

Minutes of Meeting

Date: 21/07/2017

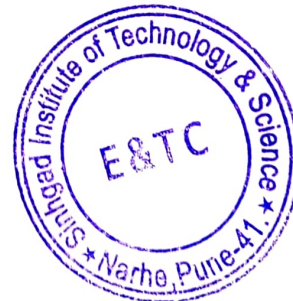
Internal Quality Assurance Cell (IQAC)

The academic year 2016-17 activities planned and executed were discussed and the forum was open for the academic and non-academic activities to plan for AY 2017-18. Following points were discussed in the IQAC meeting:

- TG meeting conduction for effective teaching learning process. Per semester at least six TG meetings should be conducted.
- STP-1 to STP-5 planning was discussed.
- For placement improvement, various training programs including aptitude training, group discussion, PI, guest lecture planning was suggested.
- Each department faculty should write good papers and publish in good journals.
- It was resolved that the weekend Friday of every fortnight, one faculty will give presentation on latest topics.
- Academic calendar to be prepared for institute and based on that, every department will prepare their own academic calendar.
- Timetable preparation should consider effective utilization of students and faculty time for resolving student queries.
- Code of conduct for all faculties was discussed.

Members of IQAC:

- 1) Dr. P. D. Darade, HoD Mechanical *GD*
- 2) Mr. A. T. Shingan, HoD Civil *AS*
- 3) Mr. D. E. Upasani, HoD E&TC *DEU*
- 4) Dr. Mrs. A. P. Adsul, HoD IT *AA*
- 5) Mrs. G. S. Navale, HoD Comp *GN*
- 6) Mr. S. R. Deshpande, HOD, FE *SRD*
- 7) Mr. M. N. Chougule, HOD, FE *MC*
- 8) Mrs. M. D. Joshi, Women Redressal In-charge
- 9) Mrs. V. S. Patil, Sports & Cultural In-Charge *VRB*
- 10) Dr. S. D. Munde, Community representative *SDM*
- 11) Mr. Sanjay Sapate, Industrialist *SS*
- 12) Mr. D. M. Palne, Registrar *DP*
- 13) Mr. P. S. Tiwari, Training and Placement Officer *PT*
- 14) Manish Raul (S.E. Mech), Student Representative *MR*
- 15) Makrand Zende (S.E. IT), Student Representative *MZ*
- 16) Mr. Sankalp Abhale, Alumni *SA*
- 17) Dr. S. V. Kamat, Member, IQAC
- 18) Dr. V. D. Patil, Member, IQAC *VP*
- 19) Mr. S.M. Chitalkar, Member, IQAC *SC*
- 20) Mrs. A. R. Kamble, Member, IQAC *AK*
- 21) Mr. B. K. S. Thakur, Member, IQAC
- 22) Mrs. V. S. Rajput, Member, IQAC *VR*



RM
Dr. Vandana M. Rohokale
IQAC Coordinator

SM
Dr. Suresh N. Mali
Principal

SB
Prof. S. B. Pharkute
Director, Academics

MSB
Prof. M. G. Bhat
Director, Engineering

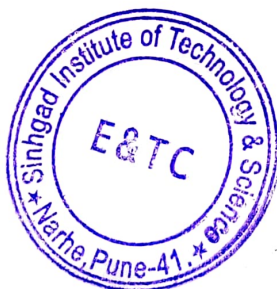
2017-18

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

Action Taken Report on discussion of IQAC Meeting on 21st July 2017

Sr. No.	Points Discussed/Decision Taken	Action Taken
1	Strategy for Teacher Guardian (TG) meeting conduction was discussed. It was unanimously decided to conduct at least six TG meetings per semester.	TG meetings were planned and executed as per the decided strategy.
2	STP-1 to STP-5 planning was discussed.	As per the planning, STP-1 to STP-5 sessions were successfully conducted.
3	Need of training programs such as aptitude training, group discussion, personal interview was highlighted.	Such training programs regarding training and placement were planned and executed through various guest lectures.
4	It was decided that one faculty will give presentation on each weekend Friday	This practice was started successfully.
5	Preparation of academic calendar for the institute was discussed.	Academic calendar for the institute was prepared and based on that all departments prepared their department academic calendars.
6	Timetable preparation with efficient utilization of faculty and students	Timetable was prepared and time for resolving student queries was considered in timetable.
7	Code of conduct for all faculty	The code of conduct for faculty is communicated to all faculty members.


Dr. V. M. Rohokale
IQAC Coordinator




Dr. S. N. Mali
Principal

Minutes of Meeting

Date: 20/03/2018

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 proposed to conduct Faculty Development Program (FDP) with a special focus on Research Promotion Scheme (RPS).
3. Discuss about the program in IoT and Embedded System Design for Faculty Members and Students.
5. It was decided to conduct a joint national conference for Mechanical Engineering and Electronics and Tele communication Engineering which was supposed to sponsored by BCUD.
6. Analyzed about the Workshop was conducted by Computer Science and Engineering.
7. Discussed about the impact of the Parents Teacher Meeting that was conducted by all the disciplines and awards received by the Toppers.
8. Head of the Department of all the disciplines presented the Result Analysis to the head of the institution and identified the corrective measures to improve the results.
9. Mini project were highly pressured to strengthen the understanding of the students fundamentals through effective appreciation of theoretical concepts.

