Dt.: 21st March 2022

Minutes of the Meeting

Minutes of the meeting of IQAC held on 20th March 2022 at 1.00 p.m. in SIEM Board Room

Conduct of the Meeting: The IQAC Meeting of internal members was conducted on 20th March 2022 at 1.00 pm in SIEM Board Room with the following agenda:

1. To brief the Roles and responsibilities of IQAC members

2. To brief Functions of IQAC as expected by NAAC

3. To discuss Quality improvement initiatives which can be undertaken by IQAC

4. Any other point with permission of chair.

The following members were present for the meeting:

S.N.	Particulars	Name
1	Chairperson: Head of Institution	Dr. D.P.Patil
2	IQAC Coordinator	Dr. L. K. Toke
3	Member of Management	Prof. Pramod Karole
4	Dean, Academics	Dr. N.L. Bhirud
5	Faculty	Dr. A.S.Dube Dr. K. A.Shirsath Prof. Ketan Salunkhe Prof. K.C.Muley Prof. Y.R. Risodkar Prof. R.J. Nayak
6	Coordinators	Dr. G.N.Shelke- Mechanical Prof.R.N.Patil- Civil Engg Prof. M.K.Sangole- EXTC Prof.R.K.Zha- Electrical Prof.M.V.Korade- Computer Prof.MohsinKhatik- ESH

Welcome address by Chairperson: The IQAC chairperson, Dr. D.P. Patil, welcomed all committee members and meeting. The following points were discussed under these 4 agenda:

Agenda 1 and 3:

The Chairperson addressed agenda 1 and 3. The following points were discussed under these two agenda:

1. He briefed the members about the role of IQAC. He initiated the address by highlighting the importance of IQAC considering NAAC accreditation. He further added that IQAC committee is formed at the Institute level to look after the NAAC requirements

2. The Chairperson pointed towards the main challenges imposed on the institute as outlined below.

a) Research: The research should be in collaboration with Industrywhich should be beneficial to the society at the end. There should be tie-up with government undertaking laboratories and government initiatives with professional active research. For this the research culture should be inculcated in SIEM. The NAAC requirement is that the each faculty should publish at least one research paper every year but the Chairperson urged individual faculty to write at least two papers. The technical papers are required to be published at three levels i.e. at least 10 % in reputed conferences, 40% in UGC approved journal and remaining paper in Scopus.SCI and WOS journals which can be done by connecting with other institution.

b) Technology Development: SIEM should come up with Incubation center where faculty and students should work as a team to develop technology which can transform the projects into product which will be usable for the society or corporate world. ,

3. The Chairperson next directed the meeting to agenda number 2 to be discussed by the IQAC Coordinator.

Agenda 2: Following the chairperson, the IQAC Coordinator Dr. L. K.Toke started discussion about agenda 2. The following points were discussed:

1. The Director briefed the members about the constitution of the members in IQAC cell.

2. He also mentioned the functions to be performed by the IQAC cell.

3. He mentioned that as part of further proceeding of the IQAC cell, the quality initiatives identified by the departments can be undertaken.

4. This was followed by a presentation by the IQAC co-coordinator on the roles and responsibilities of IQAC to ensure NAAC compliance.

Dr. L. K. Toke
IQAC Coordinator

Dr. D. P. Patil
Principal, SIEM

Action Taken Report

Name of Committee: Internal Quality Assurance Cell, Sandip Institute of Engineering & Management, Nashik

Meeting Location: Principal Board Room

Date: 20/03/2022   Time: 1.00 pm

S.N.	Agenda Items	Discussion	Action Taken
1	NAAC AQAR Review meeting	Dr. L. K. Toke, IQAC Coordinator, Presented the minutes of meeting of earlier meetings. Principal Dr. D. P. Patil discussed about NAAC AQAR submission Status.	IQAC coordinator presented review of AQAR and presented in front of all IQAC members. The suggestions received were implemented.
2	Other Discussions	1. Dean Research and Development discussed about funding to students projects for participation in various competitions. 2. Alumni coordinator requested all Heads of departments for Alumni contribution and connect should be increased	1. All the departments agreed upon the suggestion and decided to provide funding to few projects. 2. Alumni coordinators agreed to invite alumni to deliver sessions for students.
4	Issues discussed by Dean Academics	Dean Academics informed to conduct Academic Audit in respective department	Heads of department finalized dates for Academic Audit and conducted.

