

Sandip Foundation's
Sandip Institute of Engineering & Management

Mahiravani, Trimbak Road, Nashik – 422 213, Maharashtra

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Dt.: 5th April 2023

Minutes of the Meeting

Minutes of the meeting of IQAC held on 5th April 2023 at 4.00 p.m. in SIEM Board Room

The following members were present for the meeting:

Sr. No.	Particulars	Name
1	Chairperson	Dr. Dipak P.Patil
3	IQAC Coordinator	Dr. K.A. Shirsath
4	Dean Academics	Dr. N. L. Bhirud
5	Dean Administration	Dr. L. K.Toke
6.	Dean Research and Development	Dr. S..A. Gade
7	HOD, Mechanical Engg.	Dr. A.S. Dube
8.	HOD, Civil Engg	Mr. K.A. Salunkhe
9.	HOD, Electrical Engg	Mr. R. K. Zha
10	HOD, EXTC Engg	Mr. Y.R. Risodkar
11	HOD,ESH Dept.	Mrs. R.J.Nayak
12	Senior Member, Faculty	Dr. G.N. Shelke
13	Faculty Representative	Mr. Y.S.Gite
14		Mr.P. G. Aswale
15		Mr. R.T. Pardeshi
16		Mr. K.C.Muley
17		Mr. S.G. Chede

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

Agenda of the meeting


1. To take review of earlier meeting
2. NAAC AQAR 2021-22 submission status
3. Any other issues raised by IQAC members


Agenda 1: Dr. K.A. Shirsath, IQAC coordinator presented minutes of the earlier meeting. She also informed about AQAR data gathering is going on.

Agenda 2: The criteria coordinators presented the data of respective criteria in the board room. Dr. D.P. Patil, Deans and Heads took review of all the data and finalized the deadline for AQAR submission

Agenda 3: IQAC coordinators raised the query regarding common formats for data collection of AQAR as well as SSR. Repeated work should be avoided and on one common platform all data must be collected.

Other issues: To discuss the increase in infrastructure facilities and library facilities as Learning Resources Dr.D.P.Patil said that as far as the infrastructure is concerned, he said that the new chairs have been provided. Canteen facility is extended considering the student strength of Campus.


Dr. K. A. Shirsath
IQAC Coordinator


Dr. D. P. Patil
Principal, SJM

Action Taken Report

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

Meeting Location: Principal Board Room

Date: 05/04/2023 Time: 4.00 pm

S.N.	Agenda Items	Discussion	Action Taken
1	Review of Previous Meeting	To take review of earlier meeting, IQAC Coordinator presented the minutes of meetings of earlier meeting. AQAR submission is required to be done as early as possible.	The action plan is prepared according to the criteria's of the NAAC. All the members agreed on the action plan prepared and was approved.
2	NAAC AQAR 2021-22 submission status	The criteria coordinators presented the data of respective criteria in the board room. Dr. D.P. Patil, Deans and Heads took review of all the data and finalized the deadline for AQAR submission	All the suggestions implemented. AQAR submitted on 18 th May 2023.
3	Any other issues raised by IQAC members	IQAC coordinators raised the query regarding common formats for data collection of AQAR as well as SSR. Repeated work should be avoided and on one common platform all data must be collected.	For the second cycle of NAAC a web portal and common formats of data templates were designed and implemented
4	Infrastructure	To discuss the increase in infrastructure facilities and library facilities as Learning Resources Dr.D.P.Patil said that as far as the infrastructure is concerned	Dean administrator said that the new chairs have been provided. Canteen facility is extended considering the student strength of Campus.


Dr. D. P. Patil
Principal, SIEM

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SANDIP
FOUNDATION

Dt.: 21/09/2022

Minutes of the Meeting

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

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

Agenda of the Meeting

1. To discuss the Curricular Aspects of the Academic programs and suggest improvements (Criteria I – Curricular Aspects)
2. To discuss the innovative processes adopted by the institution in Teaching, Learning and Evaluation (Criteria II – Teaching – Learning and Evaluation)
3. To discuss improvement strategies adopted by the Institution for Academic and Infrastructure developments (Criteria VI - Governance, Leadership and Management)
4. To discuss the innovations introduced during this academic year which have created a positive impact on the functioning of the Institution (Criteria VII – Institutional Values and Best Practices)
5. Any other point with permission of the chair

