</b>  It has been resolved that all heads will fill this DMR daily &amp; will monitor on daily basis for smoothly conduction of lectures. Hod will join online classes for monitoring of teaching.</p>
	<p><b>3 Discussion About Unit test 2 &amp; SPPU exam</b>  It has been resolved that all heads will Plan for Unit test 2 &amp; if syllabus is lagging then will conduct extra lectures. All Heads will plan Insem exam as per SPPU guidelines. After result analysis of Unit test 2, will take retest of absent students &amp; failed students. Will conduct remedial lectures for students having poor performance in Unit test 2.</p>
	<p><b>4 Discussion to bridge gap between industry &amp; Institute</b>  It has been resolved that all HoD to will conduct guest lectures/workshops to bridge the gap between industry &amp; Institute.</p>
	<p><b>5 Discussion About SPPU or/pr exam</b>  It has been resolved that all heads will prepare time table for SPPU oral/ Practical exam as per SPPU guidelines.</p>



*[Handwritten Signature]*  
Principal

Representative present for meeting:

1. Dr. F. B. Sayyad - *[Handwritten Signature]*
2. Dr. Koli Sir -HOD E&TC *[Handwritten Signature]*
3. Dr. Kahirnar S M - HOD FE *[Handwritten Signature]*
4. Dr. Agarkar Pankaj - HOD Comp *[Handwritten Signature]*
5. Prof. Lt.Col. Sanjay Karodpati -HOD Civil *[Handwritten Signature]*
6. Prof. Garad Rohit -HOD Mech *[Handwritten Signature]*



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Dr. Ajeenkya DY Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105

**Minutes of Meeting**

<b>Meeting</b>	Academics Monitoring Meeting-1
<b>Date</b>	07/03/2021 Time 02.00 PM
<b>Location</b>	Online
<b>Chairperson</b>	Principal
<b>In Attention</b>	All HOD's
<b>Discussion</b>	<p><b>1. Discussion about academic calendar</b> Principal sir discussed &amp; informed to all heads submit academic calendar for Sem 2 as per Institute academic calendar.</p> <p><b>2. Discussion about master time table , load distribution</b> Principal sir asked to submit all HODs master time table, load distribution of their department. Principal sir also asked to assign different portfolio like class teacher, mentor to monitor different academic activity.</p> <p><b>3. Discussion About DMR( daily monitoring report)</b> Principal sir discussed importance of DMR during this online lectures. They also asked to fill this DMR daily &amp; should monitor on daily basis for smoothly conduction of lectures. Also Hod should join online classes for monitoring of teaching.</p> <p><b>4 Discussion to take syllabus coverage</b> Principal sir asked to take syllabus coverage after every one month &amp; before the Unit test. If syllabus is lagging then ask staff to take extra lectures. Take Faculty feedback-1 from students &amp; take corrective action.</p> <p><b>5 Discussion to bridge gap between industry &amp; Institute</b> Principal sir discussed &amp; informed to all HoD to conduct guest lectures/workshops to bridge the gap between industry &amp; Institute.</p>
<b>Resolutions</b>	<p><b>1 Discussion about academic calendar</b> It has been resolved that all heads will submit departmental academic calendar as per Institute academic calendar.</p>

	<p><b>2 Discussion about master time table , load distribution</b></p> <p>It has been resolved that all HODs will submit master time table, load distribution of their department. HoD are also going to assign different portfolio like class teacher, mentor to monitor different academic activity.</p>
	<p><b>3 Discussion About DMR( daily monitoring report)</b></p> <p>It has been resolved that to fill DMR daily &amp; will monitor on daily basis for smoothly conduction of lectures. Also HoD will join online classes for monitoring of teaching activity.</p>
	<p><b>4 Discussion to take syllabus coverage</b></p> <p>It has been resolved that HoD will take syllabus coverage after every one month &amp; before the Unit test. If syllabus is lagging then staff will take extra lectures. Faculty feedback-1 will be taken from students &amp; corrective action will take.</p>
	<p><b>5 Discussion to bridge gap between industry &amp; Institute</b></p> <p>It has been resolved that to HoD will arrange guest lectures/workshops to bridge the gap between industry &amp; Institute.</p>



*[Signature]*  
Principal

Representative present for meeting:

1. Dr. F. B. Sayyad *[Signature]*
2. Dr. Koli Sir -HOD E&TC *[Signature]*
3. Dr. Kahirnar S M - HOD FE *[Signature]*
4. Dr. Agarkar Pankaj - HOD Comp *[Signature]*
5. Prof. Lt.Col. Sanjay Karodpati -HOD Civil *[Signature]*
6. Prof. Garad Rohit -HOD Mech *[Signature]*



Dr. D. Y. Patil Group of Institutions' Technical Campus  
**Dr. D. Y. PATIL SCHOOL OF ENGINEERING**  
Dr. D. Y. Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105.  
Department of E&TC Engineering  
Form No. IQAC/23 (a)

### Minutes Of Meeting

<b>Meeting</b>	<b>HoD Meeting with all Department Advisory Board(DAB) members</b>
<b>Date</b>	22/09/2020 Time 11.30 AM
<b>Location</b>	MS Team
<b>Chairperson</b>	Dr. S. M. Koli (Head of E&TC Department)
<b>In Attention</b>	All DAB members
<b>Discussion</b>	Head of E&TC Department, Dr. S. M. Koli, has explained the best approaches carried out by department to enrich teaching –learning process along-with roles and responsibilities of DAB.
	Suggestions by Board members <ol style="list-style-type: none"><li>1. Provide coding platform to students</li><li>2. Introduce some additional useful courses.</li></ol>
	Vote of Thanks given by Dr. S. M. Koli

Representative present for meeting:

1. Dr. Ashok Kasanale (Principal)
2. Dr. S.M.Koli (HoD)
3. Prof. Vaibhav Hendre ( External academician)
4. Mr. Ravikumar Hake (Industry Representative)
5. Dr. Rashmi Mahajan (Sr. Faculty)
6. Dr. Riyaj Kazi (IQAC, Head)
7. Mr. Nagesh Jadhav (Alumni)
8. Mr. Nagnath Phad (Parent)

Dr. S. M. Koli





Dr. D. Y. Patil Educational Enterprises Charitable Trust's  
**Dr. D. Y. PATIL SCHOOL OF ENGINEERING & TECHNOLOGY**  
Dr. D. Y. Patil Knowledge City, Charholi (Bk.), Via. Lohgaon, Pune - 412 105

**Department Of Civil Engineering**

Date: 30<sup>th</sup> Aug 2020


**NOTICE**

The Civil Departmental Advisory Board (DAB) is formed with the goal of making a bridge between academics and industry considering the requirements of the industry and incorporating necessary mechanisms in the curriculum and also to guide the Quality Improvement of teaching learning of the department.

Based on the above cited facts, we have organized a meeting of all members of DAB on 02.09.2020. All the esteemed members of DAB are humbly requested to be present virtually for the meeting at 3PM. Link to join the session will be mailed shortly.

You are also requested to prepare some agenda for the meet as per the visions of the DAB.



  
Prof. Lt. Sanjay Karodpati  
**HOD**



Dr. D. Y. Patil Educational Enterprises Charitable Trust's  
**Dr. D. Y. PATIL SCHOOL OF ENGINEERING & TECHNOLOGY**  
Dr. D. Y. Patil Knowledge City, Charholi (Bk.), Via. Lohgaon, Pune - 412 105

### Department Of Civil Engineering

Date: 30.08.2020

#### Formation of Civil Department Advisory Board

The Civil Departmental Advisory Board (DAB) is formed on 30<sup>th</sup> Aug 2020 with the goal of making a bridge between academics and industry considering the requirements of the industry and incorporating necessary mechanisms in the curriculum and also to guide the Quality Improvement of teaching learning of the department. The DAB is composed of member from prominent institutions as well as member from industry, Alumni, Parents and members of faculty of the Civil department. The formation of the DAB of Civil is as follows.

**Composition:** The DAB is composed of the following members:

1. Dr. Ashok Kasnale (Principal).
2. Prof. F B Sayyad (Academics Dean).
3. Prof. Lt Sanjay Karodpati (H.O.D.).
4. Prof. Atul Kolhe (External Academician).
5. Mr. Sanosh Patil(Industry Representative).
6. Prof. R. D Koshti, (Sr. Faculty).
7. Dr. Riyaz Kazi (IQAC, Head).
8. Mr. Uday Singh (Alumni).
9. Mr. Dinesh Shirke (Parent).

