

Minutes of Meeting





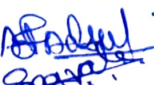



Date: 26/07/2018

Internal Quality Assurance Cell (IQAC)



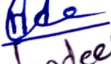





The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions.

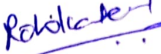
1. The IQAC coordinator welcomed all the members for the internal quality Assurance Cell meeting.
2. It was planned to conduct Value Added Course on the semester end.
3. It was decided to motivate the students to attend In-plant Training and Internship to apply all the theoretical knowledge what they gained in their studies.
4. It was resolved to submit the National Institutional Ranking Framework (NIRF) to AICTE.
5. IIT Spoken tutorial are promoted for the students to promote self-learning and to learn beyond the syllabus to gain and enhance their knowledge.
6. It was decided to focus the students who participate in AICTE Smart India Hackathan program to improve their programming skills.
7. AQAR for the academic year 2017-18 was discussed and finalized.
8. IQAC coordinator proposed the vote of thanks and the meeting came to end.

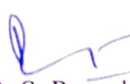
Members of IQAC:


- 1) Prof. M. G. Bhat, Director, Engineering
- 2) Prof. S. B. Pharkute, Director, Academics
- 3) Dr. A.V. Deshpande, Management Representative
- 4) Dr. P. D. Darade, HoD Mechanical 
- 5) Mr. A. T. Shingan, HoD Civil 
- 6) Mr. D. E. Upasani, HoD E&TC 
- 7) Mr. T.D. Khadtare, HoD Comp Second Shift 
- 8) Dr. Mrs. A. P. Adsul, HoD IT 
- 9) Mrs. G. S. Navale, HoD Comp 
- 10) Mr. S. R. Deshpande, HOD, FE
- 11) Mr. M. N. Chougule, HOD, FE
- 12) Mrs. M. D. Joshi, Women Redressal In-charge 
- 13) Mrs. V. S. Patil, Sports & Cultural In-Charge 
- 14) Dr. S. D. Munde, Community representative
- 15) Mr. Sanjay Sapate, Industrialist
- 16) Mr. D. M. Palne, Registrar
- 17) Mr. P. S. Tiwari, Training and Placement Officer




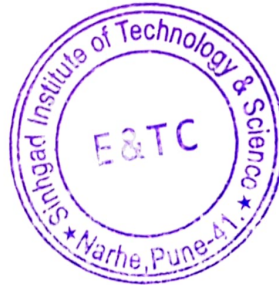
- 18) Manish Raul (T.E. Mech), Student Representative 
19) Makrand Zende (T.E. IT), Student Representative
20) Mr. Sankalp Abhale, Alumni
21) Dr. S. V. Kamat, Member, IQAC 
22) Dr. V. D. Patil, Member, IQAC + 
23) Mr. S.M. Chitalkar, Member, IQAC 
24) Mrs. A. R. Kamble, Member, IQAC 
25) Mr. B. K. S. Thakur, Member, IQAC 
26) Mrs. V. S. Rajput, Member, IQAC 
27) Mrs. D. D. Mondal, Member, IQAC 


Dr. V. M. Rohokale
IQAC Coordinator


Dr. R. S. Prasad
Principal


Prof. S. B. Pharkute
Director, Academics


Prof. M. G. Bhat
Director, Engineering



2018-19

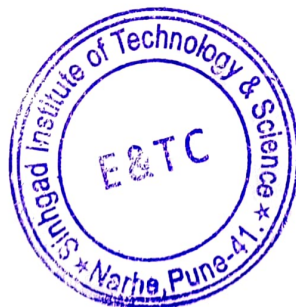
**Sinhgad Technical Education Society's
Sinhgad Institute of Technology and Science, (SITS),
Narhe, Pune**

Action Taken Report on discussion of IQAC Meeting on 26th July 2018

Sr. No.	Points Discussed/Decision Taken	Action Taken
1	Value Addition Course (STP-5) to be conducted at the end of semester.	Each department identified value addition program for their department students and accordingly resource vendor identification process initiated.
2	NIRF ranking information to be submitted to AICTE.	NIRF ranking information was submitted to AICTE.
3	IIT Spoken tutorials are proposed for students training to learn beyond syllabus.	For SE, TE, BE students, different IIT spoken Tutorial programs were identified and students started attending these programs.
4	Motivate students to participate in AICTE Smart India Hackathon event.	The steps were taken to improve coding skills of the students and internal hackathon was organized to identify good students who can further participate in AICTE Smart India Hackathon event.
5	AQAR for AY 2017-18 discussion and finalization	AQAR for AY 2017-18 was finalized and submitted on 31 st July 2017.



