



**SANDIP**  
FOUNDATION

Sandip Foundation's  
**Sandip Institute of Engineering & Management**

At Post : Mahiravani, Trimbak Road, Nashik – 422 213

Ref. No.: SIEM/IQAC/19-20

Date: 12/08/2019

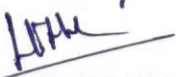
**NOTICE**

**NOTICE OF IOAC MEETING**

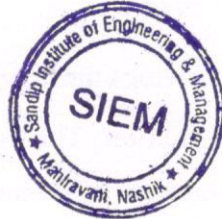
A meeting of Internal Quality Assurance Cell (IQAC) members of Sandip Institute of Engineering and Management, Nashik has been scheduled on **16<sup>th</sup> August, 2019** at **4:00 pm** at Principal Board Room. All members of IQAC are requested to attend the meeting.

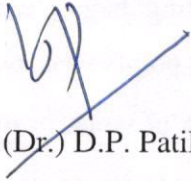
The Agenda for the meeting is as follows:

1. Review of work in progress
2. Actions to improve Industry Institute Interaction
3. Conduction of workshops, seminar and value added courses
4. Preparation of course file and e-content
5. Field visits and internships
6. Alumni Meet
7. Quality improvement of Faculty through assessment

  
Prof. (Dr.) L.K. Toke

IQAC Coordinator



  
Prof. (Dr.) D.P. Patil

Principal

**Copy to:**

1. Governing Body
2. College Development Cell
3. IQAC Members
4. All Heads of Department
5. Dean Academic
6. Office Superintendent

**MINUTES OF MEETING**

**IQAC Meeting Dated 16.08.2019**

A meeting was convened on 16.08.2019 at 4.15 pm in Principal board room of the institute. Following members of IQAC were present:

Prof. (Dr.) D.P. Patil	Prof. R. K. Jha
Prof. (Dr.) L. K. Toke	Prof. M. V. Korade
Prof. K. T. Phalak	Prof. S. B. Bhamare
Prof. (Dr.) K. V. Bhadane	Mr. D. B. Wadtele
Prof. (Dr.) G. N. Shelke	Prof.(Dr.) P. I. Patil
Prof. (Dr.) S. P. Ahirrao	Prof. M. K.Sangole
Prof. K. L. Bidkar	Mr. Kiran Jadhav
Prof. (Dr.) A.S. Dube	Mr. Sanket Chavan

The meeting began with a welcome address by IQAC coordinator and during the discussion following points were worth mentioning:

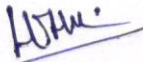
- 1. Review of work in progress:** A review of previous meeting was taken and endorsed as correct.
- 2. Actions to improve Industry Institute Interaction:** The members strived on strengthening the Industry Institute Interaction to improve the agenda of student training and placements. Training and Placement Cell has been tasked to sign more number of MOUs in this regard.
- 3. Conduction of workshops, seminar and value added courses:** The suggestion given by Dr. G. N. Shelke was to increase the activeness and technical abilities of students; college should arrange workshops seminars and value added courses.
- 4. Preparation of course file:** During discussion regarding boosting the academics, it was decided that all faculties should prepare course file which should include proper teaching plan as per university syllabus, unit wise notes, minimum three solved question papers, power point presentation, and uploading the same on MOODLE.
- 5. Field visits and internships:** It was suggested by Dr. L. K. Toke that students need to visit industries in order to create an opportunity for working on sponsored projects and complete internship to enhance their hands on skills. In this regard faculty has to take initiative for industrial visits and motivate students to complete their projects in industries.

6. **Alumni Meet:** It was recommended by Prof. (Dr.) A. S. Dube that institute should connect in an enthusiastic way with Alumni base of our institute which can help institute in many dimensions like help their juniors launch their careers and provide an opportunity to make their Alma mater proud.

7. **Faculty Quality Improvement and assessment:** Dr. K. V. Bhadane, Dean Academics had raised the point that improvement in faculty quality must be initiated by deputing the teaching staff to attend the Seminars, Workshops and Conferences, STTPs etc. It was also discussed to motivate the teaching staff to appear for NPTEL certificate courses, which will help to enhance their knowledge and exclude confidence of our teachers.

The meeting concluded at 5.30 pm with vote of thanks by Dr. L. K. Toke, IQAC Coordinator.

Minutes Approved by



Prof. (Dr.) L.K. Toke

IQAC Coordinator



Prof. (Dr.) D.P. Patil

Principal

Copy to:

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2. College Development Cell
3. Campus director.
4. IQAC Members
5. All Heads of Department
6. Dean - Academic
7. Office Superintendent

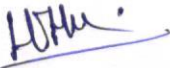


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Date: 16/08/2019

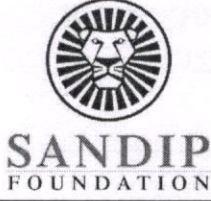
**Action Taken and Compliance Report**  
(Meeting of IQAC dated 16th August, 2019 Semester I – 2019-20)

Item No.	Item	Actionable point	Responsible Persons	Compliance
1	Review of previous	Review taken	IQAC members	Partially done
2	Interaction with industry	Expert Lectures, Campus Placements, Mal	All Heads and TPO	Partially done
3	Conduction of workshops, seminar and value added	To conduct of workshops, seminar and value added courses	All heads	Partially done
4	Preparation of course file and e content.	Verification of Course file and e content developed	All heads and MOODLE Coordinator, AQARC	Verified individually for all faculty members
5	Field visits and internships.	To arrange field/ Industrial visits internship	All heads and TPO	Partially done
6	Alumni Meet.	Arrange Alumni meet	TPO, Alumni Association	Alumni Meet arranged
7	Faculty Quality Improvement and assessment.	To participate and present papers at different conferences, NPTEL courses etc.	All heads, AMC, AQARC	Done

