



Date: 28/08/2020

Cycle 1: 01/07/2020 to 30/06/2021
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Meeting No. 1 (2020-2021)
Minutes of Meeting and Action Taken

Date of Meeting	Time	Venue
28/08/2020	11:00 am	Online (zoom)

The following committee members were present online (zoom) for the meeting -

Sr.No.	Name of Member	Designation
1	Prof. U.V. Shinde	Head of Institution
2	Mr. H.M. Chaure	Registrar
3	Prof. B.N. Deshmukh	Member
4	Dr. P A Makasare	Member
5	Dr. Brijendra Gupta	Member
6	Prof. Ashwini Bade	Member
7	Prof. K. S. Reddy	Member
8	Prof. N.S. Kulkarni	Member
9	Prof. B.B. Kedar	Member
10	Mr. D.V. Taras	Member
11	Mr. G.M. Deshmukh	Management Nominee
12	Mr. A.M. Mahatme	Administrative Officer
13	Mr. G.B. Mane	
14	Ms. D.R. Babar	
15	Mr. Aman Vishwakarma	Nominees from Student
14	Ms. Yukta Bhosale	
15	Mr. Nikhil Pise	Nominees from Alumni
16	Mr. Bhushan Khachane	
17	Mr. Ajay Jiddagi	Nominees from Employers
18	Mr. Satish Kulkarni	Nominees from Industry
19	Prof. R.R. Kulkarni	IQAC Coordinator
20	Prof. Rutuja Tikait	IQAC Co-Coordinator
21	Prof. Sagar Deshpande	

Following points of agenda were discussed in detail and following resolutions were passed. For implementation necessary action was also taken.

1. IQAC Coordinator Mr. R.R. Kulkarni, welcomed to Principal Prof. U. V. Shinde as a chairperson of IQAC and also welcomed to all Head of Department & IQAC members.
2. Minutes of the last IQAC meeting dated 29/05/2020 were reviewed and the activities and initiatives of IQAC for the academic year 2019-20 were briefed.
3. Principal Prof. U. V. Shinde insisted the significance of IQAC and review of action taken





by the resolutions given by NAAC peer team during 1st cycle.

4. Review of Status of AQAR 2019-20.

5. Review of Corona Covid-19 Government & University guidelines to the HEI Institutes.

6. Academic Calendar preparation and Daily Monitoring of Classes (Online) as per the SPPU guidelines.

Point No. 1: Discussion on plan of action for preparation of NAAC -AQAR for 1st cycle under IQAC and criteria wise allocation of work.

Resolution: Department wise Faculty members were allotted as a criteria wise Coordinator/member by concerning with respective department head.

Action taken: Mr. R.R. Kulkarni along with all department head and Principal formed the Criteria wise coordinator with team members for preparing documentation and collecting the information required for filling AQAR of academic year 2019-20.

Point No. 2: Discussion on significance of IQAC and review of action taken by the resolutions given by NAAC peer team during 1st cycle.

Resolution: It was resolved to prepare comprehensive documents for all the recommendation given by NAAC Peer committee during the 1st cycle.

Action taken:

- All criteria coordinators/ members are informed to work (online) for the collection of documents which is recommended by NAAC Peer committee during the 1st cycle.
- It was decided that all the relevant documents will be prepared & submitted up to 30/09/2020.

Point No. 3: Discussion on Review of Status of AQAR 2019-20.

Resolution:

- DVV tables of all the criteria are updated by criteria wise coordinator/members.
- Data of part A & Point 8 are discussed with all HoDs & finalize by Principal Sir & IQAC coordinator.
- Data of Part B (Criteria I to VII) will be updated by respective criteria in charge & discuss with Principal sir & IQAC coordinator during weekly meetings before finalize.
- Uploading of AQAR 2019-20 will be completed by second week of December 2020.

Action taken:

- All criteria coordinators/ members are work (online) for information & data collection which is required for Uploading AQAR 2019-20.
- It was decided that, all the relevant data/documents will be prepared & uploading up to 15/12/2020 for AQAR 2019-20.





Point No. 4: Review of Corona Covid-19 Government & University guidelines to the HEI Institutes.

Resolution: It was resolved that CEO /Registrar/Student section in charge will get in touch with all the circular/emails/ guidelines given by the competent authority.

Action taken: CEO /Registrar/Student section in charge will get in touch with all the circular/emails/ guidelines given by the competent authority & inform to the Principal sir time to time for implementing them as per guideline.