Dr. D. P. Patil
Principal, SIEM

Dt.: 21/05/2022

Minutes of the Meeting

Minutes of the meeting of IQAC held on 20th May 2022 at 1.00 p.m. in SIEM Board Room

Conduct of the Meeting: The IQAC Meeting of internal members was conducted on 20th May 2022 at 1.00 pm in SIEM Board Room with the following agenda:

The following members were present for the meeting:

S.N.	Particulars	Name
1	Chairperson: Head of Institution	Dr. D.P.Patil
2	IQAC Coordinator	Dr. L. K. Toke
3	Member of Management	Prof. PramodKarole
4	Dean,Academics	Dr. N.L. Bhirud
5	Faculty	Dr. A.S.Dube Dr. K. A.Shirsath Prof. KetanSalunkhe Prof. K.C.Muley Prof. Y.R. Risodkar Prof. R.J. Nayak
6	Coordinators	Dr. G.N.Shelke- Mechanical Prof.R.N.Patil- Civil Engg Prof. M.K.Sangole- EXTC Prof.R.K.Zha- Electrical Prof.M.V.Korade- Computer Prof.MohsinKhatik- ESH

Welcome address by Chairperson: The IQAC chairperson, Dr. D.P. Patil, welcomed all committee members and meeting.

The Chairperson addressed agenda 1 to 4. The following points were discussed under these 4 agenda:
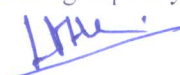
Agenda Points:

1. To discuss the Curricular Aspects of the academic programs and suggest improvements

2. To discuss the innovative processes adopted by the Institute in Teaching, Learning and Evaluation

3. To discuss the initiatives of IQAC in sensitizing and promoting Research culture in the Institute

4. To discuss the utilization of infrastructure facilities and library facilities as learning resources

Agenda No: 1: Members were briefed about the Pre-requisites and Advanced Bridge Courses which were offered through E-Learning Platforms like Springboard, NPTEL, Coursera etc., Members were advised to identify basic bridge course for S.E., Industry oriented bridge courses for T.E., Research oriented bridge courses for B.E. as a part of NAAC Quality Education. Along with this, research based assignments, content beyond syllabus assignments; mini projects, case study etc. are included in the list of experiments for practical sessions.

Agenda No: 2: Dr. N.L.Bhirud has explained the innovative practices adopted by the institute in Teaching, Learning and Evaluation. These practices are uniformly conducted by all departments of the institute which includes 1 week foundation programme for FE Students and tutorial/ remedial lectures for slow learners. Quality initiatives which are to be adopted by all faculty members with respect to classroom teaching, laboratory conduct and project implementation and promotion of UG level research. Furthermore, quality initiatives should be implemented by Head of Department for enhancing classroom teaching, internship, certifications and overall student development.

Agenda No: 3: The institute has established Research & Development Cell. IQAC should ensure to sensitize and promote Research culture in the Institute. Therefore, IQAC should focus on enhancing UG level research through Quality projects of national/ industry/ society relevance, promotion of publication by all B.E. students, identification of quality journals by all departments as per domains, promoting students to go for Avishkar, Hackathon, SAE BAHA and other project competitions.

Agenda No. 4: In order to provide more space to students for learning, institute has created Seminar Hall III on third floor, Computer Department which can be utilized for conducting seminars and workshops for students. Also, the reading room has been added with more seating capacity as a library infrastructure to accommodate more students.

Dr. L. K. Toke
IQAC Coordinator
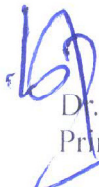
Dr. D. P. Paul
Principal, SIEM

Action Taken Report

Name of Committee: Internal Quality Assurance Cell, Sandip Institute of Engineering & Management, Nashik

Meeting Location: Principal Board Room

Date: 20/05/2022   Time: 1.00 pm

S.N.	Agenda Items	Discussion	Action Taken
1	To discuss curricular aspects and suggest improvements	Discussed about promotion of online learning platforms such as NPTEL, Coursera among students. Including content beyond syllabus assignments in practicals.	NPTEL cell and Placement took efforts. Placement cell signed MOU with Infosys Springboard. More than 200 students completed the online courses.
2	To discuss innovative methods that can be adopted for improvement of teaching learning.	Dean academics discussed about various practices followed by the Institute. Under project based learning in First year, students can develop mini projects and exhibition can be conducted.	First Year Department successfully conducted the Induction program and project exhibition.
3	Research and development Cell should work upon quality of project in	Dean Research and Development discussed about funding to students projects for participation in various competitions.	All the departments agreed upon the suggestion and decided to provide funding to few projects. SAE Baha project of mechanical department was developed under Institute Level Funding
4	Infrastructure and Resource Management.	In order to provide more space to students for activities and learning, hall should be created on second floor.	Seminar Hall is created at Computer Department on third floor with all the facilities.

Dr. D. P. Patil
Principal, SIEM