


## Internal Quality Assurance Cell

### Minutes of First IQAC Meeting held on 13<sup>th</sup> Jan 2017 (AY 16-17) at 11.00 am in CTC (First)

Following members were present for the meeting,

1 Dr. M.S. Gaikwad, Principal	Chairman
2 Prof. M.G. Bhat, Dean Engineering (STES)	Management Representative
3. Prof. S.B. Pharkute	Member
4. Dr. S.N. Merchant, IIT, Pawai, Mumbai	Member
5 Mr.Kaustubh Bhadbhade, Persistent, Pune	Member
6. Dr. V.V. Shinde, HOD (Mech)	Member
7. Dr. S.D. Babar, HOD (Comp)	Member
8. Mr. V.V. Deotare, HOD (E&TC)	Member
9. Mr. N.A. Dhawas, HOD (I.T.)	Member
10. Dr. P. S. Patil, HOD (App.Sci. Deptt)	Member
11 Mr. Yogesh Jadhav, T & P Officer	Member
12 Mr. V.H. Magar NSS Prog. Officer	Member
13 Dr. Bhosekar Gaurav Faculty(App.Sci. Deptt)	Member
14 Mrs. Gitika Narang, Faculty Comp Deptt	Member
15 Mr. G.V. Lohar, Faculty E&TC Deptt.	Member
16 Mrs. Pallavi Ahire Faculty IT Deptt	Member
17 Mr. M.N.Kalgunde, Faculty Elect. Deptt.	Member
18 Mr. Pravin Pandit, Librarian	Member
19 Mrs. Pallavi Dhumal, Office Admin. Staff	Member
20 Mr. Vijay Khedkar	Nominee of Parents
21 Mr. Sanket Ghorpade	Nominee of Alumni
22 Mr. Kunal Kishore	Nominee of Student's Representative
23 Miss.Mayuri Doddanwar	Nominee of Student's Representative
24 Dr. D.D. Chaudhary, Vice-Principal	Coordinator

  
Dr. D.D. Chaudhary,  
Coordinator



  
(Dr. M. S. Gaikwad)  
PRINCIPAL  
SINHGAD INSTITUTE OF TECHNOLOGY  
Kusgaon (Bk.), Lonavala-410401



Sinhgad Institutes

# SINHGAD TECHNICAL EDUCATION SOCIETY'S SINHGAD INSTITUTE OF TECHNOLOGY

Kusgaon (Bk), Lonavala-410401

## IQAC Committee Attendance list

Date: 13/01/2017.

Time: 11:00 am

Sr. No.	Name of the Member	Designation	Signature
1	Dr. M.S. Gaikwad, Principal	Chairman	
2	Prof. M.G. Bhat, Dean Engineering (STES) <i>Prof. S. B. Pharkule</i>	Management Representative	
3.	Dr. S.N. Merchant, IIT, Pavai, Mumbai	Member	
4.	Dr. Pradip More ADYPCOE Pune	Member	ABSENT
5	Mr. Kaustubh Bhadbhade, Persistent, Pune	Member	
6.	Mr. Hrisav Kar, Head Recruiter, HR Accenture	Member	ABSENT
7.	Dr. V.V. Shinde, HOD (Mech)	Member	
8.	Dr. S.D. Babar, HOD (Comp)	Member	
9.	Mr. V.V. Deotare, HOD (E&TC)	Member	
10.	Mr. N.A. Dhawas, HOD (I.T.)	Member	
11.	Mr. A.A. Kalage, HOD (Elect.)	Member	ABSENT
12.	Dr. P. S. Patil, HOD (App.Sci. Deptt)	Member	
13	Mr. N.V. Lakal, Dean R & D	Member	ABSENT
14	Mr. Yogesh Jadhav, T & P Officer	Member	
15	Mr. V.H. Magar NSS Prog. Officer	Member	
16	Dr. Bhosekar Gaurav Faculty(App.Sci. Deptt)	Member	
17	Mrs. Gitika Narang, Faculty Comp Deptt	Member	
18	Mr. G.V. Lohar, Faculty E&TC Deptt.	Member	
19	Mrs. Pallavi Ahire Faculty IT Deptt	Member	
20	Mr. M.N. Kalgunde, Faculty Elect. Deptt.	Member	
21	Mr. Pravin Pandit, Librarian	Member	
22	Mrs. Pallavi Dhumal, Office Admin. Staff	Member	
23	Mr. Vijay Khedkar	Nominee of Parents	
24	Mr. Sanket Ghorpade/Sujit Fulari	Nominee of Alumni	
25	Mr Rachit kaul, S.E. (Comp) Mr. Kunal Kishore	Nominee of Student's Representative	
26	Dr. D.D. Chaudhary, Vice-Principal	Coordinator	

