

**Sinhgad Technical Education Society's
Sinhgad Academy of Engineering, Kondhwa (Bk), Pune-48**

Internal Quality Assurance Cell

Minutes of Meeting

Date: 14/07/2020

Time: 11.00 am

First meeting of AY 2020-21 Internal Quality Assurance Cell (IQAC) of Sinhgad Academy of Engineering, Pune was held on 14th July 2020 at 11.00 am using online platform.

Principal, Dr. K. P. Patil, (Chairman, IQAC) was in the chair and following members were present for the meeting:

Dr. K. M. Gaikwad, Dr. M. S. Gaikwad, Dr. S. D. Lokhande, Prof. A. N. Adapanawar, Dr. Daljeet Kaur, Dr. N. P. Dharmadhikari, Prof. B. B. Gite, Prof. R. B. Bajare, Prof. S. S. Yevale, Prof. A. B. Ingole, Dr. D. K. Kamat, Mr. S. N. Kamat, Mr. Prajwal Deshmukh, Mr. Nitin Kudale, Mr. Jeevan Singh, Prof. S. S. Kulkarni (IQAC coordinator)

The following points were discussed:

1. The IQAC chairman welcomed all the members of IQAC.
2. To retain the quality of teaching learning process in pandemic situation of Covid-19, strategies of online teaching platform should be improved and for the same Microsoft Teams is finalized.
3. To strengthen the virtual practical performance of the students, VLAB from IIT Bombay has been incorporated.
4. It was decided to conduct Faculty Development Programmes in online mode based on current trends.
5. IQAC coordinator concluded the meeting with vote of thanks.



Prof. S. S. Kulkarni
IQAC Coordinator



Dr. K. M. Gaikwad
Vice-Principal



Dr. K. P. Patil
Principal

Sinhgad Technical Education Society's
Sinhgad Academy of Engineering, Kondhwa (Bk), Pune-48

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Minutes of Meeting

Date: 30/09/2020

Time: 11.00 am

Second meeting of AY 2020-21 Internal Quality Assurance Cell (IQAC) of Sinhgad Academy of Engineering, Pune was held on 31st August 2020 at 11.00 am in Conference Hall of the Institute.

Principal, Dr. K. P. Patil, (Chairman, IQAC) was in the chair and following members were present for the meeting:

Dr. K. M. Gaikwad, Dr. M. S. Gaikwad, Dr. S. D. Lokhande, Prof. A. N. Adapanawar, Dr. Daljeet Kaur, Prof. B. B. Gite, Prof. R. B. Bajare, Prof. S. S. Yevale, Prof. A. B. Ingole, Mr. S. N. Kamat, Mr. Prajwal Deshmukh, Mr. Nitin Kudale, Mr. Shridhar Katti, Mr. Nivedit Mujumdar, Prof. S. S. Kulkarni (IQAC coordinator)

The following points were discussed:

1. The IQAC chairman welcomed all the members of IQAC.
2. The review of decided activities was taken for the last three months.
3. The performance of teaching on MS Teams and VLAB platform is presented and was appreciated by IQAC members.
4. As per the directives from SPPU, it was decided to conduct In-Sem examination in virtual mode using Google/ MS Teams form.
5. IQAC coordinator concluded the meeting with vote of thanks.



Prof. S. S. Kulkarni
IQAC Coordinator



Dr. K. M. Gaikwad
Vice-Principal



Dr. K. P. Patil
Principal

Sinhgad Technical Education Society's
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Internal Quality Assurance Cell

Minutes of Meeting

Date: 15/01/2021

Time: 3.00 pm

Third meeting of AY 2020-21 Internal Quality Assurance Cell (IQAC) of Sinhgad Academy of Engineering, Pune was held on 15th January 2021 at 3.00 pm in Conference Hall of the Institute.