The following members were present for the meeting:

<u>S.N.</u>	<u>Particulars</u>	<u>Name</u>
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 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., However, Dr. Toke added that the response and interests from students are low, members were advised to identify basic course for S.E., Industry oriented courses for T.E., Placement oriented courses for B.E. as a part of NAAC Quality Education. F.E. In charge, Mrs. R. J. Nayak mentioned about the activities being planned for F.E. students with respect to Hobby Club such as group learning, yoga, sports and meditation activities, etc

Agenda No: 2: Dr. N.L. Bhirud 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. She also discussed about the practice of revising the content of the lecture at the end of a particular week and conducting extra sessions for slow learners on Saturdays. Mr. Mahesh Korade highlighted about the use of Google Classroom and Flipped Classroom. Furthermore, quality initiatives should be implemented by Head of Department for enhancing classroom teaching, internship, certifications and overall student development.

Agenda No: 3: Dr. D. P. Patil talked about the ongoing and future infrastructure developments. He also mentioned the starting of new canteen and procurement of new buses for transport. A seminar hall of 200 capacities is also added on the third floor in computer department. Additional indoor game area is planned on the third floor for students and staff members. Apart from the existing ones additional Boys & Girls Common Room is being planned on third floor. Mr. R.N.Patil mentioned that the institute has the best infrastructure amongst various engineering institutes he has visited. All the points mentioned by the Principal were noted down by the members.

Agenda No. 4: Dr. Shirsath suggested that SIEM should be solution provider to nearby villages by solving socially relevant problems to which Dr. Dubey replied that BE students of Mechanical dept. are providing help to Aanathashram near to Institute. All Heads of the Departments thanked with their concluding points. Dr. Toke thanked all present in the meeting on behalf of the IQAC team.


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: 20/09/2022 Time: 1.00 pm

S.N.	Agenda Items	Discussion	Action Taken
1	To discuss curricular aspects and scope of improvement	1. Implementation of ICT/e-governance in all the administrative & academic section to make the campus fully automated. 2. To strengthen Outcome Based Education (OBE) echo system in teaching learning process 3. FE Incharge discussed about various activities planned for FE students also regarding the hobby clubs.	IQAC co-ordinators and members prepared and submitted the action plan of institute for academic year 2020-21. The action plan is prepared according to the criteria's of the NAAC. All the members agreed on the action plan prepared and was approved. Activities conducted and reports uploaded on the website.
2	Teaching Learning Evaluation	Dean Academics informed to conduct Academic Audit in respective department. Use of Google classroom for sharing of lecture notes and study material should be enhanced. Extra classes and remedial classes should be scheduled.	Heads of department finalized dates for Academic Audit and conducted. Many faculty members are using google classroom for class related work. Extra classes planned on Saturdays and conducted.
3	Infrastructure Development	Discussion about ongoing and future infrastructure development	Criteria 4 coordinator explained the infrastructure status and development done.
4	NAAC AQAR Review	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. Timely submission of AQAR for the upcoming academic session


D. P. Patil
Principal, SIEM

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Dt.: 20th December 2022

Minutes of the Meeting

Minutes of the meeting of IQAC held on 19th October 2022 at 4.00 p.m. in SIEM Board Room

Conduct of the Meeting: The IQAC Meeting of internal members was conducted 19th October 2022 at 4.00 p.m in SIEM Board Room with the following agenda:

The following members were present for the meeting:

Sr. No.	Particulars	Name
1	Chairperson	Dr. Dipak P.Patil
3	IQAC Coordinator	Dr. K.A. Shirsath
4	Dean Academics	Dr. N. L. Bhirud
5	Dean Administration	Dr. L. K.Toke
6.	Dean Research and Development	Dr. S..A. Gade
7	HOD, Mechanical Engg.	Dr. A.S. Dube
8.	HOD, Civil Engg	Mr. K.A. Salunkhe
9.	HOD, Electrical Engg	Mr. R. K. Zha
10	HOD, EXTC Engg	Mr. Y.R. Risodkar
11	HOD,ESH Dept.	Mrs. R.J.Nayak
12	Senior Member, Faculty	Dr. G.N. Shelke
13	Faculty Representative	Mr. Y.S.Gite
14		Mr.P. G. Aswale
15		Mr. R.T. Pardeshi
16		Mr. K.C.Muley
17		Mr. S.G. Chede

