



**PADMABHUSHAN VASANTDADA PATIL PRATISHTHAN'S  
COLLEGE OF ENGINEERING**

TRUST REGD. NO. F 6736 (MUMBAI)

NBA ACCREDITED COURSES : (During 15.03.2012 to 14.03.2015) COMP. ENGG./ ELEX. ENGG. / EXTC. ENGG./ I.T.  
(F.No 28-110 / 2010 - NBA Dated 02/04/2012)

## IQAC Minutes of Meeting-1

Date:03/07/2017

<b>Meeting Information</b>			
<b>Objective:</b>	Planning for Academic year 2017-18 and IQAC Formation, Its Strategies & Processes for Academic year 2017-18		
<b>Date:</b>	03/07/2017	<b>Location:</b>	Board Room
<b>Time:</b>	4.00PM	<b>Meeting Type:</b>	IQAC
<b>Called By:</b>	The Principal	<b>Facilitator:</b>	The Principal
<b>Timekeeper:</b>	Ms.Megha Bhise	<b>Note Taker:</b>	Ms.Megha Bhise
<b>Submitted by:</b>	Mr.Vijay Salke	<b>Approved by:</b>	Management
<b>Attendees:</b>	<b>Chair Person:-</b> Dr.Alam N.Shaikh(Principal) <b>Teaching Faculties:-</b> <ol style="list-style-type: none"><li>1. Dr.Prashant Sonare</li><li>2. Prof. Vijay Salke</li><li>3. Dr.Mahavir Devmane</li><li>4. Dr.Namdeo More</li><li>5. Prof. Rajesh Morey</li><li>6. Prof. Prachi Godbole</li><li>7. Prof. Nilima Zade</li><li>8. Prof.Supriya Chaudhary</li><li>9. Prof Vibha Kulkarni</li><li>10. Prof.Neeta Vanage</li><li>11. Prof.Rajesh B.Khotre</li><li>12. Prof.Vinod Alone</li><li>13. Prof.Manjiri Pathak</li><li>14. Prof.Asha Rawat</li><li>15. Prof.Suvarna Bhise</li><li>16. Prof Arti Kurkure</li><li>17. Prof.Shiney Saju</li><li>18. Prof.A.Y.Shete</li><li>19. Prof.Nilesh Nagrale</li><li>20. Prof.Sailakshmi Parvathi</li><li>21. Prof Sachin Barhate</li><li>22. Prof.Medha Kulkarni</li><li>23. Prof.Prachi Kshirsagar</li><li>24. Prof.Atul Shintre</li><li>25. Prof.Pramod Bhavarthe</li><li>26. Prof Neeta Nambodari</li><li>27. Prof.S.N.Deshpande</li><li>28. Prof.Geetanjali Korgaonkar</li><li>29. Prof.Kavita Wagh</li><li>30. Prof.Rajeev Tawde</li></ol> <b>Administrative Staffs:-</b> <ol style="list-style-type: none"><li>1. Mr.Shailesh Mokashi</li></ol>		



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	<ol style="list-style-type: none"> <li>2. Mr.Varun Desai</li> <li>3. Mr.Maruti Shitole</li> <li>4. Ms.Sheetal Kamble</li> <li>5. Mr.Bhimrao Pawar</li> <li>6. Mr.Anil Mokashi</li> <li>7. Mrs.Jayashree Jadhav</li> </ol>		
<b>Agenda Items</b>			
1	Plan of action for Academic year 2017-18		
2	Plan of IQAC Formation,Its Strategies & Processes for Academic year 2017-18		
<b>Discussion</b>			
<ul style="list-style-type: none"> <li>• It is decided to conduct the orientation program for all subjects in the first week of July,2017 at Departmental level.</li> <li>• It is decided to prepare the course file by each teaching faculty member for his subject ready before the commencement of the semester.</li> <li>• Internal assessor panel comprising of Deans,HODs and Senior Faculties is formed which monitors every lecture and practical of all classes.Those who shows negligence disciplinary action is taken against them.The focus has been to ensure that no class gets cancelled or that at the end of the term the required numbers of sessions in each course/ program/ school are held as per schedule.</li> <li>• It is decided to make some rules for students and staffs who come late in the institute.</li> <li>• To conduct Bridge course for each subject to enhance students skills and to bridge the gaps if any.</li> <li>• A Research Committee was set up to organize/supervise research related activities in the college involving and benefitting both students and faculty.The Dean R &amp; D Prof.Pramod Bhavarthe was appointed as a convener for the same.</li> <li>• It is decided to go for NAAC Accreditation of the Institute in the next calendar year.</li> <li>• For that it is decided to first form the Internal Quality Assurance Cell (IQAC) in the Institute.</li> <li>• The Quality Assurance Strategies and Processes has been discussed in the meeting.</li> <li>• It is emphasized on teaching learning process, structures &amp; methodologies of operations and learning outcomes.</li> <li>• It is also discussed on the various Quality Initiatives to be taken care in the academic year 2017-18</li> <li>• It is resolved to have Yoga Session for all staffs and to have one hour slot in time table for the students.</li> <li>• It is suggested to make paperless and plastic free campus.</li> <li>• For an effective waste disposal system in college, two garbage bins will be placed together at strategic places-biodegradable waste and nonbiodegradable waste.</li> <li>• The meeting ended with the National Anthem.</li> </ul>			
<b>New Actions</b>			
	<b>Responsible</b>	<b>Due Date</b>	
1	Orientation Program	All HODs	First week of July,2017



