

## INTERNAL QUALITY ASSURANCE CELL

### Minutes of IQAC Meeting No. 1(2021-22)

Date of meeting	Time	Venue
5/7/2021	11.00 a.m.	Conference room

The following members were present-

SR. NO.	NAME	DESIGNATION
1	Dr. N. J. Uke	Chairperson
2	Dr. S. S. Deshmukh	IQAC coordinator
3	Dr. K. B. Gavali	Member
4	Dr. N. J. Kulkarni	Member
5	Ms. D D Kulkarni	Member
6	Mr. V K Jadhav	Member
7	Mr. Anil Chorge	MEMBER
8	Mr. P A Manatkar	Member
9	Mr. Machindra Dagade	Member
10	Mr. Yash Kambale	Member
11	Mr. Swapnil Dhavale	Member
12	Mr. Shashikant Dhanashetti	Member
13	Mr. Nayem Shaikh	Member
14	Mrs. Vijayashree Morey	Member

Proceeding of meeting

Point No 1- Welcome of all IQAC members.

Point No-2- Review of last meeting on 24/02/2021

Point No-3- Review of recommendations given by NAAC peer team during first cycle of NAAC.

- Finalization of check list and documents of archived points which was recommended by NAAC during first cycle.

Point No- 4- Discussion on encouragement of students for research and entrepreneurship development.

- To start lectures and seminars on research and entrepreneurship development.
- Motivate students about importance of research and entrepreneurship development.
- To identify the funding agencies for such training activity.

Point No- 5- Encourage faculty members for Webinar under professional chapter cell on different topics.

- To identify the topics for webinar.
- Preparation on topics
- To conduct the sessions

Point No-6- Discussion on outcome based teaching learning process.

- Utilization of available time to complete syllabus.
- Project and Seminar topics should be on current issues and advanced technology.
- To provide problem statements of society and industry for quality projects.
- To provide 24 hour in-house lab facilities to students for research.

Point No-7- Best Practice: Career Mentoring.

- Video Resume preparation by mentors
- Mock interview conduction for campus placement
- Technical & aptitude skill orientation program.



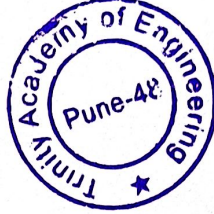
Point No-8- Other points with the permission of Chairman.

- Activities and preparedness at the beginning of semester
- Academic calendar AY-2021-22.
- Appointments of members for different cells and committee AY-2021-22.



Dr. Satish S. Deshmukh

(IQAC Coordinator)



Dr. Nilesh J. Uke

(Principal)

**Principal**  
Trinity Academy of Engineering,  
Kondhawa- Saswad Road, Pune-48



KJ's Educational Institute

## TRINITY ACADEMY OF ENGINEERING, PUNE

(Approved by AICTE, New Delhi, Govt. of Maharashtra & affiliated to SPPU, DTE Code: EN6634)

(Accredited by NAAC with 'A' Grade)



### INTERNAL QUALITY ASSURANCE CELL

Action taken report of IQAC Meeting No. 1/2021-22 Conducted on  
05/07/2021

Point No 2: Review of action taken report of IQAC meeting conducted on 24/02/2021	
Point No-3- Review of recommendations given by NAAC peer team during first cycle of NAAC.	
<b>Resolution:</b> <ul style="list-style-type: none"><li>Finalization of check list and documents of archived points which was recommended by NAAC during first cycle.</li></ul>	<b>Action Taken:</b> <p>All criterion heads and departmental coordinators are asked to prepare check list of documents.</p> <p>Directed to IQAC Co-coordinator and criterion heads to take a review.</p>
Point No 4: Discussion on encouragement of students for research and entrepreneurship development.	
<b>Resolution:</b> <ul style="list-style-type: none"><li>To start lectures and seminars on research and entrepreneurship development.</li><li>Motivate students about importance of research and entrepreneurship development.</li><li>To identify the funding agencies for such training activity.</li></ul>	<b>Action Taken:</b> <ul style="list-style-type: none"><li>Directed to Institutional Innovation council (ICC) to start lecture series.</li><li>Impact lecture series is funded by AICTE.</li></ul>