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 *gde*
- 5) Mr. A. T. Shingan, HoD Civil *Shingan*
- 6) Mr. D. E. Upasani, HoD E&TC *Upasani*
- 7) Mr. T.D. Khadtare, HoD Comp Second Shift *Khadtare*
- 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 *Joshi*
- 13) Mrs. V. S. Patil, Sports & Cultural In-Charge *Patil*
- 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 *Manish Raul*
- 19) Makrand Zende (T.E. IT), Student Representative *Makrand Zende*
- 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 



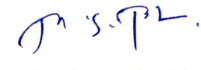
Dr. V. M. Rohokale
IQAC Coordinator



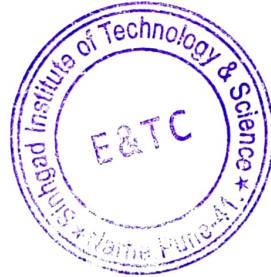
Dr. R. S. Prasad
Principal



Prof. S. B. Pharkute
Director, Academics



Prof. M. G. Bhat
Director, Engineering



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

Action Taken Report on discussion of IQAC Meeting on 20th March 2018

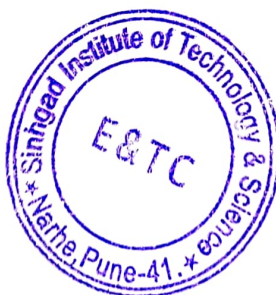
Sr. No.	Points Discussed/Decision Taken	Action Taken
1	Proposal to conduct Faculty Development Program on Research Promotion Schemes	Faculty Development Program on Research Methodologies was conducted by IQAC.
2	To conduct a joint national conference for Mechanical and Electronics and Telecommunication Engineering and apply for BCUD funding.	A proposal was sent to BCUD for organizing a joint national conference for Mechanical and Electronics and Telecommunication Engineering.
3	Impact of parent teacher meetings held by all the departments was discussed.	It was good impact and parents were happy to see felicitation program conducted by departments for toppers.
4	University exam result analysis of each department was discussed.	Strategy for result improvement was discussed and finalized.
5	Mini Project Focus	More focus was given in finalizing latest field related topics for mini projects and basic understanding of the students.

R.M.

Dr. V. M. Rohokale
IQAC Coordinator

R.S.P.

Dr. R. S. Prasad
Principal



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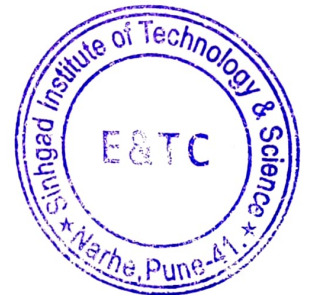
Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell meeting started with opening remarks of the principal about the importance of meeting.

1. The IQAC coordinator welcomed all the members for the internal quality Assurance Cell.
2. It was proposed Promotion to Scheme conduct (RPS Faculty). Development Program (FDP) with a special focus on Research.
3. Discussed about the program in IoT and Embedded System Design for Faculty Members and Students.
5. It was decided to conduct a joint national conference for Mechanical Engineering and Electronics and Tele communication Engineering which was supposed to sponsored by BCUD.
6. Analyzed the Workshop conducted by Computer Science and Engineering department.
7. Discussed about the impact of the Parents Teacher Meeting that was conducted by all the disciplines and awards received by the Toppers.
8. Head of the Department of all the disciplines presented the Result Analysis to the head of the institution and identified the corrective measures to improve the results.
9. Mini project were highly recommended to strengthen the understanding of the students fundamentals through effective implementation of theoretical concepts.

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IQAC Coordinator

DRS
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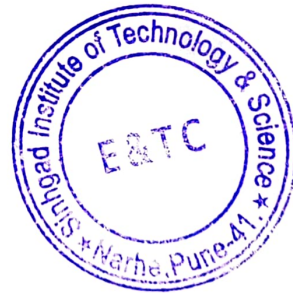
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- 20) Mrs. A. R. Kamble, Member, IQAC *AK*
- 21) Mr. B. K. S. Thakur, Member, IQAC *BKS*
- 22) Mrs. V. S. Rajput, Member, IQAC *VS*

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Narhe, Pune**

Action Taken Report on discussion of IQAC Meeting on 20th July 2018

Sr. No.	Points Discussed/Decision Taken	Action Taken
1	Proposal of faculty development program under research promotion scheme was discussed.	FDP on PhD Entrance Guidance and Research Methodologies was conducted in the institute by IQAC.
2	Discussion about the program in IoT and Embedded System Design.	The proposal for the program in IoT and Embedded System Design was prepared.
3	Joint National Conference for Mechanical and E&TC Engineering departments	The proposal was prepared and submitted to BCUD for a joint National Conference for Mechanical and E&TC Engineering departments.
4	Analysis of workshop conducted at Computer Engineering Department	Feedback suggestions are considered for further improvement in recent advancement topics.
5	AQAR for AY 2017-18 discussion	AQAR for AY 2017-18 was presented and possible improvements were discussed.



Dr. V. M. Rohokale

IQAC Coordinator



Dr. R. S. Prasad

Principal

