



Sinhgad Institutes

Sinhgad Technical Education Society's

## SINHGAD INSTITUTE OF TECHNOLOGY

(Affiliated to SPPU, Pune and Approved by, AICTE, New Delhi. NAAC Accredited)

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

Lonavala, Pune, 410401, Website: [www.sinhgad.edu](http://www.sinhgad.edu)

### Minutes of meeting of the IQAC meeting of AY 20-21

On 14/09/2020

Important points discussed / suggested by

Dr. S.D. Lokhande

Dr. M.S. Gaikwad

Dr. M.S. Rohakale

AMC committee members, during IQAC meeting held on 14<sup>th</sup> Sept 2020.

Following points were discussed which are commonly applicable for all departments.

1. As per situation of pandemic due to **covid-19**, All precautions to be taken for online teaching methodology.
2. Full notes with PPT with good interactive audio video should be prepared and uploaded well before on MS team.
3. All faculty must use MS team so that attendance can be taken online and lectures can be recorded and made available to students.
4. Use of **ICT- Smart boards** to be included by every department.
5. All department should prepare for NAAC report before December 2020.
6. In the IQAC report of each dept., department should try to include information as far as possible, by giving suitable examples, or action(s) taken for improvement.
7. More technology related guest lectures to be arranged by each department, and participation from staff as well as students to be encouraged to a larger extent.
8. More and more quality industrial projects by students and staff to be encouraged and undertaken.
9. Students who involve themselves in such industrial internships/training should be suitably benefitted by the department by giving them some extra marks in term work, oral/practical etc.



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10. Department(s) to ensure major technological benefits to students by conducting industrial visits over and above regular ones (as per curriculum).
11. Department(s) to increase number of activities of Professional societies such as SAE,IE, IEEE, ASHRAE/ISHRAE, as and when applicable.
12. Social and cultural activities are to be focused intensely in departmental magazine/newsletter.
13. Students to be encouraged to publish their own research papers in international conferences/or national and international journals etc. Faculties may also participate with them for publications.
14. Students also needed to be motivated and encouraged for paper presentation arranged by other institutes.
15. All clear results of all semesters of all branches to be improved to a satisfactory level.
16. Students Placements and higher studies should be emphasized and ensured for better institute performance. Students should be benefitted from Alumni, in terms of placement etc.
17. Extra-curricular activities such as sports and cultural programs need to be improved a lot.
18. More and more industry projects to be undertaken by depts. which will be executed by team(s) of faculty as well as students.
19. Every dept. need to focus on submitting a large number of research proposals for acquiring grants/funding for their own research work/consultancy activities.
20. Two weeks FDP and Two week's professional/industrial training to be mandated for faculties, during one academic year.
21. Active MOUs need to be increased by every dept.
22. Faculties to be encouraged and motivated by depts.(s) to make them pursue higher education/Ph.D. etc.
23. More and more faculties should be encouraged to participate in university related work such as paper setting, moderation, revaluation, member of LIC and other different university committees/bodies such as BOS etc.
24. More focus to be done on startups and establishment of incubation centers, as per new NAAC committee norms.
25. Department(s) should focus to include variety of VAPs, following latest trends in industry.

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Meeting ended with vote of Thanks



