



**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-4

Date:05/01/2018

Meeting Information			
Objective:	Review of Odd semester of A.Y. 2017-18 and planning of Even semester of A.Y.2017-18 and various Techno-cultural activities		
Date:	05/01/2018	Location:	Board Room
Time:	4.00PM	Meeting Type:	IQAC
Called By:	The Principal	Facilitator:	The Principal
Timekeeper:	Ms.Megha Bhise	Note Taker:	Ms.Megha Bhise
Submitted by:	Mr.Vijay Salke	Approved by:	Management
Attendees:	Chair Person:- Dr.Alam N.Shaikh(Principal) Co-ordinator IQAC:- Prof. Vijay Salke Teaching Faculties:- <ol style="list-style-type: none">1. Dr.Prashant Sonare2. Dr.Mahavir Devmane3. Dr.Namdeo More4. Prof. Rajesh Morey5. Prof. Prachi Godbole6. Prof. Nilima Zade7. Prof.Supriya Chaudhary8. Prof.A.Y.Shete9. Prof.Nilesh Nagrale10. Prof.Sailakshmi Parvathi Administrative Officers:- <ol style="list-style-type: none">1. Mr.Shailesh Mokashi2. Mr.Varun Desai3. Mr.Maruti Shitole4. Ms.Sheetal Kamble Alumni Member:- <ol style="list-style-type: none">1. Mr.Neil Sawant Students Members:- <ol style="list-style-type: none">1. Mr.Vijay Rajak2. Mr.Himmatkumar Purohit		
Agenda Items			
1	Review of previous meeting. Review of Odd semester of A.Y.2017-18.		
2	To Plan for Even Semester of A.Y.2017-18		
3	To plan for various Technical events for the students.		
4	To plan for various Cultural events for the students .		
5	To discuss regarding Green Electricity(Solar Energy)		
Discussion			
<ul style="list-style-type: none">• Review of Previous meeting is taken.			



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- Review of Odd Semester of A.Y.2017-18 is taken.
- It is decided to prepare the course file of all subjects before start of semester.
- It is also decided to conduct the orientation program of all subjects before the start of semester.
- It is decided to conduct the bridge courses of all subjects in the first week of commencement of the term.
- Discussion on Technical Events for the students of all the branches ends with the conclusion to take combine technical events for Electronics & Telecommunication and Electronics students and common technical events for computer and IT students within two days to avoid the syllabus loss.
- It is decided to conduct Cultural Event(College Annual Fest) in the month of march,2018.

New Actions		Responsible	Due Date
1	Course file preparation	All HODs	08/01/2018
2	Orientation Program	All HODs	Before 09 th July,2018
3	Conduction of Bridge Courses	All HODs	In first Week of Commencement of Term
4	Conduction of Technical Events for ET & Elex students.	Mrs.Suvarna Bhise	12/03/2018
5	Conduction of Technical Events for Computer & IT students	Mrs.Prachi Kshirsagar	13/03/2018
6	Conduction of Cultural Event	Mrs.Asha Rawat	14-15-16/03/2018
7	Purchase and Installation of Solar Energy unit	Management & The Principal	30/03/2018



Chair Person

Dr.Alam N.Shaikh

Principal

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IQAC Minutes of Meeting-5

Date:06/04/2018

Meeting Information			
Objective:	Review of NAAC, Conduction of Industrial Visits & STTPs, Green Electricity		
Date:	06/04/2018	Location:	Board Room
Time:	4.00PM	Meeting Type:	IQAC
Called By:	The Principal	Facilitator:	The Principal
Timekeeper:	Ms.Megha Bhise	Note Taker:	Ms.Megha Bhise
Submitted by:	Mr.Vijay Salke	Approved by:	Management
Attendees:	<p>Chair Person:- Dr.Alam N.Shaikh(Principal) Co-ordinator IQAC:- Prof. Vijay Salke Teaching Faculties:-</p> <ol style="list-style-type: none">1. Dr.Prashant Sonare2. Dr.Mahavir Devmane3. Dr.Namdeo More4. Prof. Rajesh Morey5. Prof. Prachi Godbole6. Prof. Nilima Zade7. Prof.Supriya Chaudhary8. Prof.A.Y.Shete9. Prof.Nilesh Nagrale10. Prof.Sailakshmi Parvathi <p>Administrative Officers:-</p> <ol style="list-style-type: none">1. Mr.Shailesh Mokashi2. Mr.Varun Desai3. Mr.Maruti Shitole4. Ms.Sheetal Kamble <p>Alumni Member:-</p> <ol style="list-style-type: none">1. Mr.Neil Sawant <p>Students Members:-</p> <ol style="list-style-type: none">1. Mr.Vijay Rajak2. Mr.Himmatkumar Purohit		
Agenda Items			
1	Review of previous meeting.		
2	To Plan for Industrial Visits.		
3	To Plan for Result Improvement.		
4	To discuss regarding completion of Syllabus		
6	To discuss regarding Improvement in Research and Development .		
5	To discuss regarding Green Electricity(Solar Energy)		
Discussion			
<ul style="list-style-type: none">• Review of Previous meeting is taken.• Review of NAAC work is taken.			



