



Sinhgad Institutes

Sinhgad Technical Education Society's SINHGAD INSTITUTE OF TECHNOLOGY

(Affiliated to University of Pune and Approved by, AICTE, New Delhi.)

Gat No. 309/310, Kusgaon (Bk), off Mumbai -Pune, Expressway.


Lonavala, Pune, 410401, Website: www.sinhgad.edu

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting held on 15th July 2017 (AY 17-18) (First)

Following members were present for the meeting



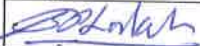




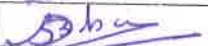













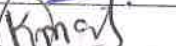


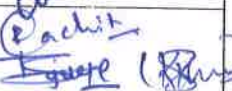

Sr. No.	Name of the Member	Designation
1	Dr. M.S. Gaikwad, Principal	Chairman
2	Prof. M.G. Bhat, Dean Engineering (STES)	Management
3.	Prof. S.B. Pharkute Member AMC	Representative
4.	Dr. S.N. Merchant, IIT, Pawai, Mumbai	Member
5	Dr. Dilip S. More ADYPCOE Pune	Member
6.	Mr.Kaustubh Bhadbhade, Persistent, Pune	Member
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.	Dr. A.A. Kalage, HOD (Elect.)	Member
12.	Dr. P. S. Patil, HOD (App.Sci. Deptt)	Member
13	Mr. N.V. Lakal, Dean R & D	Member
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	Ms. S.B. Ware Faculty IT Deptt	Member
20	Mr. M.N.Kalgunde, Faculty Elect. Deptt.	Member
21	Mr. Pravin Pandit, Librarian	Member
22	Mrs. Kiran Mankar Office Admin. Staff	Member
23	Mr. Girish G Deshmukh	Nominee of Parents
24	Mr. Vipul Madani	Nominee of Alumni
25	Mr Rachit kaul, Miss Muskan Dusad	Student's
	Mr. Kunal Kishore , Mr. Krishna Bajulage	Representative
26	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

IQAC Meeting Attendance
Date: - 15th July 2017, Time: 11.00am

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


IQAC Co-ordinator




(Dr. M. S. Gaikwad)
PRINCIPAL
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suggestions were requested on celebration of this great occasion. He has mentioned the implementation of some suggestions given by members in the last IQAC meeting such as, Student Mentorship program, Feedback from stake holders, and research culture in staff and students.

- Dr.V.V.Shinde presented the brief report about the last year's activities such as Student Mentorship, the project quality outlines, and participation of students in certain National Events, promotion to higher studies, formats and assessment about Train the Trainer program. Project based learning was taken into consideration. The involvement of the stakeholders, particularly for the roles of the Industry, Students, Parents and Alumni were discussed. The GATE, CAT and GRE scores were also highlighted. Sustainability program and the research development were taken to be as challenge for the same.
- Discussion started with all the office bearers for the IQAC to attain its sole purpose.
- Prof. M.G. Bhat, Dean Engineering (STES) mentioned his views in following points:
 - Activities are not Quantified, Efforts taken for higher studies/ Entrepreneurship /Faculty Qualification improvement.
 - Lack of data related to Research Projects/Publications.
 - Actions taken after stakeholders feedback
 - Campus Connect should be in more detail, number of MoU and how many are actually running.
 - Data should be available to all IQAC members at the time of meeting.
 - Appreciated activities related to PBL and advised to make Lonavala Campus as a role model of PBL Campus.
- Dr. S.N. Merchant sir, mentioned the following points
 - Appreciated Bhatt Sir's views and mentioned to focus on Quantification.
 - Faculty's Research publication data should be updated.
 - Focus on Research Student reading group to encourage speaks out, once in a week two students should speak about innovations/research.
 - He also mentioned that the results of GATE, GRE must be shared properly and what happens with those students like what are they pursuing in future should be known.
 - Teachers should be involved in teaching for GATE/GRE exams.
- Mr.Kaustubh Bhadbhade, Ex. Persistent, discussed following points
 - Mostly MoUs remains on paper, they must be effective.
 - Students should be involved from of drafting of MoU till its execution.
 - B.E projects are completion centric where as it should be learning centric.
 - Critical feedback is the need of hour.