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

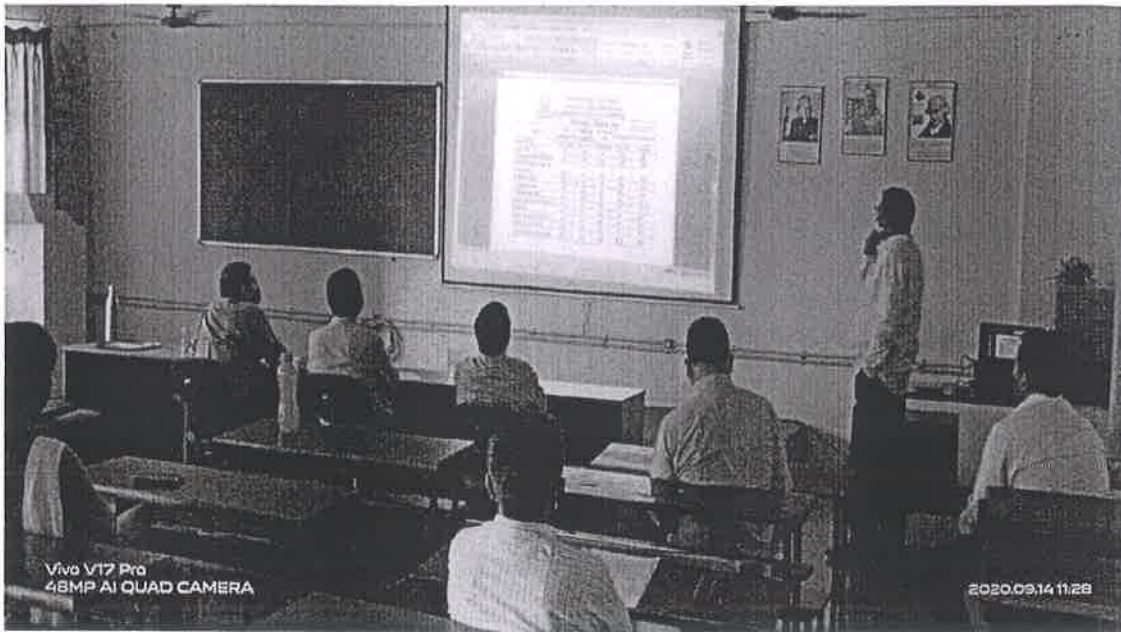


**Dr. S.D.Lokhande sir Management representative addressing the meeting**

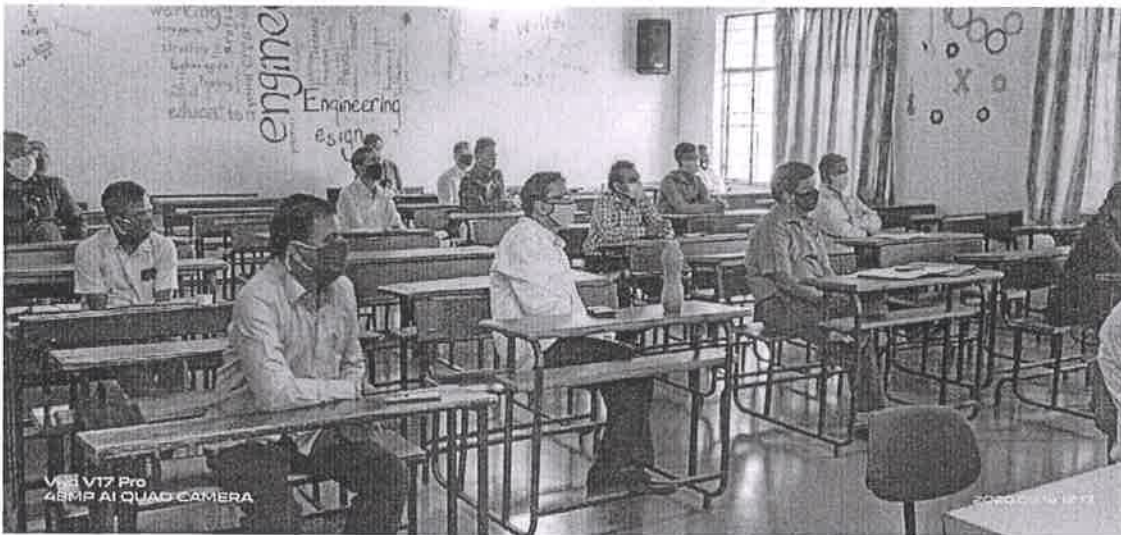
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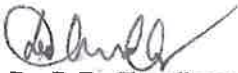
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**Vice-Principal Dr. D.D. Chaudhary presented report the meeting**




**IQAC members attended meeting in covid-19 precautions.**


  
Dr. D.D. Chaudhary,  
Coordinator



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Dr. M.S. Gairola  
Principal

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**Action Taken Report on the decisions of IQAC Meeting on 14<sup>th</sup> Sept 2020 (first)  
for AY 2020-21**

Sr. No.	Points Discussed	Action / Decision taken
1.	Covid-19 Precautions	All Covid-19 Precautions must be follow.
2	Use of ICT	All faculty trained for MS team software for online Teaching.
3	Need of Interactive teaching skills	Teachers are guided to make teaching more interactive
4	Research and Development, Paper Publications	Industry expert have suggested some funding agencies. Proposals for the grant has initiated. Paper Publications made mandatory to faculties and are increased.
5	MoUs with Industries and motivation for Start-ups	MoUs with some industries and start-ups by students initiated.
6	NAAC Accreditation	Started preparation of Reports by all Criteria heads.