Dr. V. M. Rohokale
IQAC Coordinator






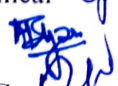

Dr. R. S. Prasad
Principal

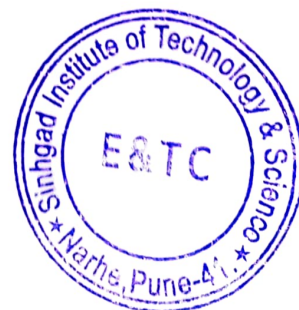
Internal Quality Assurance Cell (IQAC)

The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions.

1. The Principal welcomed all the IQAC members for the IQAC meeting.
2. The IQAC coordinator welcomed all the members for the IQAC meeting and gave presentation based on AQAR for A.Y. 2017-18.
3. Prof. Bhat and Prof. Farkute suggested that these meetings should be conducted on quarterly basis showing incremental progress.
4. Quarterly reports should be prepared and sent to IQAC members.
5. PO's and PEO's, Attributes, Course outcome and program outcomes should be considered.
6. The IQAC presentation or report should contain data in the numbers such as for STP programs or Student enrichment program.
7. Incubation center is necessary.
8. Strategic plan for one year should be prepared in advance.
9. Since SITS got accredited in 2016, all the next year database should be shown in incremental fashion as compared with 2016 data.
10. With this filled in data, all the document proofs are very necessary.
11. Feedback from all the stakeholders is to be taken like parents, industry, alumni, etc.
Analysis of the feedback should be done and based on that some corrective actions should be taken.
12. Result analysis should be shown with the help of Pie- charts instead of bar graphs.
13. Add passing percentage data to the placement slide.
14. Prepare for NBA.
15. In plant training or internships should be mandatory for the students.
16. IQAC coordinator proposed the vote of thanks and the meeting came to end.

Members of IQAC:

- 1) Prof. M. G. Bhat, Director, Engineering
- 2) Prof. S. B. Pharkute, Director, Academics
- 3) Dr. A.V. Deshpande, Management Representative
- 4) Dr. P. D. Darade, HoD Mechanical 
- 5) Mr. A. T. Shingan, HoD Civil 
- 6) Mr. D. E. Upasani, HoD E&TC 



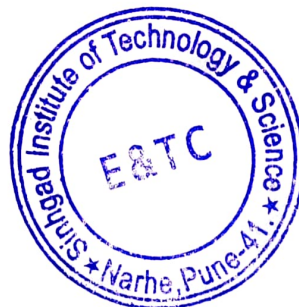
- 7) Mr. T.D. Khadtare, HoD Comp Second Shift
- 8) Dr. Mrs. A. P. Adsul, HoD IT *Adsul*
- 9) Mrs. G. S. Navale, HoD Comp *Navale*
- 10) Mr. S. R. Deshpande, HOD, FE
- 11) Mr. M. N. Chougule, HOD, FE
- 12) Mrs. M. D. Joshi, Women Redressal In-charge *M.D.*
- 13) Mrs. V. S. Patil, Sports & Cultural In-Charge *V.S.P.*
- 14) Dr. S. D. Munde, Community representative
- 15) Mr. Sanjay Sapate, Industrialist
- 16) Mr. D. M. Palne, Registrar
- 17) Mr. P. S. Tiwari, Training and Placement Officer
- 18) Manish Raul (T.E. Mech), Student Representative *M.Raul*
- 19) Makrand Zende (T.E. IT), Student Representative *M.Zende*
- 20) Mr. Sankalp Abhale, Alumni
- 21) Dr. S. V. Kamat, Member, IQAC *S.V.Kamat*
- 22) Dr. V. D. Patil, Member, IQAC + *V.D.Patil*
- 23) Mr. S.M. Chitalkar, Member, IQAC *S.M.Chitalkar*
- 24) Mrs. A. R. Kamble, Member, IQAC *A.R.Kamble*
- 25) Mr. B. K. S. Thakur, Member, IQAC + *B.K.S.Thakur*
- 26) Mrs. V. S. Rajput, Member, IQAC *V.S.Rajput*
- 27) Mrs. D. D. Mondal, Member, IQAC *D.D.Mondal*