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2	Course file preparation	All HODs	First week of July, 2017
3	Conduction of Bridge Courses	All HODs	First or Second week of July, 2017
4	Research Committee	The Principal	14/07/2017
5	IQAC Formation	The Principal	17/07/2017
6	Creation of Yoga Center	Mr. Subhash Jadhav	25/07/2017



Chair Person

Dr. Alam N. Shaikh

**Principal**

Padmabhushan (Vasantdada) Patil Pratishthan's  
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**IQAC Minutes of Meeting -2**

Date:18/08/2017

Meeting Information			
<b>Objective:</b>	Review of International Conference, Organisation of STTPs and IVs		
<b>Date:</b>	18/08/2017	<b>Location:</b>	Board Room
<b>Time:</b>	4.00PM	<b>Meeting Type:</b>	IQAC
<b>Called By:</b>	The Principal	<b>Facilitator:</b>	The Principal
<b>Timekeeper:</b>	Ms.Megha Bhise	<b>Note Taker:</b>	Ms.Megha Bhise
<b>Submitted by:</b>	Mr.Vijay Salke	<b>Approved by:</b>	Management
<b>Attendees:</b>	<b>Chair Person:-</b> Dr.Alam N.Shaikh(Principal) <b>Co-ordinator IQAC:-</b> Prof. Vijay Salke <b>Teaching Faculties:-</b> <ol style="list-style-type: none"><li>1. Dr.Prashant Sonare .</li><li>2. Dr.Mahavir Devmane</li><li>3. Dr.Namdeo More</li><li>4. Prof. Rajesh Morey</li><li>5. Prof. Prachi Godbole .</li><li>6. Prof. Nilima Zade</li><li>7. Prof.Supriya Chaudhary</li><li>8. Prof.A.Y.Shete</li><li>9. Prof.Nilesh Nagrale</li><li>10. Prof.Sailakshmi Parvathi</li></ol> <b>Administrative Officers:-</b> <ol style="list-style-type: none"><li>1. Mr.Shailesh Mokashi</li><li>2. Mr.Varun Desai</li><li>3. Mr.Maruti Shitole</li><li>4. Ms.Sheetal Kamble</li></ol> <b>Alumni Member:-</b> <ol style="list-style-type: none"><li>1. Mr.Neil Sawant</li></ol> <b>Students Members:-</b> <ol style="list-style-type: none"><li>1. Mr.Vijay Rajak</li><li>2. Mr.Himmatkumar Purohit</li></ol>		
Agenda Items			
1	Review of International Conference		
2	Organization of STTPs		
3	Organization of IVs		
4	Academic calendar for the academic year to be followed		
5	Quality enhancement of the academics and research activities		
6	Preparatory measure for NAAC Accreditation		



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**Discussion**

- The function and role of IQAC in upgrading the quality of the academic and research programmes is emphasized.
- Review of the International Conference work is suggested.
- Reviewed the reports of various committees of the college for setting the benchmarks for academics, administrative, research and distinct activities in the college.
- Bridge course on mathematics for the DSE students to enhance mathematical skills.
- Extra classes are held every Saturday for 1<sup>st</sup> year and DSE
- Special remedial class work is planned.
- It is suggested to conduct the one day Industrial visit for all classes within the Mumbai.
- It is strictly suggested to organize the Short Term Training Programs for Teaching and NonTeaching Faculties at the end of the semester.
- IQAC ensures transparency in evaluation procedure for both theory and lab exams
- IQAC ensures that Academic Calendar, Class & Examination Schedules, Syllabus etc are catered to all students in time
- It is decided to follow Several healthy practices by the faculty to make the Teaching Learning process effective. In addition with traditional chalk and board, LCD projectors are suggested .It is also decided to make each classroom as a Smart Class.
- It is also discussed to encourage the students to participate in workshops, taking them for regular industrial visits, excursions, and to local places related to their subjects and syllabi. (Creativity in Teaching)
- It is also decided to use Simulation software tools to make effective teaching. (Creativity in Teaching)
- It is suggested to conduct the Subject wise Online MCQ Test in the mid of the term.
- Research and Development should be well highlighted. There are many agencies that fund research projects (for eg. Science and Engineering Research board, Department of Science & Technology, AICTE, BARC, CSIR and UGC) and their help must be enlisted.
- The policies of the incentives for the faculty members those are getting the research awards International/National/State/University level.
- A proposal for IPR Patenting and Research Culture recommended through workshop.
- It is finalized by the team to conduct job fair and FUTURA Techno Career fest for the students with training and placement cell members.
- It is emphasized that education should be job-oriented, Entrepreneur and it should also meet the demands of students coming from lower income strata of society.
- It is decided that the entire faculty of the college should be divided into several groups which will work on individual criteria of the NAAC.
- The meeting ended with the National Anthem.