  
Dr. D.D. Chaudhary  
Coordinator IQAC



  
Dr. M.S. Gaikwad  
Principal

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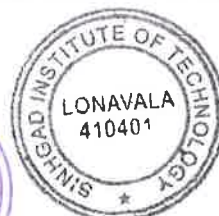
### Internal Quality Assurance Cell (IQAC)

#### Minutes of meeting

Minutes of the meeting held on 18<sup>th</sup> December 2020 at 11.00 am for AY 20-21 in EnTC seminar Hall. Members Present members were: Dr. M.S. Gaikwad, Dr. M.S. Rohokale, Dr. D.D.Chaudhary, Dr. S.D.Babar, Dr. P.S.Patil, Mr. R. S. Badodekar, Dr. A.A.Kalge, Mr. S.M.Gaikwad, Mr. Pravin Pandit, Mr. N.V.Lakal, Mr. D.R. Mali, Dr. D.S. Mantri.

Following points were discussed which are commonly applicable for all departments.

- For **online and Offline teaching methodology**. As per situation of pandemic due to **covid-19**, all precautions to be taken
- All subjects, full notes with PPT with good interactive audio video should be prepared and uploaded well before on MS team.
- All faculty must use MS team so that attendance can be taken online and lectures can be recorded and made available to students.
- Use of **ICT with all new upcoming online teaching platforms** to be included by every department.
- All **VAPs and STPs** modules must be completed even in online Teaching situation due to Corona.
- Institute level **AQAR** report with all departmental data should prepare and submit on NAAC portal.
- In the **IQAC report**, department should furnish all relevant data of the department with proofs and also actions taken for improvement.
- For **Quality improvement**, guest lectures on upcoming Technology must be arranged by each department, and participation of faculty and students to be encouraged to a larger extent.
- Departments should sign MoUs with Industries and must keep it live.
- Students must be encouraged to undertake more quality industrial sponsored projects.
- Students must be participated in industrial internships / training.
- Students Placements and higher studies should be emphasized and ensured for better performance. Students should be benefitted from Alumni, in terms of placement etc.
- Faculties to be encouraged and motivated them pursue higher education.




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- Department(s) should focus to include variety of VAPs, following latest trends in industry.
- More focus to be done on startups and establishment of incubation centers, as per new NAAC committee norms.
- **NPTEL certifications** and Use of **Virtual Lab** and all various initiatives IIT Bombay must be follow for Online teaching learning methodology.
- All precautions must be taken for online and offline classes during **Covid 19** situation.
- All stake holders must be involve in **Quality improvement** accordance with VISION and MISSION of the Institute.

Meeting ended with vote of Thanks

  
**Dr. D.D. Chaudhary,**  
**Coordinator**

  
**Dr. M.S. Gaikwad**  
**Principal**  
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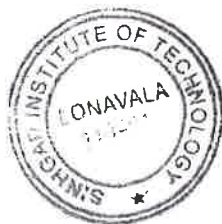
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### Action Taken Report on the decisions of IQAC Meeting on 18<sup>th</sup> Dec 2020(second)

For AY 2020-21

Sr.No.	Points Discussed	Action / Decision taken
1.	Covid-19 Precautions	All Covid-19 Precautions must be follow for Online and offline teaching.
2	Virtual Lab and use of online teaching tools	All faculty are advised to explore various software for online Teaching.
3	AQAR report and Second cycle NAAC Accreditation	Started preparation of Reports by all Criteria heads.
4	Paper Publications and R&D activities	Proposals for the grant has initiated. Paper Publications made mandatory to faculties and are increased.
5	Higher Education and Professional Training	GATE/GRE/UPSC/ MPSC exam guidance cell initiated.