Point No. 5: Academic Calendar preparation and Daily Monitoring of Classes (Online) as per the SPPU guidelines.

Resolution: For smooth conduction of institute preparation of academic calendar is required as well as daily monitoring of classes is also required.

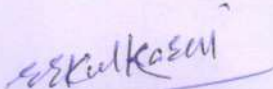
Action taken: By referring SPPU academic calendar, Mr. R. R. Kulkarni along with all department head and Principal finalize the institute academic calendar. It was decided to conduct the online lecture till further guideline of SPPU. For daily monitoring of classes (Online), Department wise two senior faculty members were appointed who will give proper feedback to department head and Principal.

Point No. 6: Any other point with the permission of the chairman.

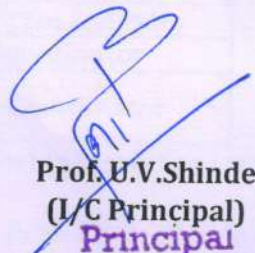
Resolution: No other points were raised.

Action Taken: Nil.

The meeting ended with thanks to chair.


Mr. R.R.Kulkarni
(IQAC Coordinator)




Prof. U.V.Shinde
(I/C Principal)
Principal
Siddhant College of Engineering
Sudumbare, Pune - 412 109



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

SIDDHANT COLLEGE OF ENGINEERING.

(Approved by AICTE, Recognized by Govt. of Maharashtra and Affiliated to S.P. Pune University & MSBTE)

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Date: 27/11/2020

Cycle 1: 01/07/2020 to 30/06/2021
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Meeting No. 2 (2020-21)
Minutes of Meeting and Action Taken

Date of Meeting	Time	Venue
27/11/2020	11:00 am	Online (zoom)

The following committee members were present online (zoom) for the meeting -

Sr.No.	Name of Member	Designation
1	Prof. U.V. Shinde	Head of Institution
2	Mr. H.M. Chaure	Registrar
3	Prof. B.N. Deshmukh	Member
4	Dr. P A Makasare	Member
5	Dr. Brijendra Gupta	Member
6	Prof. Ashwini Bade	Member
7	Prof. K. S. Reddy	Member
8	Prof. N.S. Kulkarni	Member
9	Prof. B.B. Kedar	Member
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18	Mr. Satish Kulkarni	Nominees from Industry
19	Prof. R.R. Kulkarni	IQAC Coordinator
20	Prof. Rutuja Tikait	IQAC Co-Coordinator
21	Prof. Sagar Deshpande	

Following points of agenda were discussed in detail and following resolutions were passed. For implementation necessary action was also taken.

Point No. 1 & 2: Review of minutes of meeting conducted on 28/08/2020.

Resolution: Review and follow-up of IQAC meeting conducted on 28/08/2020.





Action Taken:

- Mr. R. R. Kulkarni along with all department head and Principal formed Criteria wise coordinator with team members for preparing documentation and collecting the information required for filling AQAR.
- By referring SPPU academic calendar, Mr. R. R. Kulkarni along with all department head and Principal will finalize the institute academic calendar.
- It has been decided that, all department head will finalize the departmental academic calendar and submit one copy of the same to principal office.

Point No. 3: Discussion on online lecture status, Syllabus of theory & mode of conduction of practical sessions.

Resolution: 100 % syllabus of theory is completed during online class teaching and practical session as per the syllabus structure of SPPU.

Action Taken: Principal sir is taking the department wise syllabus coverage feedback of theory as well as practical of current semester for UG/PG students from Head of department & informed them to arrange some extra hours of teaching if any faculty is required. Arrange the online practical session by using Virtual Lab, You Tube Videos, NPTEL session etc. to fulfill the requirement of subject.

Point No. 4: SPPU Insem/SW/OR/PR/TW/OE/Endsem exam. of UG/PG Students, Semester I, Academic Year 2020-21.

Resolution: As per the guideline of SPPU, for smooth conduction of all type of online examination during Covid-19 pandemic situation, every institute should do the necessary arrangement.

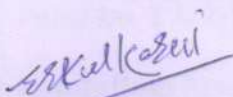
Action Taken: CEO & Student section in charge along with his team should complete the necessary arrangement for the same. Made the necessary arrangement to share the exam circular/information to the students as per the guideline of SPPU.


Point No. 5: Any other point with the permission of the chairman IQAC coordinator.