27. Muskan Dnsad  
28. Mayuri Daddannavar

Student



(Dr. M. S. Gaikwad)  
PRINCIPAL

SINHGAD INSTITUTE OF TECHNOLOGY  
Kusgaon (Bk.), Lonavala-410401



**Principal Dr. M.S. Gaikwad sir addressing the meeting**



**Prof M.G. Bhat Management representative addressing the meeting**



  
**(Dr. M. S. Gaikwad)**  
**PRINCIPAL**  
**SINHGAD INSTITUTE OF TECHNOLOGY**  
**Kusgaon (Bk.), Lonavala-410401**





**Mr. Kaustubh Bhadbhade Industry representative addressing the meeting**



**Mr. Kunal Kishor students Representative giving feedback in IQAC meeting**

*(Signature)*



*(Signature)*  
**(Dr. M. S. Gaikwad)**  
**PRINCIPAL**  
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**Kusgaon (Bk.), Lonavala-410401**



**Dr. D.D. Chaudhary IQAC coordinator giving vote of Thanks**

#### **Minutes of First IQAC Meeting held on 13<sup>th</sup> Jan 2017**

- Dr.D.D.Chaudhary as a coordinator of IQAC, initiated the session by giving a warm welcome to IQAC panel.
- Felicitation of delegates was done by Principal sir and other office bearers.
- Dr.M.S.Gaikwad, Principal, has delivered welcome speech, mentioning NBA 2013 and NACC 2016 and also programs like Academic Monitoring Committee, Parent meet, Local guardian scheme, Teacher training program, VAP, STP, Lab innovation, IIT spoken tutorial, Campus Connect Programs (Microsoft, Zensar, google,etc), Techtonic, Mutation, Aavishkhar and PGCON etc.
- Dr.Vikas Shinde briefly introduced the NAAC peer team committee comments about various programs carried out in the institute as well as the shortfalls marked by the peer team of NAAC.
- Discussion starts with all the office bearers for the IQAC to attain its sole purpose.
- Various suggestions were given by members like,
  - Meeting should be held quarterly .
  - Specialized training programs for teachers like, STTP, TTT and so on.
  - Quality Publications must be increase.
  - Feedback system must be improved: Inclusiveness of all stake holders.
  - Student mentorship must be enhanced.
- Mr.Bhadbhade from Persistent, talks about measurable criteria of the overall process and quality review at regular interval of time along with the priority setting.
- Mr.Khedkar talks about the setting up of “Yojana Aayog” which could help students entrepreneurs to asses various subsidy or helping hand from government.


*(Signature)*



*(Signature)*  
**(Dr. M. S. Gaikwad)**  
**PRINCIPAL**  
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- Mr.Sanket Ghorpade talks about awareness of research among students to produce good quality of projects also he suggested that more value addition programs should be decided according to industry requirements. He also suggested about necessity of seven days workshop on any technology to digest that completely. Mr.Sanket also suggested to arrange Hackthon like contest. He is also was ready to support for giving inputs for Hackthon.
- Mr. Yogesh Jadhav T&P officer, brief about the current status of industry interaction in terms of MoUs and currently in working scenario and also discuss swot analysis of current batch.
- Prof.S.B.Pharkute said that TPO should look into higher studies opportunities.
- Dr.S.N.Merchant, mentioned to focus on short term goals and also specified that placement is the main quality of institute but also the quality of students should be observed.
- Committee also emphasis on setting up mentorship program in which senior students will guide to junior students.
- Committee also suggested to have courses in with reference of Alumni and Industry Experts.
- Student representative, Mr.Kunal Kishore from E & TC department mentioned the need of motivation from faculties periodically. He emphasised on gap between industry requirement and university curriculum.
- Dr.D.D.Chaudhary discuss for the action plan which can be executed in the year 2017-18.
- Bhatt Sir mentioned his views in following points:
  - Institute should promote quality assurance program
  - Formats for different parameters should be ready by next IQAC meeting.
- Dr.M.S.Gaikwad, Thanks to panel and mentioned following points :
  - Committed in doing work in excellence in terms of academy and other activities too.
  - Assured before the next meeting all required format would be ready.
  - Student Mentorship program will be implemented by next week.
  - A new policy for motivating students will be defined under which every day students will be motivated by faculty for 4-5 minutes.
  - For defining road map of the year he mentioned the need of more meetings of IQAC.
  - Ready to send information related to faculty strength, number of Ph.D. faculty, their publications and their overall contribution in the Institute to Dr. S N Merchant to give his expert comment.
- At the end, Dr.D.D.Chaudhary Sir, concludes the meeting by giving vote of thanks to panel and summarize meeting in following points
  - He said with collaboration of stakeholder's formats and rode-map of the year will be defined very soon.
  - More focus will be given to industry interaction, as well as on entrepreneurship.
  - He appreciated and Thanks to all members for sharing valuable suggestions for quality improvement.