Prof. S. M Karodpati  
HOD

Dr. Ashok Kasnale  
Principal





Dr. D. Y. Patil Group of Institutions' Technical Campus  
**Dr. D. Y. PATIL SCHOOL OF ENGINEERING**  
Dr. D. Y. Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105.  
**Department of Civil Engineering**

Form No. IQAC/23 (f)

Date: 30/08/2020

### Event Report

Academic Year: 2020-21

Semester-I

Name of the event: "Meeting of Civil Department Advisory Board (DAB) Members"

Date and Time	2 <sup>nd</sup> SEPT 2020, 3 PM-4 PM
Event Venue	Microsoft Teams Platform
Organized by	Civil Engineering Department
Targeted Audience	Department Advisory Board (DAB) Members

#### **Details of the event:**

Civil Engineering Department had organized The Department Advisory Board (DAB) Members Meeting on 2<sup>nd</sup> SEPT 2020 at 3 PM on Microsoft Teams Platform.

The Agenda of the Meeting was to take suggestions from all DAB Members on:

- 1) How to reduce the gap between Academics and Industry.
- 2) Understanding Industry Requirements and modifying the Curriculum.
- 3) Quality Improvement of Teaching Learning in Department by taking guidance from Industry persons.

Following is the Composition of the DAB of Computer Department:

1. **Dr. Ashok Kasnale** (Principal).
2. **Prof. F B Sayyad** (Academics Dean).
3. **Prof. Lt Sanjay Karodpati** (H.O.D.).
4. **Prof. Atul Kolhe** (External Academician).
5. **Mr. Sanosh Patil**(Industry Representative).
6. **Prof. R. D Koshti**, (Sr. Faculty).
7. **Dr. Riyaz Kazi** (IQAC, Head).
8. **Mr. Uday Singh** (Alumni).
9. **Mr. Dinesh Shirke** (Parent).

1. Prof Uzma Shaikh started off the meeting by welcoming all the DAB members. She briefed on the Significance of Department Advisory Board, Composition of Civil DAB, and its Position in the Institute Organogram. She also stated the importance of Inputs by DAB for NAAC Activities implementation. She presented student centric activities conducted by the institute in last academic year and appraised the syllabus of SE, TE, BE for the reference of the DAB Members.


2. Mr. Shirke has stated due to online teaching learning process students are not able to gain practical knowledge of the subjects. For numerical/designed based subjects there should be adoption of software to make students aware of concept for recent technologies. He has suggested some methodology for online teaching learning –For Ex. Animated Videos, Graphic tablets etc. Online Site visit can be one of the options to gain practical knowledge in online mode. The latest technologies relevant to the subjects are there in the syllabus but they are more theoretical. To reduce the gap between theory and practical/industry he suggested maximum number of site visits for students.

3. Mr. Santosh Patil who is industry resource person has suggested model based teaching learning system.


4. Prof. Atul Kolhe is external academician and currently in the department of Dr D Y Patil Akurdi. He suggested strong entrepreneurship development cell in the department. He also mentioned that this will benefit the civil engineers since there are lot of opportunities for them in entrepreneurship .

5. Mr. Uday Singh alumni of Civil Department has elaborated the different opportunities in abroad after graduation and suggested delivery of expert lectures and site visit for his fellow students.

6. The inputs given by all the DAB members were very valuable. Principal Dr. Ashok Kasnale Sir always guides the departments on how to improve quality of teaching learning process and how to bridge the gap between the industry and academics. IQAC Coordinator Prof Riyaj Kazi continuously conducts brainstorming sessions on how to effectively implement student centric activities to achieve quality in teaching learning process. This meeting received and guidance support from HOD Prof. Lt Sanjay Karodpati and Prof Ramakant Koshti,  
Departmental Meeting Coordinator: Prof Uzma Shaikh

  
Prof. Lt Sanjay Karodpati  
HOD



  
Prof. Ashok Kasnale  
Principal





Dr. D. Y. Patil Group of Institutions' Technical Campus  
**Dr. D. Y. PATIL SCHOOL OF ENGINEERING**  
Dr. D. Y. Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105.  
**Department of Computer Engineering**

Form No. IQAC/23 (f)

**Date: 24 / 02 /2022**

### Event Report

**Academic Year: 2021-22**

**Semester-II**

Name of the event: “Meeting of Computer Department Advisory Board (DAB) Members”

<b>Date and Time</b>	24 <sup>th</sup> February 2022, 3.30 PM-4.30 PM
<b>Event Venue</b>	Microsoft Teams Platform
<b>Organized by</b>	Computer Engineering Department
<b>Targeted Audience</b>	Department Advisory Board (DAB) Members

#### **Details of the event:**

Computer Engineering Department had organized The Department Advisory Board (DAB) Members Meeting on 24th February 2022 at 3.30 PM on Microsoft Teams Platform.