Resolution: No other points were raised.

Action Taken: Nil.

The meeting ended with thanks to chair.


Mr. R. R. Kulkarni
(IQAC Coordinator)


Prof. U.V. Shinde
(I/C Principal)
Principal
Siddhant College of Engineering
Sudumbare, Pune - 412 109





Date: 26/02/2021

Cycle 1: 01/07/2020 to 30/06/2021
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Meeting No. 3 (2020-21)
Minutes of Meeting and Action Taken

Date of Meeting	Time	Venue
26/02/2021	11:00 am	Online (zoom)

The following committee members were present online (zoom) for the meeting -

Sr.No.	Name of Member	Designation
1	Prof. U.V. Shinde	Head of Institution
2	Mr. H.M.Chahre	Registrar
3	Prof. B.N.Deshmukh	Member
4	Dr. P A Makasare	Member
5	Dr. Brijendra Gupta	Member
6	Prof. Ashwini Bade	Member
7	Prof. K. S. Reddy	Member
8	Prof.N.S.Kulkarni	Member
9	Prof. B.B. Kedar	Member
10	Mr. D.V.Taras	Member
11	Mr. G.M. Deshmukh	Management Nominee
12	Mr. A.M.Mahatme	Administrative Officer
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17	Mr. Ajay Jiddagi	Nominees from Employers
18	Mr. Satish Kulkarni	Nominees from Industry
19	Prof. R.R. Kulkarni	IQAC Coordinator
20	Prof.RutujaTikait	IQAC Co-Coordinator
21	Prof.Sagar Deshpande	

Following points of agenda were discussed in detail and following resolutions were passed. For implementation necessary action was also taken.

Point No. 1 & 2: Review of minutes of meeting conducted on 27/11/2020.

Resolution: Minutes & action taken report of meeting conducted on 27/11/2020 were approved.





Point No. 3: Discussion for Downloading Arogya Setu App. as per the direction/guideline given by Government of Maharashtra/ SPPU.

Resolution: Arogya Setu app is a government initiative to ensure the utmost safety for its citizens from Covid-19 Corona virus. In essence, this application connects Indian health services to its people during this unpredictable time.

Action Taken: It has been decided that, all Teaching, Non teaching, Supporting staff & students should be download the Arogya Setu app & Bluetooth of mobile should be on to run this application.

Point No. 4: Attendance of staff as per the direction/guideline given by Government of Maharashtra/SPPU/Management.

Resolution: 50% or alternate day Teaching, Non teaching & Supporting staff should be available in the college campus.

Action Taken:

- It has been decided that, all Teaching, Non teaching & supporting staff should report the college alternate day /as per duty chart. Head of department should take care that; minimum 50% staff should be available in each department.
- For students online theory classes should be conducted as per the timetable till further direction/guidelines of Government of Maharashtra/SPPU/Management.

Point No. 5: Discussion on Alumni Meet/ Institute level UG & PG Convocation ceremony, Sports & Cultural events.

Resolution: Every year institute should arrange the Alumni Meet/ Institute level UG & PG Convocation ceremony, Sports & Cultural events in the college campus during the month of February.

Action Taken:

- Principal Sir along with all head of department is decided that, as per the Guideline received from Government of Maharashtra/SPPU/Management during this Covid -19 sports & cultural events are suspended for this current academic year.
- For Alumni Meet/ Institute level UG & PG Convocation ceremony, it should be arranged by online mode by CEO /Student section in charge / Alumni Coordinator in the last week of February.

Point No. 6: Discussion on Compulsory wearing of Mask/ Social Distance/ Thermal Scanning/Sanitization of all visitors/staff entering in the campus.

Resolution: Head of Institution should monitor the Covid -19 guidelines such as- Compulsory wearing of Mask/ Social Distance/ Thermal Scanning/Sanitization of all visitors/staff entering in the campus.





Action Taken:

- It has been decided that, For Visitors /Staff who has entering in the campus, security in charge should physical check all the safety measures of Covid-19.
- On Weekly basis, Security In charge should submit the report to the Principal.

Point No. 7: Discussion on Cleanliness/Sanitization of all labs & Department.

Resolution: Head of department should take care of Cleanliness/Sanitization of all labs & Department.