The meeting ended with vote of thanks after the the lunch with all members.

  
**Dr. D.D. Chaudhary**  
 Coordinator IQAC



  
**(Dr. M.S. Gaikwad)**  
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### Internal Quality Assurance Cell

#### Action Taken Report on the decisions of IQAC Meeting on 13<sup>th</sup> Jan 2017 (first) for AY 2016-17

Sr.No.	Points Discussed / Decision taken	Action Taken
1.	Institute should promote quality assurance program as per NAAC committee visit in August 2016.	All HoDs have asked to prepare action plans for second sem AY 16-17
2	Formats for different parameters should be ready by next IQAC meeting.	IQAC cordnator have collected all formats and distubuted to all members
3	As per Industry expert more inactions with Industries	TPO has asked to plan for Guest lectures and VAP as per Industries Need.
4	Quality Measures	As per students feedback STP and VAPs are modified.

  
Dr. D.D. Chaudhary  
Coordinator IQAC



  
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### Internal Quality Assurance Cell

#### Minutes of meeting held on 10/02/17 (Second)

IQAC Meeting for all teaching faculty was held on 10 Feb 2017 (Friday) at 1-30 pm. in the E&TC seminar Hall. Present member were as, Dr. M. S. Gaikwad, Principal & Chairman IQAC, Prof. M.G. Bhat, Prof. S. B. Pharkute (Member from local society), Dr. D. D. Chaudhary (IQAC coordinator) , Dr. S.D. Babar, Dr. A. A. Kalage, Dr. T. J. Parvat , Dr. V. V. Shinde, Dr. P.S. Patil, Mr. V.V. Deotare, Mr. N. V. Lakal, Mr Y.D. Jadhav , N.S. Joshi


- Dr. D. D. Chaudhary (IQAC coordinator) welcome all the members and following points were discussed.
- The IQAC chairman welcomed the members of IQAC and AMC members Prof Bhat and Prof. Pharkute briefed about the new format and process for submission of AQAR.
- Review of overall academic plan and progress discuss by Principal sir has given guidelines for the same.
- HODs presented the data and important highlights of results, placement higher studies students' achievements, conference seminars workshops FDPs attended conducted and research activities of the departmental AMC members cared that the feedback from all stakeholders is collected by each.
- Review of teaching-learning process of the last session is discussed.
- Review of Internal and University Examination Result has been taken.
- Review of 360 degree and other feedback reports also discussed and suggestion was given by AMC members.

AMC members were satisfied with the data and suggested to add missing data and gave Consent for the preparation of report of the academic year 2016-17

IQAC Co-ordinator thanked the members for their contribution in maintaining quality in teaching learning process.

  
Dr. D.D. Chaudhary  
Coordinator IQAC



  
(Dr. M.S. Gaikwad)  
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## Internal Quality Assurance Cell

**Action Taken Report on the decisions of IQAC Meeting on 10<sup>th</sup> Feb 2017 (second)**

**For AY 2016-17**

Reno.	Points Discussed / Decision taken	Action Taken
1	Formats for different parameters discussed by AMC members	All HoDs were ask to start working on formats of IQAC
2	FDPs for Teachers	Teachers have registered for the FDPs and Workshops
3	Institute should promote quality assurance program as per NAAC guidelines, like teachers students feedback.	All HoDs have asked to take feedback of students

**Dr. D.D. Chaudhary**  
Coordinator IQAC



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### Internal Quality Assurance Cell

#### Minutes of meeting held on 24/02/17 (Third)

IQAC Meeting for Nonteaching staff members was held on 24 Feb 2017 (Thursday) at 3.00 pm. in the E&TC seminar Hall.

Present member were as, Dr. M. S. Gaikwad, Principal & Chairman IQAC, Dr. D. D. Chaudhary (IQAC coordinator), Dr. S.D. Babar, Dr. A. A. Kalage, Dr. T. J. Parvat, Dr. V. V. Shinde, Dr. P.S. Patil, Mr. V.V. Deotare, Mr. N. V. Lakal, Mr Y.D. Jadhav. Technical assistants and Lab assistatants of all departments.

- Dr. D. D. Chaudhary (IQAC coordinator) welcome all the members and **non teaching staff of SIT** and following points were discussed.
- Review of overall academic plan and progress discuss by Principal Sir has given guidelines and involvement of **nonteaching** for the same.
- HODs presented the data and important highlights of results.
- Review of maintenance of Labs, Records, and Dead stock registers was taken.
- Review of Internal and University Examination Result has been taken.
- Feedback reports regarding laboratory conductions also discussed and suggestion given by AMC members was discussed.