Point No- 5- Encourage faculty members for Webinar under professional chapter cell on different topics.	
<b>Resolution:</b> <ul style="list-style-type: none"> <li>To identify the topics for webinar.</li> <li>Preparation on topics</li> <li>To conduct the sessions</li> </ul>	<b>Action Taken:</b> <ul style="list-style-type: none"> <li>Decided to conduct activity under professional chapter cell on every Friday.</li> <li>One session is taken by Principal Dr. N. J. Uke on "How to select topics for sessions."</li> <li>HoDs have been asked to monitor preparation of topics.</li> </ul>
Point No-6- Discussion on outcome based teaching learning process.	
<b>Resolution :</b> <ul style="list-style-type: none"> <li>Utilization of available time to complete syllabus.</li> <li>Project and Seminar topics should be on current issues and advanced technology.</li> <li>To provide problem statement of society &amp; industry for quality projects.</li> <li>To provide 24 hour in- house lab facilities to students for research.</li> </ul>	<b>Action Taken:</b> <ul style="list-style-type: none"> <li>Proper academic calendar is prepared as per university schedule.</li> <li>Meetings are conducted with departmental Project and seminar coordinators.</li> <li>Problems of industry and society are collected from different resources.</li> <li>Enrolled students in earn and learn scheme of SPPU Pune are used for providing 24 hour in-house lab facilities.</li> </ul>
Point No-7- Best Practice: Career Mentoring.	
<b>Resolution:</b> <ul style="list-style-type: none"> <li>Video Resume preparation by mentors</li> <li>Mock interview conduction for campus placement</li> <li>Technical &amp; aptitude skill orientation program.</li> </ul>	<b>Action Taken:</b> <ul style="list-style-type: none"> <li>One mentors are appointed for 20 students</li> <li>Resumes are scrutinized by mentors and interviews are taken by Mentor panel</li> <li>Zensar and ByteXL institutes ate appointed for training and aptitude skill</li> </ul> <b>Outcome:</b> Increase of placement ratio.

Point No-8- Other points with the permission of Chairman.

Resolution:

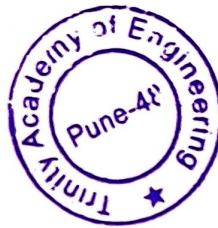
- Activities and preparedness at the beginning of semester
- Academic calendar AY-2021-22.
- Appointments of members for different cells and committee AY-2021-22.

Action Taken:

- HODs has been asked to monitor the faculty Course file.
- Dean Academics prepared Academic calendar AY-2021-22 as per university schedule.
- Different cells and committee members are nominated in HOD meeting.



Dr. Satish S. Deshmukh  
(IQAC Coordinator)



Dr. Nilesh J. Uke  
(Principal)

**Principal**  
Trinity Academy of Engineering,  
Kondhawa- Saswad Road, Pune-48





## INTERNAL QUALITY ASSURANCE CELL

### Minutes of IQAC Meeting No. 2 (2021-22)

Date of meeting	Time	Venue
21/10/2021	11.00 a.m.	Conference room

The following members were present-

SR. NO.	NAME	DESIGNATION
1	Dr. N. J. Uke	Chairperson
2	Dr. S. S. Deshmukh	IQAC coordinator
3	Dr. K. B. Gavali	Member
4	Dr. N. J. Kulkarni	Member
5	Ms. D D Kulkarni	Member
6	Mr. V K Jadhav	Member
7	Mr. Anil Chorge	MEMBER
8	Mr. P A Manatkar	Member
9	Mr. Machindra Dagade	Member
10	Mr. Yash Kambale	Member
11	Mr. Swapnil Dhavale	Member
12	Mr. Shashikant Dhanashetti	Member
13	Mr. Nayem Shaikh	Member
14	Mrs. Vijayashree Morey	Member

Proceeding of meeting

Point No 1- Review of last meeting on 5/7/2021.

Point No-2- Review of consultancy cell activities.

- To visit various government departments & industries.

- Distribution of revenue among participated faculties generated by consultancy cell.
- Regular repairing and maintenance of lab equipment.

Point No-3- Discussion on encouragement of student participation in different student development programs conducted by all departments.

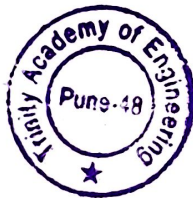
- Motivate students in regular lectures.
- Explain the benefits of student development programs.

Point No-4- Other points with the permission of Chairman.

No other points were raised.



Dr. Satish S. Deshmukh  
(IQAC Coordinator)



Dr. Nilesh J. Uke  
**Principal**  
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**INTERNAL QUALITY ASSURANCE CELL**

Action taken report of IQAC Meeting No. 2/2021-22 Conducted on  
21/10/2021

Point No 1: Review of action taken report of IQAC meeting conducted on  
05/07/2021

Point No-2- Review of consultancy cell activities.

**Resolution:**

- To visit various government departments & industries.
- Distribution of revenue among participated faculties generated by consultancy cell.
- Regular repairing and maintenance of lab equipment.