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- Technical and Cultural Events has been well organized and are appreciated.
- The Solar Panel Installation(Green Electricity) is almost on the verge of completion and will be implemented soon after doing mock drill.
- Research and Development activities need to improve strictly.
- It is decided that every faculty will have to publish atleast one paper per semester in National/International Conferences/Journals.
- It is also decided to publish the Final Year students project work in the conferences and journals.
- It is also strictly decided that atleast 5 to 6 Teaching Faculties from each department will have to submit the Research Proposal in Mumai University under University Minor Project Research Grant Scheme.
- It is decided to conduct one day Industrial Visit of all classes of each department to various Government/Semi-Government/Private Organizations in this month.
- It is instructed to complete the syllabus by each faculty before term end. If required extra lectures can be conducted after the term end to improve the result.
- It is also decided to conduct the Remedial Lectures for each subject to improve the result.

New Actions		Responsible	Due Date
1	Solar Panel(Green Electricity) Mock Drill	Management,Principal, Mrs.Prachi Godbole	In 3 rd or 4 th Week of April,2018
2	Research & Development Work	All HODs,Dean R & D,All Project Co-ordinators	Throughout the Semester
3	Industrial Visits	All HODs	In the month of April only
4	Result Improvement	All HODs & Subject Teachers	Throughout the Semester



Chair Person

Dr. Alam N. Shaikh

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IQAC Meeting Minutes-1

Date:05/07/2018

Meeting Information			
Objective:	Planning for Academic year 2018-19		
Date:	05/07/2018	Location:	Board Room
Time:	4.00PM	Meeting Type:	IQAC
Called By:	The Principal	Facilitator:	The Principal
Timekeeper:	Ms.Megha Bhise	Note Taker:	Ms.Megha Bhise
Submitted by:	Mr.Vijay Salke	Approved by:	Management
Attendees:	<p>Chair Person:- Dr.Alam N.Shaikh(Principal) Co-ordinator IQAC:- Prof. Vijay Salke Teaching Faculties:-</p> <ol style="list-style-type: none">1. Dr.Prashant Sonare2. Dr.Mahavir Devmane3. Dr.Namdeo More4. Prof. Rajesh Morey5. Prof. Prachi Godbole6. Prof. Nilima Zade7. Prof.Supriya Chaudhary8. Prof.A.Y.Shete9. Prof.Nilesh Nagrale10. Prof.Sailakshmi Parvathi <p>Administrative Officers:-</p> <ol style="list-style-type: none">1. Mr.Shailesh Mokashi2. Mr.Varun Desai3. Mr.Maruti Shitole4. Ms.Sheetal Kamble <p>Alumni Member:-</p> <ol style="list-style-type: none">1. Mr.Neil Sawant <p>Students Members:-</p> <ol style="list-style-type: none">1. Mr.Vijay Rajak2. Mr.Himmatkumar Purohit		
Agenda Items			
1	Plan of action for Academic year 2018-19		
2	Quality enhancement of the academics and research activities		
3	Result Improvement Scheme & Procedure		
4	Preparatory measure for NAAC Accreditation		
5	Academic calendar for the academic year 2018-19 to be followed		
Discussion			
<ul style="list-style-type: none">• The function and role of IQAC in upgrading the quality of the academic and research			



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programmes is emphasized.

- Formation of various committees of the college for setting the benchmarks for academics, administrative, research and distinct activities in the college.
- Internal assessor panel comprising of Deans, HODs and Senior Faculties is formed.
- Conduction of Bridge Courses for the Students.
- Preparation of Course Files of Teaching Staffs in all departments.
- Conduction of the orientation program for all subjects.
- Planning for Result Improvement is discussed and accordingly Scheme and Procedure is made.
- Reviewed the Reports of Research Committee to enhance/organize/supervise research related activities in the college involving and benefitting both students and faculty.
- Review of Institute level and Department level NAAC Files and suggestion for Upgradation.
- Recruitment of the staffs for the academic year 2018-19 as per the requirement in each department in concerned with the Heads of Departments.
- The meeting ended with the National Anthem.