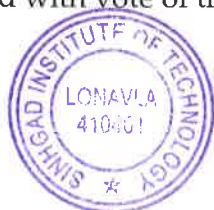

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- Post classes time should be utilized.
 - Peer to Peer Competition (Verbal/Technical competition)
 - Allot at least 03 Students to each company.
- Dr. Dilip S. More from ADYPCOE Pune mentioned following points
 - For good quality projects Idea generation session should be conducted for students as well as for faculty.
 - Schemes should be effectively communicated to students
 - Entrepreneurship sessions should be conducted.
 - Campus should be Kaizen oriented (Continuous Improvements)
 - Set targets and try to achieve
 - Prof. S.B. Pharkute Member AMC, presented his views on following points:
 - Formats of feedback should be finalized and should be discussed before using.
 - Mapping of PO's and PEO's should be done.
 - Status of signed MoUs.
 - Lack of data related to University Rankers, Comparison of Current year result with last year result.
 - For silver jubilee, he suggested to call Top Alumni/Industrialist.
 - Project Exhibition with more industrial involvement may be arranged.
 - Mr. Girish Dekhmukh, Parent representative mentioned about parent teacher relationship. He said that teachers should have a regular interaction with parents. He also mentioned about lack of Practical knowledge among the students.
 - Mr. Yogesh Jadhav, the T&P officer, shared the AMCAT results that showed the Aptitude and the Technical knowledge of the students. New clubs that are running by the students were given the light of the hour. Shadow placement, QALR test, the GD training were also shared. Placement records were shared and the betterment of the future placements was discussed. He mentioned we are having 292 offers in hand and 52 have got selected.
 - Mr. Vipul Madhani Alumni Representative, shared his views on following points:
 - Quality of final year projects should be improved.
 - Categorization of students should be done from second year on the basis of their interest in Entrepreneurship/Higher studies/Placement.





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- Student Representative Mr. Rachit Kaul expressed his views about including innovation into the education. Despite of having VAPs and STPs, the requirement of internships was discussed. Bridging the gap between the Industry and the Academics was made the prime concern.
- Student Representative Miss. Muskan, gave her point on the technicality and about the clubs that are trying to achieve the same goal for the implementation of better technology.
- Student representative Mr. Kunal Kishore mentioned students are lazy in performing the group activities, they may be motivated.
- Mr. N.V. Lakal, Dean R & D updated panel about , R& D programs running in Institute 40 faculty Research Group, ISRO proposal and AICTE proposal submitted.
- Mr. V.H. Magar, NSS Prog. Officer told to panel how Institute is working through NSS for solving technical problems of rural area people.
- Dr. S.D. Babar, HOD (Comp), shared about the infrastructure developments that are on place in the campus this year. With better quality computers and good quality labs, college is also working on a big central library.
- Mr.N.A. Dhawas, HOD (IT), discussed about the various Students clubs and group activities that are working for the betterment of college on different aspects.
- Mr. V.V. Deotare, HOD (ENTC), spoke about the industry-academic relation. The programs that are being initiated to work on the overall development of the students.
- Dr. A.A. Kalage, HOD (Elect), shared the Green Audit program and the power analyser system that is being as a great resource for the college.
- At the end, Dr. M.S. Gaikwad concludes the meeting by giving the vote of thanks to panel and mentioned following points-
 - Proper communication would be made between the parents and the teachers.
 - Committed work would be done in excellence in terms of academics and other activities too.
 - Student Mentorship program and the MOUs with the companies would be made sooner.
 - Formats for feedback will be followed.
 - Comparative and Quantitative report will be present in next IQAC meeting.
- The meeting ended with vote of thanks by Dr. D.D.Chaudhary.