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

Agenda of the meeting

I. To discuss the Curricular Aspects of the Academic programs and suggest improvements

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

3: To discuss the initiatives taken to sensitize/promote Research development, consultancy and entrepreneurship environment in the Institution

4. To discuss the increase in infrastructure facilities and library facilities as Learning Resources

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

Agenda 1: To discuss the Curricular Aspects of the Academic programs and suggest improvements

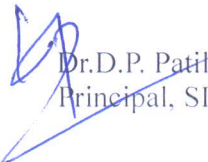
Dr. D.P. Patil invited Dr. N.L.Bhirud to throw light on Agenda 1. Dr. N.L.Bhirud said that the odd semester for the current academic year got over. Marks of students should be in proportion with their knowledge, skills, and the attributes that they are going to develop over four years. Dr. N. L. Bhirud inquired about what was being done for below average students. In reply to this, Mrs. Rashmi Nayak, FE In-Charge, mentioned about dedicating extra hours in teaching-learning process, remaining available to students 24x7 through virtual mediums, extra doubt solving sessions, university papers solving sessions, identifying academically weak students and involving their parents too in the counseling process as many of the initiatives being taken for below average students.

Agenda 2: To discuss the innovative processes adopted by the institution in Teaching, Learning and Evaluation Dr. K.A.Shirsath requested the Heads of various departments to share innovative processes adopted by the institution in Teaching, Learning and Evaluation. Dr. K.A.Shirsath next highlighted the activity calendar of IQAC for this semester which includes orientation of NAAC-AQAR form to all, orientation by all departments about the best practices adopted in this academic year and orientation by all heads about the best practices adopted in this academic year to name a few. She emphasized on the need to sensitize all on the quality aspects which is the basic requirement of NAAC.

Agenda 3: To discuss the initiatives taken to sensitize/promote Research development, consultancy and entrepreneurship environment in the Institution. Dr.S.A.Gade gave insights about initiatives taken to promote research environment in the Institution. Mam added minimum 4 student projects from each department tried to connect with the industry from last semester and many of the department have succeed. E&TC student group is shortlisted in KPIT Sprkle Competition in top 100. All the heads congratulated students on this achievement.

Agenda 4: To discuss the increase in infrastructure facilities and library facilities as Learning Resources Dr.D.P.Patil said that as far as the infrastructure is concerned, he said that the new chairs have been. Canteen facility is extended considering the student strength of Campus. \


Dr. K. A. Shirsath
IQAC Coordinator


Dr.D.P. Patil
Principal, SIEM

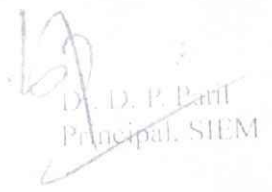
Action Taken Report

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

Meeting Location: Principal Board Room

Date: 19/10/2022 Time: 1.00 pm

S.N.	Agenda Items	Discussion	Action Taken
1	Review of Previous Meeting	To take review of earlier meeting. IQAC Coordinator presented the minutes of meetings of earlier meeting. she also informed that Institution action plan is submitted to NAAC and status of AQAR is accepted.	The action plan is prepared according to the criteria's of the NAAC. All the members agreed on the action plan prepared and was approved.
2	Teaching Learning Evaluation	Dean Academics informed to doubt solving sessions, University question paper solving sessions in respective department. Use of Google classroom for sharing of lecture notes and question bank should be done.	All the suggestions implemented.
3	Research & Development	Dean research discussed to organize and attend conferences, workshops, STTPs, FDPs, seminars, webinars and encourage the faculty for industrial training. Student Projects should be based on industrial problems.	Every department faculty motivated to attend FDP in a month. Every department organized expert lectures, student development programs
4	NAAC AQAR 2021-22 Review	IQAC Coordinator Presented the action plan and calendar of AQAR submission. Principal Dr. D. P. Patil discussed about NAAC AQAR data gathering Status.	IQAC coordinator presented review of AQAR and presented in front of all IQAC members. The suggestions received were implemented. Timely submission of AQAR for the upcoming academic session


 Dr. D. P. Patil
 Principal, SIEM