  
Prof. (Dr.) L.K. Toke  
IQAC Coordinator



  
Prof. (Dr.) D.P. Patil  
Principal



Sandip Foundation's  
**Sandip Institute of Engineering & Management**  
At Post : Mahiravani, Trimbak Road, Nashik – 422 213

Ref. No. SIEM/IQAC/19-20

Date: 30/12/2019


## NOTICE

### NOTICE OF IOAC MEETING


The meeting of Internal Quality Assurance Cell (IQAC) members of Sandip Institute of Engineering and Management, Nashik will be held on **2<sup>nd</sup> Jan., 2020 at 3:00 pm** in Principal Board Room. All members of IQAC are requested to attend the meeting.

The Agenda of meeting is as follows:

1. Review of previous meeting
2. Academic planning
3. Workshop and Seminar
4. Lab Manuals
5. Industrial Visits
6. Co-curricular activities and Extra-curricular activities.

  
Prof. (Dr.) L.K. Toke  
IQAC Coordinator



  
Prof. (Dr.) D.P. Patil  
Principal

Copy to:

1. Governing Body
2. College Development Cell
3. Dean, Administration
4. Dean, Research
5. All, Heads of Department
6. Dean, Academic
7. Office Superintendent



**Sandip Foundation's**  
**Sandip Institute of Engineering & Management**  
At Post : Mahiravani, Trimbak Road, Nashik – 422 213

Ref. No. SIEM/IQAC/19-20

Date: 02/01/2020

## MINUTES OF MEETING

### IQAC Meeting Dated 02<sup>nd</sup> Jan., 2020

A meeting was convened on 02/01/2020 at 3pm in meeting room. Following members of IQAC were present:

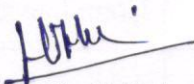
Prof. (Dr.) D.P. Patil	Prof. R. K. Jha
Prof. (Dr.) L. K. Toke	Prof. M. V. Korade
Prof. K. T. Phalak	Prof. S. B. Bhamare
Prof. (Dr.) K. V. Bhadane	Mr. D. B. Wadtele
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Prof. K. L. Bidkar	Mr. Sanket Chavan
Prof. (Dr.) A.S. Dube	Prof. M. K. Sangole

Meeting commenced with welcome to all members by Dr. L. K. Toke, IQAC coordinator and following points were discussed:


- 1. Review of previous meeting:** A review of previous meeting held on 16<sup>th</sup> August, 2019 was taken and endorsed as correct.
- 2. Academic planning:** It was decided that institute should plan in advance regarding the academic requirements like laboratory up gradation, promotion of technical events, innovation through incubation centre, activities catering to the diversity of students to improve the results and skill sets, personality development programs. Continuous Internal Evaluation through unit tests, assignments in-semester exams and indirect methods like presentation, group discussion etc for evaluation of CO-PO and calculation of attainment level must be done.
- 3. Workshop and Seminar Competitions:** It was emphasized by Principal to organize the state/national level workshops, Seminars by different departments for students as well as faculties during Semester II between Jan 2020 to April 2020. And also faculties should be motivated to attend different seminars, Conferences and FDP at other institutes.
- 4. Lab Manuals and experiment set up:** It was decided that concerned faculty member should design lab manual for their respective subjects which are pre-requisites to conduct the experiments in semester II. He has to see that all equipment and experimental set ups are in good working condition on priority basis.

5. **Industrial Visit:** It was decided to arrange several industrial visits for students as well as to faculties to get a first hand understanding of the industry work culture and latest developments.
6. **Co-curricular activities and extracurricular activities:** It was recommended by our alumni association to arrange co-curricular and extra-curricular activities, which in turn would provide a platform for students to show case their talents.

The meeting concluded at 4.30 pm with vote of thanks by Dr. L. K. Toke, IQAC Coordinator

  
Prof. (Dr.) L. K. Toke  
IQAC Coordinator



  
Prof. (Dr.) D.P. Patil  
Principal

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2. College Development Cell
3. Dean, Research.
4. IQAC Members
5. All, Heads of Department
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7. Office Superintendent



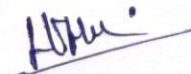
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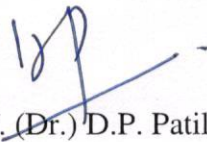
**Action Taken and Compliance Report**

**(Meeting of IQAC dated 2<sup>nd</sup> Jan. 2020 Semester II -2019-20)**

Item No.	Item Name	Actionable points	Responsible Person	Compliance
1	Review of previous meeting	Review stake holders feedback	IQAC members	Partially done
2	Academic Planning	To verify Academic Calendar Adherence and CO PO attainment	All Heads	Partially Achieved
3	Workshop and Seminar	To conduct workshop and seminars at Department level	All Heads and TPO	Partially done
4	Lab Manual	Preparation of laboratory manual	All faculty members	Done
5	Industrial visits	Arrange field Industrial Visits	All heads ,TPO and faulty members	Partially done
6	Co-curricular Activities and Extracurricular Activities	To arrange Co-curricular Activities and Extracurricular Activities	All heads NSS, TPC, faculty members and students	Arranged

  
Prof. (Dr.) L.K. Toke  
IQAC Coordinator



  
Prof. (Dr.) D.P. Patil  
Principal