(Dr. M. S. Gaikwad)
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Dr. D.D. Chaudhary
 Coordinator IQAC




Dr. M.S. Gaikwad
Principal
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Internal Quality Assurance Cell (IQAC)

**Action Taken Report on the decisions of IQAC Meeting on 15th July 2017 (first)
for AY 2017-18**

Sr.No.	Points Discussed / Decision taken	Action Taken
1	R&D activities	R&D co-ordinator Mr. N.V. Lakal have suggested some funding agencies. Proposals for ISRO has initiated.
2	MoUs with Industries	TPO has asked to work MoUs with related industries and organise Quality VAPs as per industries Need.
3	PBL activities	Dr. V.V. Shinde ask to trained faculty and students in PBL activities.
4	Involvement of students in various activities	State level Events, Techtonic proposed to organise at STES level.

Dr. D.D. Chaudhary
Coordinator IQAC



Dr. M.S. Gaikwad
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Internal Quality Assurance Cell


Minutes of meeting held on 23/10/17 (Second)

IQAC Meeting was held on 23rd October 2017 (Monday) at 10.30 am. 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. Y.D. Jadhav, Mr. N.V. Lakal.

- Dr. D. D. Chaudhary, welcome all the members and briefed about Agenda of the meeting.
- Review of overall academic plan and progress discussed by Principal Sir.
- AMC members briefed about the initiatives for quality results, overall personality development of students and placements.
- All the HODs presented the departmental activities including results, placements, students' achievements, conference seminars workshops FDPs attended/conducted by teachers and research activities of the departmental.
- AMC members pointed out importance of the feedback from all stakeholders.
- Review of syllabus completions is discussed and remedial classes are suggested.
- Review of Internal and University Examination Result has been taken.
- Online feedback of students and its reports also discussed and suggestion was given by AMC members.
- AMC members suggested to start **Best Department, Best Teacher and Best Outgoing student competitions** in the Institute.

IQAC Co-ordinator express vote of Thanks.


Dr. D.D. Chaudhary
Coordinator IQAC




Dr. M.S. Gaikwad
Principal
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Internal Quality Assurance Cell (IQAC)

Action Taken Report on

IQAC Meeting on 23rd October 2017 (Monday) (Second) for AY 2017-18

Sr.No.	Points Discussed / Decision taken	Action Taken
1.	Institute should promote quality assurance program as per NAAC committee visit.	All HoDs have asked to prepare action plans for next academic year.
2	Best Department, Best Teacher and Best Outgoing student competitions in the Institute.	Applications for these all categories have asked from all stake holders and processed as per guideline of AMC.
3	STP and TTT activities.	Trainings for faculties planed as per feedback from students.
4	NBA activities	HoDs have started preparation of records and files as per NBA guidelines.
5.	Technical and Cultural Activities	Coordinators have started preparation for the same.

Dr. D.D. Chaudhary
Coordinator IQAC


Dr. M.S. Gaikwad
Principal

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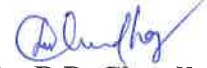
Minutes of meeting held on 09/02/18 (Third)

IQAC Meeting was held on 09th Feb 2018 (Friday) at 11.30 am. 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 (AMC Member), Dr. D. D. Chaudhary (IQAC coordinator) , Dr. S.D. Babar, Dr. A. A. Kalage, Dr.T.J.Parvat, Mr. S.M.Gaikwad, Dr. P.S. Patil, Mr. V.V. Deotare, Mr. Y.D. Jadhav , Mr. N.V. Lakal.