Rohokale
Dr. V. M. Rohokale
IQAC Coordinator

R.S.Prasad
Dr. R. S. Prasad
Principal

S.B.Pharkute
Prof. S. B. Pharkute
Director, Academics

M.G.Bhat
Prof. M. G. Bhat
Director, Engineering



**Sinhgad Technical Education Society's
Sinhgad Institute of Technology and Science, (SITS),
Narhe, Pune**

Action Taken Report on discussion of IQAC Meeting on 3rd October 2018

Sr. No.	Points Discussed/Decision Taken	Action Taken
1	Prof. Bhat and Prof. Farkute suggested quarterly basis IQAC meetings and asked for quarterly reporting.	Three meetings were planned and executed in AY 2018-19 and report was sent to them as AMC committee members and senior IQAC members.
2	Need of POs, PSOs, Attributes, Course Outcomes, and Program Outcomes with Bloom's Taxonomy awareness among all faculty members	POs, PSOs, Attributes, Course Outcomes, and Program Outcomes with Bloom's Taxonomy awareness session was conducted by each HoD for their faculty members.
3	IQAC presentation should contain data in numerical fashion.	The statistics was presented with appropriate figures in next IQAC presentations.
4	Feedback from stakeholders and corrective actions	Feedback was taken and necessary corrective actions were taken.
5	NBA Preparation	NBA work awareness was given through next meetings.
6	Student Internships	Third year and final year students were motivated for industry internships.

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Dr. V. M. Rohokale
IQAC Coordinator



Dr. R. S. Prasad

Dr. R. S. Prasad
Principal

Date: 02/05/2019

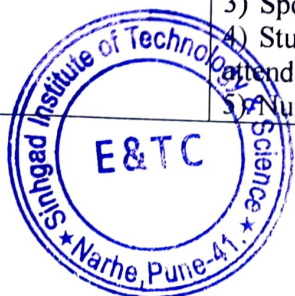
Minutes of Meeting

Meeting No.: 2019/

Date / Time: 2nd May 2019 / 02.00 pm

Points Discussed:

Sr. No.	Agenda Point	Discussion	Remarks
1	Welcome to the IQAC Members by Principal	Principal, Dr. R.S. Prasad welcomed all the IQAC members for the IQAC Meeting.	
2	Previous IQAC meeting review	IQAC coordinator conducted review of previous IQAC meeting held on 3 rd October 2019 and discussed about the suggestions given by IQAC during last meeting and implementation of those suggestions by the departments.	
3	HoD Presentations	HoD of all the departments delivered presentations based on the points such as Feedback System (Student, Parent, Industry, Teacher), Value Added Courses, Sponsored Projects, Student Internship, Student Mentoring System, Result, Placement, Higher Studies and Self Employment Details, Research Projects, Workshops/Seminars/Conferences, Research Publications, Active MoUs, Faculty Appraisal System, Outcomes and Their Attainment	
4	Concluding Remarks by IQAC coordinator	All the departmental heads have given excellent presentation covering the points suggested by Director, Academics and Director, Engineering of STES. Their efforts are appreciated.	
5	Views of Expert Academic Monitoring Committee	<ol style="list-style-type: none"> 1) Under Alumni Feedback, positive and concrete suggestions from students are expected. And how much from these suggestions are implemented. 2) In teacher feedback, stress should be given on follow-up and actions taken on the viewpoints of a teacher. 3) Sponsored project numbers should increase. 4) Students can be considered on duty when they are attending industry internships. 5) Number of students should be increased for internships 	





Sinhgad Institutes


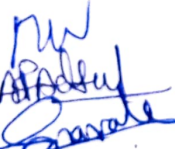


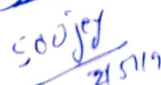

Sinhgad Technical Education Society's
Sinhgad Institute of Technology & Science, Pune