**Action Taken:**

- Consultancy cell members have been informed to visit various departments and industries.
- Distribution of revenue among participated faculties generated by consultancy cell is done as per management approval.
- Consultancy cell members have been informed to check the all laboratories and find out fault if any.

Point No-3- Discussion on encouragement of student participation in different student development programs conducted by all departments.

**Resolution:**

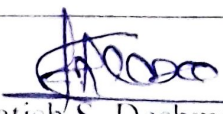
- Motivate students in regular lectures.
- Explain the benefits of student development programs.

**Action Taken:**

- HoDs were asked to monitor the activity.
- One SDP is conducted by IIT Bombay.
- Overall response from students is better.

Point No-4-Other points with the permission of Chairman.

**No other points were raised.**

  
Dr. Satish S. Deshmukh  
(IQAC Coordinator)



  
Dr. Nilesh J. Uke  
**Principal**  
Trinity Academy of Engineering,  
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### INTERNAL QUALITY ASSURANCE CELL

#### Minutes of IQAC Meeting No. 3 (2021-22)

Date of meeting	Time	Venue
03/02/2022	3.15 pm	Conference room

The following IQAC members were present-

SR. NO.	NAME	DESIGNATION
1	Dr. N. J. Uke	Chairperson
2	Dr. S. S. Deshmukh	IQAC coordinator
3	Dr. K. B. Gavali	Member
4	Dr. N. J. Kulkarni	Member
5	Ms. D D Kulkarni	Member
6	Mr. V K Jadhav	Member
7	Mr. Anil Chorge	MEMBER
8	Mr. P A Manatkar	Member
9	Mr. Machindra Dagade	Member
10	Mr. Yash Kambale	Member
11	Mr. Swapnil Dhavale	Member
12	Mr. Shashikant Dhanashetti	Member
13	Mr. Nayem Shaikh	Member
14	Mrs. Vijayashree Morey	Member

Proceeding of meeting

Point No1- Review of minutes and action taken report of last meeting on 21/10/2021

Point No-2-- Invite industry professionals to guide and review project.



- All departments should grooming students to take industry related projects and increase employability.
- To visit industry and discuss their need or problem statements and suggest probable solutions.
- Faculty also involve in each of their programs.

Point No- 3- Discussion on employability of students.


- To know the areas in which students need to improve from employability point of view.
- Students are divided in groups as per their employability requirements and give them relevant training.
- College placement officer and department placement faculty has to prepare plan accordingly.

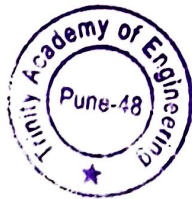
Point No-4- Discussion on upcoming International Conference on research, Technology & Engineering.


- Select core organization team for conference
- Finalize schedule of the conference

Point No-5- Any other point with the permission of Chairmen.

- No any point raised by members.

  
Dr. Satish S. Deshmukh  
(IQAC Coordinator)



  
Dr. Nilesh J. Uke  
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**INTERNAL QUALITY ASSURANCE CELL**

**Action taken report of IQAC Meeting No. 3/2021-22 Conducted on 3/02/2022**

Point No 1: Review of action taken report of IQAC meeting conducted on 21/10/2019

Point No-2- Invite industry professionals to guide and review project.

**Resolution:**

- All departments should be grooming students to take industry related projects and increase employability.
- To visit industry and discuss their need or problem statements and suggest probable solutions.
- Faculty also involve in each of their programs.

**Action Taken:**

- All departments and T&P department asked to follow the industry manuals and working on activities and keep on adding new.

Point No- 3- Discussion on employability of students.

**Resolution:**

- To know the areas in which students need to improve from employability point of view.
- Students are divided in groups as per their employability requirements and give them relevant training.
- College placement officer and department placement faculty has to prepare plan accordingly.

**Action Taken:**

- All faculties have been informed to encourage students employability point of view.
- All HoDs have been informed to follow the T& P plans.

Point No-4- Discussion on upcoming International Conference on research, Technology & Engineering.

**Resolution:**

- Select of core organization team for conference
- Finalize schedule of the

**Action Taken:**

- Dr N J Kulkarni is selected as conveyor of the conference and all HODs is committee


conference

members.


- Conference is scheduled on 7<sup>th</sup> and 8<sup>th</sup> April 2022

Point No-5- Any other point with the permission of Chairmen.