The Agenda of the Meeting was to take suggestions from all DAB Members on:

- (1) How to bridge the gap between Academics and Industry
- (2) Understanding Industry Requirements and incorporating necessary mechanisms in Curriculum
- (3) Quality Improvement of Teaching Learning in Department

Following is the Composition of the DAB of Computer Department:

1. **Dr. Farook B. Sayyad** – Principal DYPSOE
2. **Dr. Pankaj Agarkar** - Head of the Department, Computer Engineering
3. **Prof. Vandana Chavhan**-External Academician  
(Assistant Professor, Computer Dept, G H Rasoni College of Engg & Mangmt, Pune)
4. **Mr. Nitin Thorve**-Industry Representative (Associate Vice President Cybage Software Private Limited, Pune)
5. **Prof. Monika Dangore** -Senior Faculty
6. **Prof Riyaj Kazi** -IQAC, Head

7. **Mr. Akash Agrawal**-Alumni (Associate Software Engineer, Xoriant Solutions Pvt Ltd )
8. **Mr. Uday Nehe** –Parent (Deputy General Manager Emcure Pharmaceutical, Hinjewadi)

Prof Monika Dangore started off the meeting by welcoming all the DAB members. She briefed on the Significance of Department Advisory Board, Composition of Computer DAB, its Position in the Institute Organogram, and Importance of Inputs by DAB in NAAC Activities Implementation. She presented student centric activities conducted by the institute in last academic year. She also included the syllabus of SE,BE,TE for the reference of the DAB Members.

Mr Akash Agrawal mentioned that the latest technology subjects are there in the syllabus but they are more theoretical. Students do not understand their practical significance and they face challenges when it comes to implementation at industry. He suggested that the college should have dedicated big data labs with advanced softwares where it will have clusters of computers and students should be given hands on training of these technologies.

Mr Nitin Thorve suggested that frequent Industrial Visits should be organized for the students and the staff members. The students and staff should constantly interact with their seniors and colleagues to know the industry requirements. He expressed that the current syllabus is upgraded to meet the industry standards but the students should be trained on their practical implementation. For that various activities like workshops, training programs, guest lectures should be organized.

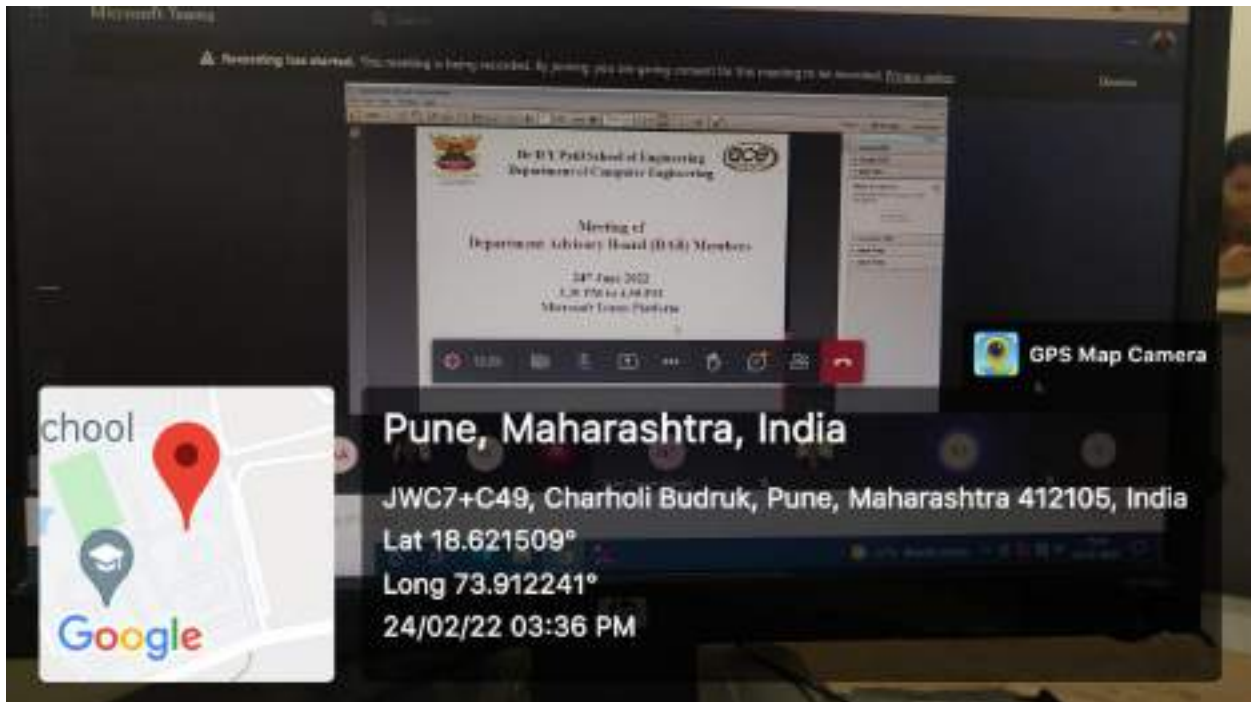
Prof Vandana Chavhan expressed that the teacher explains all the content what the syllabus provides but the student has to implement it practically at industry. So its responsibility of the teacher to make the student Industry Ready. For that the teachers should be trained for all the industry requirements. The teachers should be given hands on by the industry experts on latest technology, they should be taken for Industrial Visits and Faculty Development Programs should be organized for teachers.