Internal Quality Assurance Cell

Academic Year 2018-19 SEM- II

		<p>like Aalborg University, Denmark.</p> <p>6) Social internships under NSS, NCC can also be considered under internships.</p> <p>7) In results, quality results should include rankers and toppers.</p> <p>8) Instead of only considering ATKT/ All clear student numbers, we should consider number of students promoted to next class.</p> <p>9) GATE, GRE coaching and revenue generation can be thought about.</p> <p>10) Efforts and outcomes should be added in addition with placement data.</p> <p>11) Off campus drive to be given more importance.</p> <p>12) Student exit survey.</p> <p>13) Faculties should try for DST, AICTE Funded projects in addition to SPPU Funding.</p> <p>14) Outcomes to be added with active MoU's.</p> <p>15) Faculty appraisal system should include process flowchart and at least one case study.</p> <p>16) Use of ICT facilities should be encouraged.</p> <p>17) PEO, PO, PSO, CO correlation and attainment.</p> <p>18) Students should be encouraged to attend IIT spoken tutorials.</p>	
6	Any other point	NBA preparation initiation and the pathway for the same. Plan of action discussion and guidelines by Dr. P. D. Darade.	
7	Vote of Thanks	IQAC coordinator proposed vote of thanks and the meeting is concluded.	

Members present:

- 1) Dr. K. R. Jagtap, HoD Mechanical
- 2) Mr. I. M. Jain, HoD Civil 
- 3) Dr. D. E. Upasani, HoD E&TC 
- 4) Dr. Mrs. A. P. Adsul, HoD IT 
- 5) Mrs. G. S. Navale, HoD Comp 
- 6) Mr. S. R. Deshpande, HOD, FE 
- 7) Mrs. M. D. Joshi, Women Redressal In-charge 
- 8) Mrs. V. S. Patil, Sports & Cultural In-Charge
- 9) Dr. S. D. Munde, Community representative
- 10) Mr. Sanjay Sapate, Industrialist







Sinhgad Institutes


Sinhgad Technical Education Society's
Sinhgad Institute of Technology & Science, Pune
Internal Quality Assurance Cell


Academic Year 2018-19 SEM- II

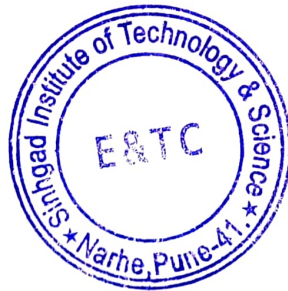
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- 12) Mr. N. S. Kulkarni, Training and Placement Officer
- 13) Manish Raul (B.E. Mech), Student Representative
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- 15) Mr. Sankalp Abhale, Alumni
- 16) Mrs. D. D. Mondal, Member, IQAC
- 17) Mrs. S. P. Badve, Member, IQAC
- 18) Dr. V. D. Patil, Member, IQAC
- 19) Mrs. A. R. Kamble, Member, IQAC
- 20) Mr. A. T. Shingan, Member, IQAC
- 21) Mrs. V. S. Rajput, Member, IQAC
- 22) Dr. P. D. Darade


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IQAC Coordinator


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Director, Engineering

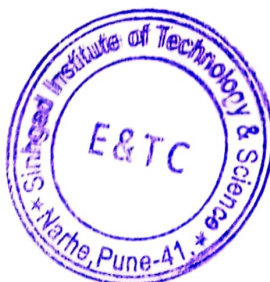



**Sinhgad Technical Education Society's
Sinhgad Institute of Technology and Science, (SITS),
Narhe, Pune**

Action Taken Report on discussion of IQAC Meeting on 2nd May 2019

Sr. No.	Points Discussed/Decision Taken	Action Taken
1	HoD Presentations based on Feedback System (Student, Parent, Teacher, Industry), Value Added Courses, Student Internship, TG system, Placement, Result, Higher Studies, Self-Employment, Research Projects, Workshops, Seminars, Conferences, Research Publications, Active MoUs, Faculty Appraisal System, Outcomes and their attainment, etc.	Conference was planned for each department to be held in AY 2019-20
2	Expert Academic Monitoring Committee Views regarding positive and concrete suggestions by stakeholders and action taken on that.	The constructive suggestions from alumni students were taken positively and communicated to Principal. Valid suggestions were implemented through advanced value addition programs. Teacher feedbacks regarding syllabus were communicated to BoS through university's all HoDs meeting with BoS members.
3	Social activities under NSS, NCC to be considered as internships.	Activities under NSS, NCC are considered as social internships.
4	Faculty members should write research proposals to fetch grants from DST, AICTE, BCUD etc.	Every department started working on research grant proposals.
5	PEO, PO, PSO, CO correlation and attainment.	The necessary parameters were finalized and CO PO mapping work is kick-started.
6	NBA Preparation Initiation	Plan of action was prepared and discussed by Dr. P. D. Darade.


Dr. V. M. Rohokale
IQAC Coordinator




Dr. R. S. Prasad
Principal