



C.A.Y.M. Education Trust's

**SIDDHANT COLLEGE OF ENGINEERING.**

(Approved by AICTE, Recognized by Government of Maharashtra and Affiliated to University of Pune)  
AI Post - Sudumbare Tel - Maval, Dist - Pune, PIN - 412 103

02114 - 661901  
website - www.siddhantcoe.edu.in

Tele Fax No. 02114 - 661902  
E-mail: principalcoe@siddhantgroup.edu.in

Ref. No. SCOE/Admin/12.05-A/2016-17

Date: 11.05.2017

**Internal Quality Assurance Cell (IQAC)**

**Minutes of Meeting-01**

Meeting Time : 11.00 am to 01.00 pm  
Venue : Conference Hall  
Agenda of meeting :

1. Principal welcome all HOD's, directors and ED.  
2. The following IQAC members were finalized

Sr. No	Name of Member	Designation
1	Mr. R.S. Yadav	President
2	Dr.U.M.Shirsat	Principal
3	Dr. Chankhay Jho	Vice- principal (HOD E&TC)
4	Dr. Vikaram Singh	Prof (Mech)
5	Dr. P. M Ghanegaonkar	Prof (Mech)
6	Dr. P A Makasare	HOD Mech
7	Prof B M Deshmukh	HOD ( Civil)
8	Prof. Brijendra Gupta	HOD (Comp)
9	Prof. S. P. Rangdale	HOD (IT)
10	Dr. B. Shrivastave	FE Co-ordinator
11	Prof M S Biradar	Asst. Professor (E&TC)
12	Dr. Pradip Awasare	Educationalist
13	Dr. Laxman Navale	Educationalist
14	Mr. Amit Borkar	Student Alumni
15	Ms. Pooja Sarkar	Student Alumni
16	Ms. Pragati Jadhav	Student
17	Mr. Yogesh Sabharanjak	Student
18	Mr. Shrikant Burungale	Student
19	Mr. Suhas Dhamale	Industry person
20	Mr. Anil Kulkarni	Industry person

3. New format of NAAC will be available by first week of July 2017 and all members academic to go ahead for NAAC certification.





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4. Brain storming session on change of vision / mission statement held and tentative changes will be accepted. It was further decided to circulate it to all the faculty - student for suggestions.

**Members present:**

Sr. No	Name & Designation of Member	Signature
1	Mr. R.S. Yadav, President	
2	Dr. U. M. Shirsat, Principal	
3	Dr. Chankhay Jha, Vice- principal (HOD E&TC)	
4	Dr. Vikaram Singh, Prof (Mech)	
5	Dr. P. M Ghanegaonkar, Prof (Mech)	
6	Dr. P A Makasare, HOD Mech	
7	Prof B M Deshmukh, HOD ( Civil)	
8	Prof. Brijendra Gupta, HOD (Comp)	
9	Prof. S. P. Rangdale, HOD (IT)	
10	Dr. B. Shrivastava, FE Co-ordinator	
11	Prof M S Biradar, Asst. Professor (E&TC)	
12	Dr. Pradip Awasare, Educationalist	
13	Dr. Laxman Navale, Educationalist	
14	Mr. Amit Borkar, Student Alumni	
15	Ms. Pooja Sarkar, Student Alumni	
16	Ms. Pragati Jadhav, Student	
17	Mr. Yogesh Sabharanjak, Student	
18	Mr. Shrikant Burungale, Student	
19	Mr. Suhas Dhamale, Industry person	
20	Mr. Anil Kulkarni, Industry person	



Principal  
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Ref. No. SCOE/ Admin/1553-A/2016-17.

Date: 22.06.2017

**Internal Quality Assurance Cell (IQAC)**

**Minutes of Meeting-02**

Meeting Time : 10.30 am to 12.30 pm

Venue : Conference Hall

Agenda of meeting :

1. Principal welcome all IQAC members & MOM of 11.05.2017 was read by Principal and it is approved by members
2. Dr. Pranay Makasare has been approved as a IQAC Coordinator by the all IQAC members.
3. Academic / administration audit is to be conducted once in semester. This format will be finalized by IQAC team, in order to fill up gaps wherever necessary.
4. Budgetary provision is made to enhance the academics.
5. It is decided to form goals, objectives and functions of IQAC.