Mr Uday Nehe could not join the meeting. The inputs given by all the DAB members were very valuable in view of NAAC Activities implementation. Principal Dr Sayyad Sir always guides the departments on how to improve quality of teaching learning process and how to bridge the gap between the industry and academics. IQAC Coordinator Prof Riyaj Kazi always delivers brainstorming sessions to the departments on how to effectively implement student centric activities to achieve quality in teaching learning process. This meeting received cooperation and support from HOD Dr Pankaj Agarkar, Prof Chaitanya Bhosale and Prof Komal Jakotiya,

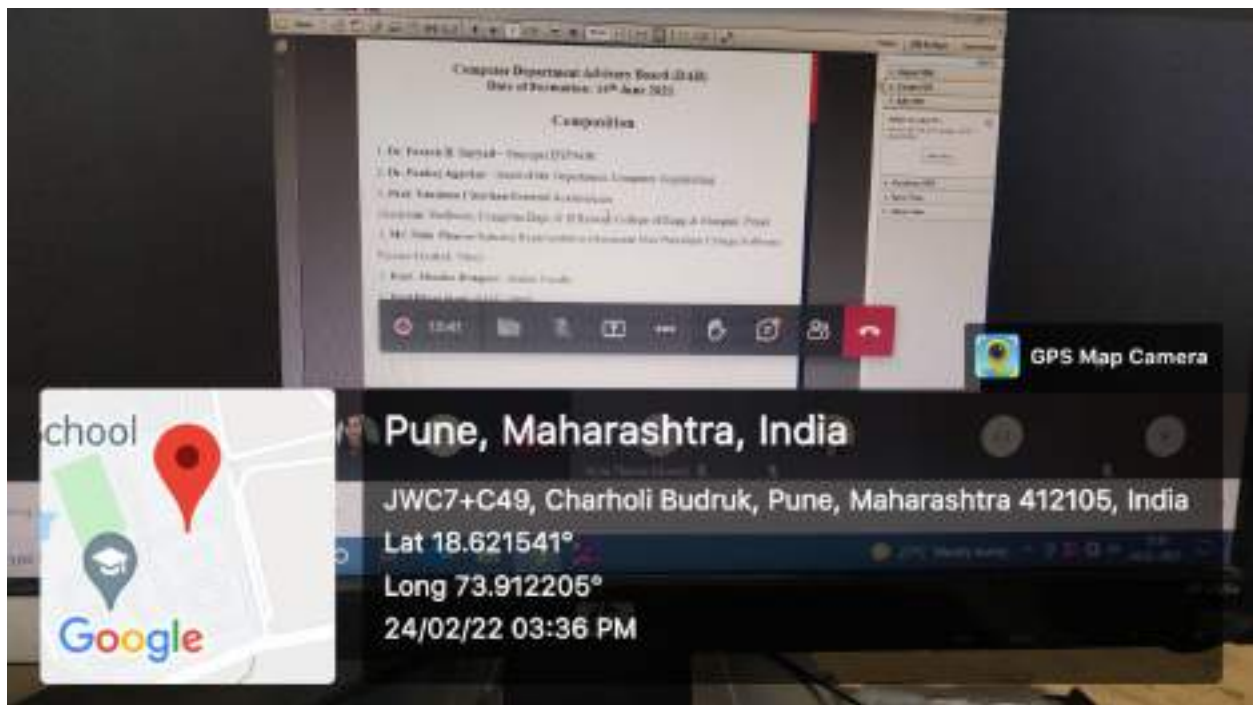
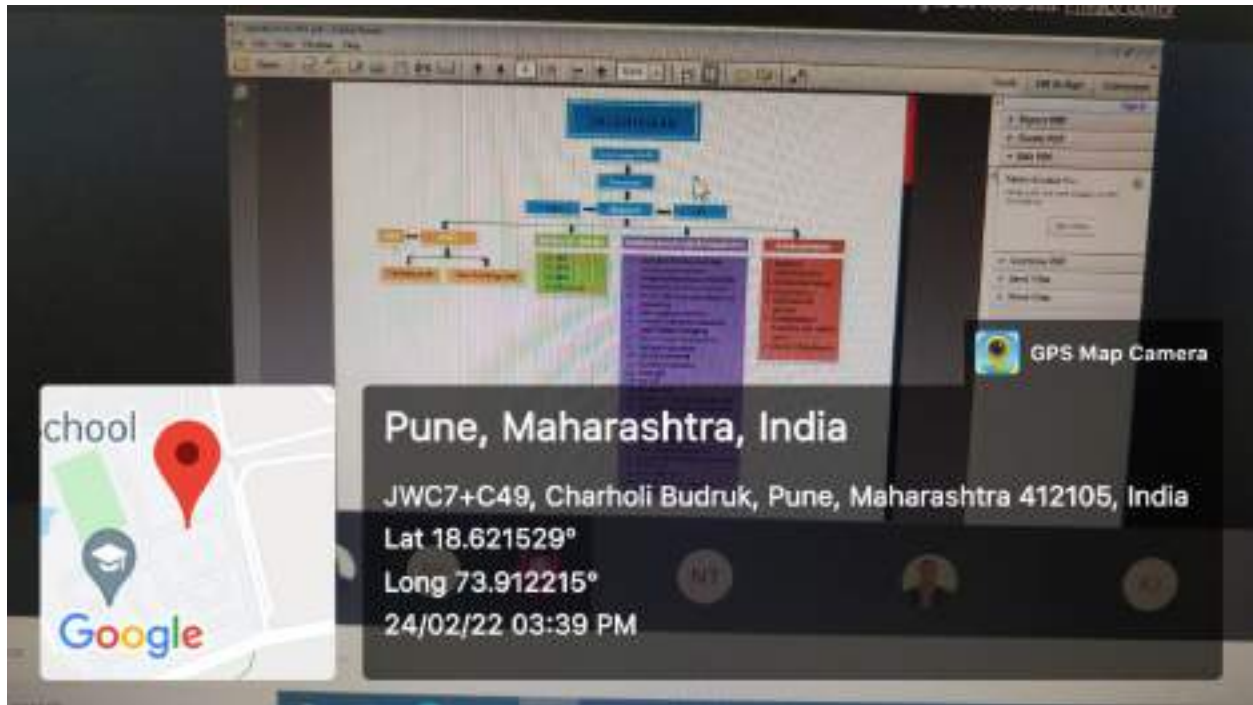
### Recording Link:

<https://dypisp.sharepoint.com/sites/CompStaff/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FCompStaff%2FShared%20Documents%2FGeneral%2FRecordings%2FMeeting%20in%20%5FGeneral%5F%2D20220224%5F033609%2DMeeting%20Recording%2Emp4&parent=%2Fsites%2FCompStaff%2FShared%20Documents%2FGeneral%2FRecordings>

### Meeting Photos:









Departmental Meeting Coordinator: Prof Monika Dangore

HoD: Dr Pankaj Agarkar