New Actions		Responsible	Due Date
1	Course file preparation	HODs	08/07/2018
2	Orientation Program	HODs	Before 09 th July, 2018
3	Conduction of Bridge Courses	HODs	Before 09 th July, 2018
4	Result Improvement Schemes	Convenors: Prof V.N.Kulkarni & Prof R.B.Morey	SH-2018
5	Recruitment advertisement(if any)	Mr.Maruti Shitole	06/07/2018



Chair Person

Dr. Alan N. Shaikh

(Principal)

Principal

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IQAC Meeting Minutes-2

Date:02/08/2018

Meeting Information			
Objective:	Review of NAAC work, Signing of MOU and Industrial Visit Organisation		
Date:	02/08/2018	Location:	Board Room
Time:	4.00PM	Meeting Type:	IQAC
Called By:	The Principal	Facilitator:	The Principal
Timekeeper:	Ms.Megha Bhise	Note Taker:	Ms.Megha Bhise
Submitted by:	Mr.Vijay Salke	Approved by:	Management
Attendees:	<p>Chair Person:- Dr.Alam N.Shaikh(Principal) Co-ordinator IQAC:- Prof. Vijay Salke Teaching Faculties:-</p> <ol style="list-style-type: none">1. Dr.Prashant Sonare2. Dr.Mahavir Devmane3. Dr.Namdeo More4. Prof. Rajesh Morey5. Prof. Prachi Godbole6. Prof. Nilima Zade7. Prof.Supriya Chaudhary8. Prof.A.Y.Shete9. Prof.Nilesh Nagrale10. Prof.Sailakshmi Parvathi <p>Administrative Officers:-</p> <ol style="list-style-type: none">1. Mr.Shailesh Mokashi2. Mr.Varun Desai3. Mr.Maruti Shitole4. Ms.Sheetal Kamble <p>Alumni Member:-</p> <ol style="list-style-type: none">1. Mr.Neil Sawant <p>Students Members:-</p> <ol style="list-style-type: none">1. Mr.Vijay Rajak2. Mr.Himmatkumar Purohit		
Agenda Items			
1	Review of previous meeting.		
2	Review of NAAC work.		
3	Signing of MOUs with Industries.		
4	Organisation of Industrial Visit ,Expert Lectures,Job fair and Career fair for Students.		
5	Formation of Various Students Clubs.		
6	Conduction of Bridge Courses of all subjects for DSE Students.		
Discussion			
<ul style="list-style-type: none">• Necessary steps should be taken to improve in some areas for NAAC.• Research and Development should be well highlighted. There are many agencies that fund research projects(for eg. Science and Engineering Research			



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board, Department of Science & Technology, AICTE, BARC, CSIR and UGC) and their help must be enlisted.

- Conduction of Bridge course on mathematics for the DSE students to enhance their mathematical skills.
- The whole campus is made plastic free.
- It is discussed to arrange the pool campus in the institute 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 to form various students clubs to create interest in students towards extra-curricular activities.

New Actions		Responsible	Due Date
1	IVs, Expert Lectures, Bridge Courses	All HODs	31/08/2018
2	Job Fair, Career Fair	T & P Officer	08/09/2018
3	Signing of MOUs	The Principal	28/08/2018
4	Formation of Students Clubs	The Principal, HODs & Deans	20/08/2018



Chair Person

Dr. Alam N. Shaikh

(Principal)

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IQAC Meeting Minutes-3

Date:06/09/2018

Meeting Information	
Objective:	Review of NAAC work, Minor Research Projects, Organization of STTPs, Workshops & International Conference
Date:	06/09/2018
Location:	Board Room
Time:	4.00PM
Meeting Type:	IQAC
Called By:	The Principal
Facilitator:	The Principal
Timekeeper:	Ms.Megha Bhise
Note Taker:	Ms.Megha Bhise
Submitted by:	Mr.Vijay Salke
Approved by:	Management
Attendees:	<p>Chair Person:- Dr.Alam N.Shaikh(Principal)</p> <p>Co-ordinator IQAC:- Prof. Vijay Salke</p> <p>Teaching Faculties:-</p> <ol style="list-style-type: none"> 1. Dr.Prashant Sonare 2. Dr.Mahavir Devmane 3. Dr.Namdeo More 4. Prof. Rajesh Morey 5. Prof. Prachi Godbole 6. Prof. Nilima Zade 7. Prof.Supriya Chaudhary 8. Prof.A.Y.Shete 9. Prof.Nilesh Nagrale 10. Prof.Sailakshmi Parvathi <p>Administrative Officers:-</p> <ol style="list-style-type: none"> 1. Mr.Shailesh Mokashi 2. Mr.Varun Desai 3. Mr.Maruti Shitole 4. Ms.Sheetal Kamble <p>Alumni Member:-</p> <ol style="list-style-type: none"> 1. Mr.Neil Sawant <p>Students Members:-</p> <ol style="list-style-type: none"> 1. Mr.Vijay Rajak 2. Mr.Himmatkumar Purohit
Agenda Items	
1	Review of previous meeting.
2	Review of NAAC work.
3	Minor Research Projects
4	Signing of more MoUs.
5	Organization of STTPs & Workshops
6	Organization of International Conference