Dr. D.D. Chaudhary  
Coordinator IQAC



Dr. M.S. Gaikwad  
Principal

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### Internal Quality Assurance Cell (IQAC) Minutes of meeting

Minutes of the meeting held on 22<sup>nd</sup> Feb 2021 at 2.00 pm for AY 20-21 in EnTC seminar Hall. Members Present members were: Dr. S.D. Lokhande, Dr. M.S. Gaikwad, Dr. M.S. Rohakale, Dr.D.D.Chaudhary, Dr. S.D.Babar, Dr. P.S.Patil, Mr. R. S. Badodekar, Dr. A.A.Kalge, Mr. S.M.Gaikwad, Mr. Pravin Pandit, Mr. N.V.Lakal, Mr. D.R. Mali, Dr. D.S. Mantri. Dr. M.S. Chaudhary

Following points were discussed which are commonly applicable for all departments.

- Institute level **AQAR** report with all departmental data should prepare and submit on NAAC portal.
- In the **IQAC report**, department should furnish all relevant data of the department with proofs and also actions taken for improvement.
- For **Quality improvement**, guest lectures on upcoming Technology must be arranged by each department, and participation of faculty and students to be encouraged to a larger extent.
- **NPTEL certifications** and Use of **Virtual Lab** and all various initiatives IIT Bombay must be follow for Online teaching learning methodology.
- Teaching Load Distribution for next semester should be done well before so as to prepare notes by teachers on time.
- **All Honours Courses of University** must be open for all branch students.
- For online and Offline teaching methodology. As per situation of pandemic due to **covid-19**, all precautions to be taken.
- Scope of **Career Counselling Cell** must be increase in various field. It should include **foreign language program, Entrepreneurship and Startup Policy Guidance and so on.**
- All subjects, full notes with PPT with good interactive audio video should be prepared and uploaded well before on MS team.
- All VAPs and STPs modules must be refined and completed even in online Teaching situation due to Corona.



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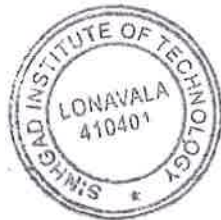
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- Students must be encouraged to undertake more quality industrial sponsored projects.
- Students must be participated in industrial internships / training.
- **Alumni Meets/ Parents Meet** must be organize for involvement in Quality improvement by taking proper feed backs.
- More focus to be done on **startups and establishment of incubation centers**, as per new NAAC committee norms.
- All precautions must be taken for online and offline classes during **Covid 19** situation.
- All stake holders must be involve in **Quality improvement** accordance with VISION and MISSION of the Institute.

Meeting ended with vote of Thanks




Dr. D.D. Chaudhary,  
Coordinator



Dr. M.S. Gaikwad

Principal  
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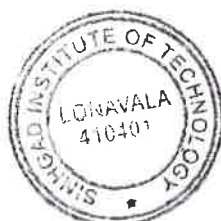
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Action Taken Report on the decisions of IQAC Meeting on 22<sup>nd</sup> Feb 2021 at 2.00 pm (Third)

For AY 2020-21

Sr.No.	Points Discussed	Action / Decision taken
	Honours Courses of University.	All Honours Courses of University made open for all branch students.
1.	Covid-19 Precautions	All Covid-19 Precautions must be follow for Online and offline teaching.
	AQAR report and Second cycle NAAC Accreditation	Started preparation of Reports by all Criteria heads.
2	Foreign Language Program	MoU is signed and training started.
3	MoU with foreign University	Students and faculty are aware and encouraged for Higher education.
4	Paper Publications and R&D activities	The weightage is given in Online faculty Appraisal and in TW for Students
5	Career Counselling cell	Guidance for Competitive Exams, Soft skill, Internships started.

Dr. D.D. Chaudhary  
Coordinator IQAC



Dr. M.S. Gaikwad  
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SINHGAD TECHNICAL EDUCATION SOCIETY'S

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**Prof. M.N. Navale**

M E (Elect.) MIE, MBA

**Founder President**

**Dr.(Mrs.) Sunanda M. Navale**

B A , MPM , Ph D

**Founder Secretary**

**Dr. M. S. Gaikwad**

M E , Ph D (Electronics Engg.)

**Principal**

The suggestions / inputs obtained through mentor mentee scheme shall be incorporated in the processes of institute for enhancing performances & outcome.



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

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*MS*  
**Dr. M. S. GAIKWAD**  
**PRINCIPAL**

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