Members present:

Sr. No	Name & Designation of Member	Signature
1	Mr. R.S. Yadav, President	
2	Dr. U. M. Shirsat, Principal	
3	Dr. Chankhay Jha, Vice- principal (HOD E&TC)	
4	Dr. Vikaram Singh, Prof (Mech)	
5	Dr. P. M Ghanegnonkar, Prof (Mech)	
6	Dr. P. A Makasare, HOD Mech	
7	Prof B M Deshmukh, HOD ( Civil)	
8	Prof. Brijendra Gupta, HOD (Comp)	
9	Prof. S. P. Rangdale, HOD (IT)	
10	Dr. B. Shrivastava, FF Co-ordinator	





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11	Prof M S Biradar, Asst. Professor (E&TC)	MS Biradar
12	Dr. Pradip Awasare, Educationalist	Awasare
13	Dr. Laxman Navale, Educationalist	Navale
14	Mr. Amit Borkar, Student Alumni	A Borkar
15	Ms. Pooja Sarkar, Student Alumni	Pooja
16	Ms. Pragati Jadhav, Student	Pragati
17	Mr. Yogesh Sahharanjak, Student	Yogesh
18	Mr. Shrikant Burungale, Student	Burungale
19	Mr. Subas Dhamale, Industry person	Dhamale
20	Mr. Anil Kulkarni, Industry person	Anil Kulkarni



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Ref. No. SCOE/Admin/133-A/2017-18

Date: 24.07.2017

**Internal Quality Assurance Cell (IQAC)**

**Minutes of Meeting-03**

Meeting Time : 10.30 am to 12.30 pm  
Venue : Conference Hall

**HOSTEL MANAGEMENT PHASE - I**

1. Policies required for registration
2. Sensitizing students and parents on hostel policies.
3. Terms and conditions for allotment of hotel rooms along with approvals
4. Who decides on the cost of the hostel rooms based on what conditions? How is the cost justified and proof of documentation along with payment receipts needs to be presented?
5. Is there a committee to decide which students are allotted rooms or is it on first come first serve basis? Names of committee members to be given
6. All documentation records to be presented for the past 3 years

**HOSTEL MANAGEMENT - PHASE - II**

1. SOP to be drafted containing the following:
  - a. Immediate steps for any emergencies.
  - b. Instances of past cases and steps taken to address them.
  - c. Documentation of past cases.
  - d. Mechanism to maintain discipline within the hostels.
  - e. What is recovery mechanism in case of damage or theft of facilities provided to the students?
  - f. Actions taken.
  - g. Communication mechanism for addressing issues to principle and action to be taken or already taken to be mentioned.
  - h. Reports and monitoring system
2. Medical services available at hostel.

**TRANSPORTATION**

1. Maintenance of vehicles
2. Criteria based on which selection of drivers are based







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- a. Drivers' police verification
- b. Drivers' medical fitness
3. Percentage of student using the transport services.
4. Ratio of girls versus boys using the college transport.
5. Rough estimation of fuel consumption.
6. Route plan to be presented.
7. Safety mechanism in case of emergency situations: Contact person's details to be displayed in English, Hindi and Marathi inside each of the vehicles
8. Ensure timing of the buses.

**SECURITY**

1. Code of conduct document to be prepared including rules and regulations for in campus students.
2. Conditions of roads within the college.
3. Parking space to be defined with correct demarcation.
4. Fire control systems to be put in place and drills to be performed for safety of human life.
5. Specific sign ages to be designed and placed in strategic locations (speed limit to be mentioned etc.)

**MAINTENANCE**

1. SOP to be designed.
2. Allocation of funds to be presented for Standardized operating procedure (SOP)
3. Hygiene conditions to be improved in terms of water dispensers and toilets.
4. Number of water dispensers in comparison to number of students to be checked and added wherever required Disaster management committee to be formed.
5. Point of contact for emergencies and disasters.
6. Centralized medical system to be formed
7. First aid boxes to be created and maintained in hostel, canteen, transport vehicles, and college premises.

**CANTEEN**

1. Hotel Raghuvansh Caterers - Food license to be displayed within the next 1 month.
2. Rental agreement between the college and Hotel Raghuvansh caterers to be documented.
3. Is there a mechanism to check on the quality of the food being served?
4. Committee to be formed and decide on the menu and check the quality of food.
5. Selected students, faculty and management to be part of the committee for deciding on:
  - a. Food menu
  - b. Pricing mechanism to be explained
  - c. Timings







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- d. Food quality
6. Inspection committee to be formed
    - a. Inspection of kitchen area, servers and other staff to be carried out with regard to their health and hygiene conditions on a regular basis.
  7. Academic timetable to be mapped with specific timings for each program so as to avoid over crowdedness during lunch hours.

Members present :

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2	Dr. U. M. Shirsat, Principal	[Signature]
3	Dr. Chankhay Jha, Vice- principal (HOD E&TC)	[Signature]
4	Dr. Vikram Singh, Prof (Mech)	[Signature]
5	Dr. P. M Ghanegaonkar, Prof (Mech)	[Signature]
6	Dr. P A Makasare, HOD Mech	[Signature]
7	Prof B N Deshmukh, HOD ( Civil)	[Signature]
8	Prof. Bijendra Gupta, HOD (Comp)	[Signature]
9	Prof. S. P. Rangdale, HOD (IT)	[Signature]
10	Dr. B. Shrivastava, FE Co-ordinator	[Signature]
11	Prof M S Biradar, Assi. Professor (E&TC)	[Signature]
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