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Discussion

- Discussion on Review of previous meeting .
- Discussion on Review of NAAC work .
- For teaching and non-teaching staffs STTPs/Workshops are suggested.
- It is decided to sign for more MOUs with Industries.
- It is decided to form various committees for organization of International Conference in the month of December,2018.
- It is decided to submit the proposals of Minor Research Grant Project in Mumbai University atleast by five teachers from each department.

New Actions		Responsible	Due Date
1	Conduction of STTPs/Workshops for teaching and non-teaching staffs.	All HODs	12/11/2018
2	Signing for more MOUs	The Principal	12/11/2018
3	Conduction of International Conference	The Principal & All HODs	In the month of December,2018
4	Minor Research Grant Project proposals	Dean R & D.	24/09/2018



Chair Person

Dr. Alam N. Shaikh

(Principal)

Principal

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IQAC Minutes of Meeting-4

Date: 10/10/2018

Meeting Information			
Objective:	Review Of All Feedbacks		
Date:	10/10/2018	Location:	Board Room
Time:	2.00PM	Meeting Type:	IQAC
Called By:	The Principal	Facilitator:	The Principal
Timekeeper:	Ms.Megha Bhise	Note Taker:	Ms.Megha Bhise
Submitted by:	Mr.Vijay Salke	Approved by:	Management
Attendees:	<p>Chair Person:- Dr.Alam N.Shaikh(Principal)</p> <p>Co-ordinator IQAC:- Prof. Vijay Salke</p> <p>Teaching Faculties:-</p> <ol style="list-style-type: none">1. Dr.Prashant Sonare2. Dr.Mahavir Devmane3. Dr.Namdeo More4. Prof. Rajesh Morey5. Prof. Prachi Godbole6. Prof. Nilima Zade7. Prof.Supriya Chaudhary8. Prof.A.Y.Shete9. Prof.Nilesh Nagrale10. Prof.Sailakshmi Parvathi <p>Administrative Officers:-</p> <ol style="list-style-type: none">1. Mr.Shailesh Mokashi2. Mr.Varun Desai3. Mr.Maruti Shitole <p>Alumni Member:-</p> <ol style="list-style-type: none">1. Mr.Neil Sawant <p>Students Members:-</p> <ol style="list-style-type: none">1. Mr.Vijay Rajak2. Mr.Himmatkumar Purohit		



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Agenda Items

1	Review of all feedbacks for SH 2018.
2	Decide the plan of action to resolve the issues.

Discussion

- IQAC has taken **360 degree feedback** from all stakeholders, i.e., students, parents, alumni, employers and faculties.
- All feedbacks were taken anonymously using online software.
- The analysis report was prepared and shared by the vendor to the IQAC team.
- It is observed that there is no issue about teacher knowledge, However there were few areas where concern was expressed such as, Integration of course material with environment issues, motivation for further studies and communication skills.
- IQAC has decided to forward the feedback analysis to the Principal and Management.
- In addition, the IQAC has also resolved to ask the concerned authorities to organize FDP on Communication Skills and teachers will be instructed to motivate students for NPTEL videos.
- IQAC has taken **curriculum feedback** from all stakeholders, i.e., students, parents, alumni, employers and faculties.
- The analysis report was prepared and shared by the vendor to the IQAC team.
- It was observed that while in most of the areas the curriculum seemed to be okay, there were few areas where concern was expressed, such as alignment of questions, flexibility of assessment, adequacy of essential questions, curriculum and syllabus, learning objective.
- IQAC has decided to forward the feedback analysis to the University, as curriculum is framed by the University and the college follows the curriculum.
- In addition, the IQAC has also resolved to ask the concerned departments to start a certificate course to address the curricular gap.
- IQAC has taken **library feedback** from all stakeholders, i.e., students, parents, alumni, employers and faculties.
- The analysis report was prepared and shared by the vendor to the IQAC team.
- It was observed that overall feedback is Ok there was concern about Infrastructure is expressed such as nodes in computer centre, Xerox facilities and reading space.



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- IQAC has resolved to ask concern staff for improvement.
- IQAC has decided to forward the feedback analysis to Principal and Management.
- For all Feedbacks Action taken report is suggested.

Prof. V.L.Salke

(IQAC, Coordinator)



Dr. Alam N. Shaikh

Principal & Chair Person

Principal
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