New Actions		Responsible	Due Date
1	International Conference Convener	The Principal	27/08/2017
2	Organization of STTPS	All HODs	25/08/2017
3	Organization of IVs	All HODs	25/08/2017
2	Course file preparation(DSE)	HODs	23/08/17



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3	Orientation Program(DSE)	HODs	Third week of August,17
5	Job Fair	T & P Officer	21/08/2017
6	Career Fair	T & P Officer	29/09/2017
7	IPR Patenting Workshop	The Principal	29/09/2017



Chair Person

Dr. Alam N. Shaikh

(Principal)

**Principal**

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**IQAC Minutes of Meeting -3**

Date:03/11/2017

Meeting Information			
<b>Objective:</b>	Review of NAAC, Formation of Incubation Centre, Signing for MOUs,		
<b>Date:</b>	03/11/2017	<b>Location:</b>	Board Room
<b>Time:</b>	4.00PM	<b>Meeting Type:</b>	IQAC
<b>Called By:</b>	The Principal	<b>Facilitator:</b>	The Principal
<b>Timekeeper:</b>	Ms.Megha Bhise	<b>Note Taker:</b>	Ms.Megha Bhise
<b>Submitted by:</b>	Mr.Vijay Salke	<b>Approved by:</b>	Management
<b>Attendees:</b>	<p><b>Chair Person:-</b> Dr.Alam N.Shaikh(Principal) <b>Co-ordinator IQAC:-</b> Prof. Vijay Salke <b>Teaching Faculties:-</b></p> <ol style="list-style-type: none"><li>1. Dr.Prashant Sonare</li><li>2. Dr.Mahavir Devmane</li><li>3. Dr.Namdeo More</li><li>4. Prof. Rajesh Morey</li><li>5. Prof. Prachi Godbole</li><li>6. Prof. Nilima Zade</li><li>7. Prof.Supriya Chaudhary</li><li>8. Prof.A.Y.Shete</li><li>9. Prof.Nilesh Nagrale</li><li>10. Prof.Sailakshmi Parvathi</li></ol> <p><b>Administrative Officers:-</b></p> <ol style="list-style-type: none"><li>1. Mr.Shailesh Mokashi</li><li>2. Mr.Varun Desai</li><li>3. Mr.Maruti Shitole</li><li>4. Ms.Sheetal Kamble</li></ol> <p><b>Alumni Member:-</b></p> <ol style="list-style-type: none"><li>1. Mr.Neil Sawant</li></ol> <p><b>Students Members:-</b></p> <ol style="list-style-type: none"><li>1. Mr.Vijay Rajak</li><li>2. Mr.Himmatkumar Purohit</li></ol>		
Agenda Items			
1	Review of previous meeting. Review of NAAC work.		
2	Formation of Incubation Hub		
3	To offer list of Scopus Indexed Journals To offer list of IEEE and quality conferences		
4	Signing of more MOUs.		
Discussion			



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- Review of STTPs is taken.
- Review of outcomes of the International conference.
- Discussion on end of the Academic semesters and various activities is done.
- It is decided to Sign more MOUs with Universities and Industries.
- Review of the NAAC work is taken.
- It is decided to form the Incubation Centre.
- Discussed some quality initiatives by IQAC for promoting quality culture throughout the year, for examples;
  1. Motivate all to publish paper in SCI indexed journals.
  2. Motivate young faculty members in Ph.D. enrolment.
  3. Emphasis on larger participation of faculty members in seminar/conference within the Country, special emphasis on paper presentation and Invited talk rather than only participation.
- Discussed some quality enhancement initiatives in the academic and administrative domains by IQAC , for examples;
  1. Earn and learn scheme
  2. Scholarship Program to merit students.
  3. GATE coaching and assistance for final year students
  4. UPSC coaching for all students
  5. Blood Donation camp every year
  6. Human wall by NSS
  7. Science Congress and Zero Budget Farming
  8. Yoga for students and teachers
  9. Gymnasium
  10. Separate Indoor Sports room for girls and boys
  11. Huge Parking Space
  12. Discovering the youth talents over the region for World record
  13. Introduction to paperless work using ERP Software for Admin and Academic work
- It is discussed to have Dress code for faculty.
- The meeting ended with the National Anthem.

New Actions		Responsible	Due Date
1	Formation of Incubation Hub	Dr.Prashant Sonare	10/11/2017
2	Conduction of STTP for teaching and non-teaching	All HODs	10/11/2017
3	Signing of more MOUs	The Principal & Dean R & D	Before commencement of Next Term



Chair Person

Dr. Alam N. Shaikh

**Principal**

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