- IQAC Coordinator, welcome all the members and briefed about Agenda of the meeting.
- Review of overall academic plan and progress discussed by Principal Sir.
- AMC members briefed about the initiatives for quality results, Faculty recruitment as per AICTE rules and regulations overall personality development of students and placements.
- All the HODs presented the departmental activities including results, placements, students' achievements, conference seminars workshops FDPs attended/conducted by teachers and research activities of the departmental.
- AMC members insisted on Quality project and research paper compulsory for PG students
- AMC members pointed out importance of the feedback from all stakeholders.
- Review of syllabus completions is discussed and remedial classes are suggested.
- Review of Internal and University Examination Result has been taken.
- Online feedback of students and its reports also discussed and suggestion was given by AMC members.
- AMC members suggested to start **Best Department, Best Teacher and Best Outgoing student competitions** in the Institute.

IQAC Co-ordinator, Dr. D. D. Chaudhary express vote of Thanks.


Dr. D.D. Chaudhary
Coordinator IQAC





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

Internal Quality Assurance Cell (IQAC)

Action Taken Report on

IQAC Meeting on 09th Feb 2018 (Third) for AY 2017-18

Sr.No.	Points Discussed / Decision taken	Action Taken
1.	Improvements in Results	Extra classes and Remedial classes are planned as per need.
2	Best Department, Best Teacher and Best Outgoing student competitions in the Institute.	Applications for these all categories have asked from all stake holders and processed as per guideline of AMC.
3	Quality project and research papers for PG students.	Trainings for faculties planed as per feedback from students.
4	Students Feedback	HoDs have taken feedback and informed to individual teachers.
5.	Institute should promote quality assurance program as per NAAC committee visit.	All HoDs have asked to prepare action plans for next academic year.


Dr. D.D. Chaudhary
 Coordinator IQAC




Dr. M.S. Gaikwad
Principal
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Internal Quality Assurance Cell

Minutes of meeting held on 15/05/2018 (Fourth)

IQAC Meeting was held on 15th May 2018 (Tuesday) at 3.30 pm. in the E&TC seminar Hall.

Present member were as, Dr. M. S. Gaikwad, Principal & Chairman IQAC, Dr. D. D. Chaudhary, Dr. S.D. Babar, Dr. P.S. Patil, Dr. T.J.Parvat, Mr. M.N. Kalgunde, Mr. S.M.Gaikwad, Mr. V.V. Deotare, Mr. N. V. Lakal, Mr. Y.D. Jadhav. Dr. M.M.Tayade.

- IQAC coordinator, Dr. D.D.Chaudhary, welcomes to all members and briefed about agenda of the meeting.
- Dr. M. S. Gaikwad has taken overview of overall academic plan and progress of all departments. Also discussed about the initiatives to be taken for quality results and placements.
- Online teacher's appraisal system explained by principal sir and asked to HoDs to start the process of the same.
- All the HODs presented the departmental activities including results, placements, students' achievements, conference seminars workshops FDPs attended/conducted by teachers and research activities of the departmental.
- Review of all professional clubs IEEE/IE/IETE etc and their activities were discussed
- Review of Social activities by NSS has been taken.
- Best Outgoing student competitions in the Institute.

Vote of Thanks express by IQAC Co-ordinator.

Dr. D.D. Chaudhary
Coordinator IQAC



Dr. M.S. Gaikwad
PRINCIPAL

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Action Taken Report on

IQAC Meeting on 15th May 2018 (fourth) for AY 2017-18

Sr.No.	Points Discussed / Decision taken	Action Taken
1.	Academic planning as per NAAC guidelines.	All HoDs have asked to prepare academic calendar for next academic year.
2	Best Outgoing student competitions in the Institute.	Applications from all interested students processed.
3	Online teacher's appraisals process.	All teachers asked to update data online and processed by HoDs and Principal.
4	Professional Club activities	HoDs have allotted the faculty in-charges and students. Programs have planned for Academic Year.
5	NSS Social Activities	Activities like Tree plantations, Blood donations planned.
6	Participation in NPTEL by students and faculty	For faculty it is made compulsory and for student TW marks are added as add-on marks.

Dr. D.D. Chaudhary
Coordinator IQAC



Dr. M.S. Gaikwad
Principal

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