Principal, Dr. K. P. Patil, (Chairman, IQAC) was in the chair and following members were present for the meeting:

Dr. K. M. Gaikwad, Dr. M. S. Gaikwad, Dr. S. D. Lokhande, Prof. A. N. Adapanawar, Dr. Daljeet Kaur, Dr. N. P. Dharmadhikari, Prof. B. B. Gite, Prof. A. B. Ingole, Dr. D. K. Kamat, Mr. S. N. Kamat, Mr. Prajwal Deshmukh, Mr. Nitin Kudale, Mr. Shridhar Katti, Mr. Nivedit Mujumdar, Mr. Jeevan Singh, Prof. S. S. Kulkarni (IQAC coordinator)

The following points were discussed:

1. The IQAC chairman welcomed all the members of IQAC.
2. As per the Government/University circulars, all the precautionary measures to be taken before the start of offline classes were discussed and finalised.
3. The directives were given to maintain the VLAB conduction records as per the requirement of Nodal centre.
4. It was directed to organize National/International conference in online mode.
5. IQAC coordinator concluded the meeting with vote of thanks.



Prof. S. S. Kulkarni
IQAC Coordinator



Dr. K. M. Gaikwad
Vice-Principal



Dr. K. P. Patil
Principal

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Minutes of Meeting

Date: 24/06/2021

Time: 11.00 am


Fourth meeting of AY 2020-21 Internal Quality Assurance Cell (IQAC) of Sinhgad Academy of Engineering, Pune was held on 30th June 2021 at 11.00 am in Conference Hall of the Institute.


Principal, Dr. K. P. Patil, (Chairman, IQAC) was in the chair and following members were present for the meeting:


Dr. K. M. Gaikwad, Dr. M. S. Gaikwad, Dr. Daljeet Kaur, Dr. N. P. Dharmadhikari, Prof. B. B. Gite, Prof. R. B. Bajare, Prof. S. S. Yevale, Prof. A. B. Ingole, Dr. D. K. Kamat, Mr. S. N. Kamat, Mr. Prajwal Deshmukh, Mr. Nitin Kudale, Mr. Shridhar Katti, Mr. Nivedit Mujumdar, Mr. Jeevan Singh, Prof. S. S. Kulkarni (IQAC coordinator)

The following points were discussed:

1. The IQAC chairman welcomed all the members of IQAC.
2. The process of second cycle of NAAC is due on 22nd January 2022. It was decided that SSR should be prepared in accordance with the revised guidelines within the stipulated time.
3. The previous year AQAR's were appreciated and suggested for better activities in near future.
4. The IQAC members appreciated the institute for successful conduction of National Conference.
5. IQAC coordinator concluded the meeting with vote of thanks.


Prof. S. S. Kulkarni
IQAC Coordinator


Dr. K. M. Gaikwad
Vice-Principal


Dr. K. P. Patil
Principal

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Summary of Action Taken on the Decisions of IQAC Meetings for AY 2020-21

Meeting Date	Planned Activity	Action Taken
14/07/2020	Strategies of online teaching platform should be improved and for the same Microsoft Team is finalized.	Training of faculty and students was conducted to get familiar with new features of MS Teams Platform
	Virtual practical performance of the students, VLAB from IIT Bombay has been incorporated.	Successfully conducted practicals for mapped labs with SPPU syllabus
	Conduct Faculty Development Program in online mode based on current trends.	Successfully conducted FDPs in online mode
30/09/2020	Review of decided activities was taken	Lectures conducted on MS Teams VLab practical's were conducted successfully
	Conduct In-Sem examination in virtual mode using Google/ MS Teams form.	Online In-Sem examinations conducted successfully
15/01/2021	Precautionary measures to be taken before the start of offline classes were discussed and finalised.	Posters, thermometer and hand sanitizers were purchased. Sanitization was carried out for entire premises.
	To maintain the VLAB conduction records	Attendance record for the nodal centre is verified
	Organize National/International conference in online mode.	National conference in online mode was successfully conducted.

24/06/2021	SSR should be prepared in accordance with the revised guidelines	Revised format of SSR was circulated to all the members.
	AQAR's were appreciated and suggested for better activities in near future	Successful conduction of National Conference



Prof. S. S. Kulkarni
IQAC Coordinator



Dr. K. M. Gaikwad
Vice-Principal



Dr. K. P. Patil
Principal