No any point raised by members

  
Dr. Satish S. Deshmukh  
(IQAC Coordinator)



  
Dr. Nilesh J. Uke  
(Principal)  
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Kondhwa-Cuswari Road, Pune-48





KJ's Educational Institute

## TRINITY ACADEMY OF ENGINEERING, PUNE

(Approved by AICTE, New Delhi, Govt. of Maharashtra & affiliated to SPPU, DTE Code: EN6634)

(Accredited by NAAC with 'A' Grade)

### INTERNAL QUALITY ASSURANCE CELL

#### Minutes of IQAC Meeting No. 4 (2021-22)

Date of meeting	Time	Venue
08/04/2022	3.15 pm	Conference Room

The following IQSC members were present-

SR. NO.	NAME	DESIGNATION
1	Dr. N. J. Uke	Chairperson
2	Dr. S. S. Deshmukh	IQAC coordinator
3	Dr. K. B. Gavali	Member
4	Dr. N. J. Kulkarni	Member
5	Ms. D D Kulkarni	Member
6	Mr. V K Jadhav	Member
7	Mr. Anil Chorge	MEMBER
8	Mr. P A Manatkar	Member
9	Mr. Machindra Dagade	Member
10	Mr. Yash Kambale	Member
11	Mr. Swapnil Dhavale	Member
12	Mr. Shashikant Dhanashetti	Member
13	Mr. Nayem Shaikh	Member
14	Mrs. Vijayashree Morey	Member

Proceeding of meeting

Point No1- Review of minutes and action taken report of last meeting on  
03/02/2022

Point No-2 - Conduction of Value Added Programs in next academic year.

- All departments should identify area from current issues to conduct value added programs in department.
- All department should review resources available for identified VAP.
- Identify resource person or trainer to conduct VAP.

Point No- 3- Implementation of E-Governance in areas of operation.

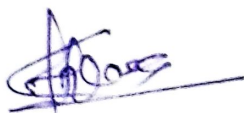
- To start ERP training to all teaching and non-teaching faculty.
- Enlist problems/difficulties arises during use of ERP.

Point No-4- Discussion on increase the intake of Master of Computer Application (MCA) and restore E&TC intake.

- To study the AICTE handbook.
- Preparation of documents and application to AICTE.
- To review the resources available and Enlist required resource.

Point No-5- Any other point with the permission of Chairmen.

- Preparation of Theory and Practical Examination for upcoming SPPU exam.
- Discussion on study material provided to students for upcoming university examinations.
- Conduction of Trinity Champ 2022 for 12<sup>th</sup> students.
- Review of NAAC cycle-II SSR preparation.



Dr. Satish S. Deshmukh  
(IQAC Coordinator)



Dr. Nilesh J. Uke  
**Principal**  
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**INTERNAL QUALITY ASSURANCE CELL**

**Action taken report of IQAC Meeting No. 4/2021-22 Conducted on 08/04/2022**

Point No 1: Review of action taken report of IQAC meeting conducted on 03/02/2022

Point No-2- Conduction of Value Added Programs in next academic year.

**Resolution:**

- All departments should identify area from current issues to conduct value added programs in department.
- All department should review resources available for identified VAP.
- Identify resource person or trainer to conduct VAP.

**Action Taken:**

- Asked to HOD and departmental VAP coordinator to identify the topics, review the available racecourses and Identify resource person or trainer to conduct VAP.

Point No- 3- Implementation of E-Governance in areas of operation.

**Resolution:**

- To start ERP training to all teaching and non-teaching faculty.
- Enlist problems/difficulties arises during use of ERP.

**Action Taken:**

- ERP coordinator Mr. Dharampal Baitule had scheduled training programs in seminar hall.
- All departmental ERP coordinators submitted problems/issues to Mr. Dharampal Baitule

Point No-4- Discussion on increase the intake of Master of Computer Application (MCA) and restore E&TC intake.

**Resolution:**

- To study the AICTE handbook.
- Preparation of documents and application to AICTE.
- To review the resources available and Enlist required resource.

**Action Taken:**

- Ask to Mr. Chorage (OS) to complete the application process.
- All resources available & required are reviewed by Civil HOD & Mr. P A Manatkar



Point No-5- Any other point with the permission of Chairmen.

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Preparation of Theory and Practical Examination for upcoming SPPU exam.</li><li>• Discussion on study material provided to students for upcoming university examinations.</li><li>• Conduction of Trinity Champ 2022 for 12<sup>th</sup> students.</li><li>• Review of NAAC cycle-II SSR preparation.</li></ul> | <ul style="list-style-type: none"><li>• Exam In charge and HOD meeting is scheduled.</li><li>• Directed to all subject teachers to distribute study materials to students.</li><li>• Asked to HOD FE, Mathematics, Chemistry &amp; Physics teachers regarding preparation of Trinity Champ 2022.</li><li>• Review is taken by IQAC committee.</li></ul> |
|---|---|



Dr. Satish S. Deshmukh  
(IQAC Coordinator)



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