Action Taken:

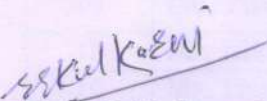
- It has been decided that, all Lab assistant, attendant, sweeper should report the department head and take the care of cleaning / Sanitization of their allocated labs & department.
- On Weekly basis, Department head should submit the report to the Principal.

Point No. 7: Any other point with the permission of the chairman IQAC coordinator.


Resolution: No other points were raised.

Action Taken: Nil.

The meeting ended with thanks to chair.


Mr. R.R. Kulkarni
(IQAC Coordinator)




Prof. B.V. Shinde
(I/C Principal)
Principal
Siddhant College of Engineering
Sudumbare, Pune - 412 109



Date: 28/05/2021

Cycle 1: 01/07/2020 to 30/06/2021
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Meeting No. 4 (2020-21)
Minutes of Meeting and Action Taken

Date of Meeting	Time	Venue
28/05/2021	11:00 am	Online (zoom)

The following committee members were present online (zoom) for the meeting -

Sr.No.	Name of Member	Designation
1	Prof. U.V. Shinde	Head of Institution
2	Mr. H.M.Chaure	Registrar
3	Prof. B.N.Deshmukh	Member
4	Dr. P A Makasare	Member
5	Dr. Brijendra Gupta	Member
6	Prof. Ashwini Bade	Member
7	Prof. K. S. Reddy	Member
8	Prof.N.S.Kulkarni	Member
9	Prof. B.B. Kedar	Member
10	Mr. D.V.Taras	Member
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19	Prof. R.R. Kulkarni	IQAC Coordinator
20	Prof.RutujaTikait	IQAC Co-Coordinator
21	Prof.Sagar Deshpande	

Following points of agenda were discussed in detail and following resolutions were passed. For implementation necessary action was also taken.

Point No. 1 & 2: Review of minutes of meeting conducted on 26/02/2021.

Resolution: Minutes & action taken report of meeting conducted on 26/02/2021 were approved.





Action Taken: Action taken report of the meeting conducted on 26/02/2021 was discussed.

Point No. 3: Discussion on conduction of online theory lecture & practical with staff wise record, Updating of BCUD profile, One page academic report of each staff containing publications, research papers, seminars, workshops etc.

Resolution:

- For every academic year, each staff should submit one page academic report containing-publications, research papers, seminars, workshops etc. Also submit the updated report of BCUD profile.
- During Covid-19 every month staff should submit the conduction of online theory lecture & practical record to the principal office through department head.

Action Taken:

It has been decided that, department wise all the teaching staff should maintain the record of above mentioned & submit the hard copy to the principal office through department head.

Point No. 4: SPPU Insem/SW/OR/PR/TW/OE/Endsem exam. of UG/PG Students, Semester II, Academic Year 2020-21.

Resolution: As per the guideline of SPPU, for smooth conduction of all type of online examination during Covid-19 pandemic situation, every institute should do the necessary arrangement.

Action Taken: CEO & Student section in charge along with his team does the necessary arrangement for the same. Made the necessary arrangement to share the exam circular/information to the students as per the guideline of SPPU.

Point No. 5: Discussion on online student feedback & satisfactory survey from students of UG/PG.

Resolution: At the conclusion of every academic year, faculty wise teaching feedback & satisfactory survey of institute should be taken from students of UG/PG.

Action Taken: Principal in association with all department head should conduct the online faculty wise teaching feedback & satisfactory survey of institute from students of UG/PG. Registrar of the institute should made the analysis report & submit the hard copy to the Principal office & IQAC for further necessary actions.

Point No. 6: Discussion on internal academic & administrative audit for the academic year 2020-21.





Resolution: At the conclusion of every academic year, internal academic & administrative audit of the institute should be carried out by the internal staff appointed by Principal.

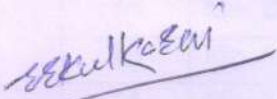
Action Taken: Principal in association with department head, admin section, student section, account section, establishment section should conduct the online internal academic & administrative audit for the academic year 2020-21 from the internal staff appointed by the Principal & submit the hard copy to the Principal office & IQAC for further necessary actions.


Point No. 7: Any other point with the permission of the chairman IQAC coordinator

Resolution: No other points were raised.

Action Taken: Nil.

The meeting ended with thanks to chair.


Mr. R.R.Kulkarni
(IQAC Coordinator)


Prof. U.V. Shinde
(Principal)
Principal
Siddhant College of Engineering
Sudumbare, Pune - 412 109