- IQAC Co-ordinator thanked the members for their contribution in maintaining quality in practical conduction process by all Non-teaching staff.

Dr. D.D. Chaudhary  
Coordinator IQAC



(Dr. M.S. Gaikwad)  
Principal

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## Internal Quality Assurance Cell

**Action Taken Report on the decisions of IQAC Meeting on 24/02/17 (Third)**  
**For AY 2016-17**

Reno.	Points Discussed / Decision taken	Action Taken
1	Involvement of the nonteaching in IQAC initiative discussed by AMC members	All HoDs were ask to trained all nonteaching in IQAC initiative discussed by AMC members
2	Dead Stock Registers and Lab records	Internal committee have formed to check dead stock and Lab records.
3	Maintained of Labs and Training to TA and LA	All HoDs have asked to organise software training for TA and LA.

**Dr. D.D. Chaudhary**  
Coordinator IQAC

  
**(Dr. M.S. Gaikwad)**  
Principal

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## Internal Quality Assurance Cell

### Minutes of meeting held on 24<sup>th</sup> March 17 (Fourth)

The meeting of IQAC with Academic sub-committee was held on 24th March 2017 (Friday) at 3-30 pm. in the E&TC seminar Hall. IQAC members and Academic sub-committee members have attended the meeting.

Following points on agenda was discussed:

1. Review of overall academic plan and progress
2. Review of teaching-learning process of the last session
3. Review of all quality improvement programme
4. To ensure that Lesson Plans and Learning Outcomes
5. Action plan for Environment protection programme.

- Dr. D. D. Chaudhary (IQAC coordinator) welcome all the members
- Review of overall academic plan and progress discuss by Principal Sir has given guidelines for the same.
- HODs updated the data and important highlights of results.
- Review of new purchase, maintenance of Labs, Records, and Dead stock registers was taken.
- Review Internal and University Examination Result has been taken.
- Feedback reports regarding conduction of theory discussed and suggestion given by AMC members was discussed.
- IQAC Co-ordinator thanked all the members

**Dr. D.D. Chaudhary**  
Coordinator IQAC



**Dr. M.S. Gaikwad**  
Principal

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### Internal Quality Assurance Cell

**Action Taken Report on the decisions of IQAC Meeting on 14<sup>th</sup> Mar 2017 (fourth)  
For AY 2016-17**

Reno.	Points Discussed / Decision taken	Action Taken
1	To update labs with high end equipment's and software's	All HoDs were ask to start working on the same.
2	Remedial classes for absent students	Teachers have taken extra classes for absent students.
3	Institute should promote quality assurance program as per NAAC guidelines, like teachers students feedback.	All HoDs have asked to take feedback of students in consideration and modify teaching learning strategies.

  
**Dr. D.D. Chaudhary**  
Coordinator IQAC



  
**Dr. M.S. Gaikwad**  
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## Internal Quality Assurance Cell

### Minutes of meeting held on 21<sup>st</sup> April 2017 (Fifth)


The meeting of IQAC with Academic sub-committee was held on **21<sup>st</sup> April 2017 (Friday) at 11.00 am** in the E&TC seminar Hall. IQAC members and Academic sub-committee members have attended the meeting.

Following points on agenda was discussed:

Dr. D. D. Chaudhary (IQAC coordinator) welcome all the members

- Review of overall academic plan and progress discuss by HoDs and Principal sir has specified Strategies for the same.
- TTT and STP trainings planning in the vacations.
- HoDs updated the data and important highlights of results and plans for next Academic year.
- HoDs asked to prepare Action plan for faculty training and consultancy in vacation.
- As per AICTE requirement HoDs have suggested modification of infrastructure and reallocations And principal sir ask to prepare report and budget for the same for sanction from head office.
- TPO has given action plan for Entrepreneurship development program.

IQAC Co-ordinator thanked all the members

  
**Dr. D.D. Chaudhary**  
Coordinator IQAC



  
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### Internal Quality Assurance Cell

Action Taken Report on the decisions of IQAC Meeting on 21<sup>st</sup> Apr 2017 (fifth)

For AY 2016-17

Reno.	Points Discussed / Decision taken	Action Taken
1	Academic calendar and activity plan for next academic year	IQAC team has prepared the Academic calendar and activity plan for next academic year.
2	Institute should promote quality assurance program as per NAAC guidelines, like teachers students feedback.	All HoDs have asked to take feedback of students in consideration and modify teaching learning strategies.
3	To update labs with high end equipment's and software's	All HoDs were ask to start quotation process of the same.
4	STP and TTT activity	Teachers have to attend the STP and TTT of their subjects to update the syllabus contents.

Dr. D.D. Chaudhary  
Coordinator IQAC



Dr. M.S. Gaikwad

Principal

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