



INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting No. 1 (2019-20)

Date of Meeting	Time	Venue
05/07/2019	11.00 am	Conference room

The following IQSC members were present-

Sr No	Name	Designation
1	Dr Nilesh J Uke	Chairperson
2	Dr Satish S Deshmukh	IQAC Coordinator
3	Dr K B Gavali	Member
4	Mrs. D D Kulakarni	Member
5	Mrs. Chanchal Kedia	Member
6	Dr H A Haloli	Member
7	Dr V J Kakhandki	Member
8	Mr. Anil Chorage	Member
9	Mr. Swapnil Dhawale	Member
10	Mr. Rahul Jadhav	Member
11	Mr. Yogiraj Lohakare	Member

Proceeding of meeting

Point No 1- Welcome of new IQAC members.

Point No-2- Review of last meeting on 25/05/2019

Point No-3- Preparation of AQAR-19-20



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TRINITY ACADEMY OF ENGINEERING, PUNE

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- Finalization of checklist for documents and maintain in hard copy.
- Plan of activities for updating infrastructure and resources to be chalked down by taking approval from KJEl authorities.

Point No- 4- Discussion on encouragement of student and staff to library usage.

- Frequently library committee should visit library and check registrar.
- Motivate students about importance of reference books, research journals, proceedings and magazines.
- To increase reading section by adding more tables and chairs.

Point No- 5- Discussion on encouragement of staff to go as resource person to conduct technical sessions in other institutes in nearby area.

- To identify the topics for technical sessions
- Preparation on topics
- To conduct the sessions

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

- Utilization of available time to complete syllabus.
- 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- Other points with the permission of Chairman.

- Students attendance
- Test conduction and test result
- Condition of common facilities available in campus.
- Encouragement of faculty members for higher studies i.e. PG and PhD.


Dr Satish S Deshmukh
(IQSC Coordinators)




Dr Nilesh J Uke
(Principal)

PRINCIPAL
Trinity Academy of Engineering
Kondhwa-Saswad Road, Pune-48



INTERNAL QUALITY ASSURANCE CELL

Action taken report of IQAC Meeting No. 1/2019-20 Conducted on 05/07/2019

Point No 2: Review of action taken report of IQAC meeting conducted on	
Point No-3- Preparation of AQAR-19-20	
Resolution: <ul style="list-style-type: none">Finalization of checklist for documents and maintain in hard copy.Plan of activities for updating infrastructure and resources to be chalked down by taking approval from KJEI authorities.	Action Taken: <p>All criterion heads and departmental coordinators are asked to prepare check list of documents.</p> <p>Informed to Mr. P A Manatkar (Civil Dept) update the plans.</p> <p>Plans are approved by KJEI authority.</p>
Point No 4: Discussion on encouragement of student and staff to library usage.	
Resolution: <ul style="list-style-type: none">Frequently library committee should visit library and check registrar.Motivate students about importance of reference books, research journals, proceedings and magazines.To increase reading section by adding more tables and chairs.	Action Taken: <ul style="list-style-type: none">HoDs have been informed to visit library frequently and monitor activitySubject Teachers have been informed to use reference books and motivate students.Space, Tables and chairs were increased as per need.
Point No- 5- Discussion on encouragement of staff to go as resource person to conduct technical sessions in other institutes in nearby area.	
Resolution: <ul style="list-style-type: none">To identify the topics for technical sessionsPreparation on topicsTo conduct the sessions	Action Taken: <ul style="list-style-type: none">One session is taken by Principal Dr N J Uke on "How to select topics for sessions".HoDs have been asked to monitor preparation of topics.Telephonic discussion with Principals and HoDs of nearby colleges.



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

Resolution:

- Utilization of available time to complete syllabus.
- 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.

Action Taken:

- Proper academic calendar is prepared as per university schedule.
- Meetings are conducted with departmental seminar coordinators.
- Problems of industry and society are collected from different resources.
- Enrolled students in earn and learn scheme of SPPU Pune are used for providing 24 hour in-house lab facilities

Point No-7- Other points with the permission of Chairman.

Resolution:

- Students attendance
- Test conduction and test result
- Condition of common facilities available in campus.

Action Taken:

- Teacher guardians have been asked to monitor the attendance of his TG group.
- Departmental exam coordinators are appointed to conduct tests and declare results.
- Technical assistance and workshop instructors have been instructed to check condition of common facilities available in campus.


Dr Satish S Deshmukh
(IQSC Coordinators)


Dr Nilesh J Uke
(Principal)



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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting No. 2 (2019-20)

Date of Meeting	Time	Venue
21/10/2019	11.15 am	Conference room

The following IQSC members were present-

Sr No	Name	Designation
1	Dr Nilesh J Uke	Chairperson
2	Dr Satish S Deshmukh	IQAC Coordinator
3	Dr K B Gavali	Member
4	Mrs. D D Kulakarni	Member
5	Mrs. Chanchal Kedia	Member
6	Dr H A Haloli	Member
7	Dr V J Kakhandki	Member
8	Mr. Anil Chorage	Member
9	Mr. Swapnil Dhawale	Member
10	Mr. Rahul Jadhav	Member
11	Mr. Yogiraj Lohakare	Member

Proceeding of meeting

Point No 1- Review of last meeting on 05/07/2021

Point No-2- - Discussion to increase the consultancy cell revenue.

- To visit various government departments and industries.

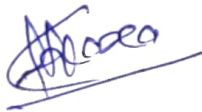
- Visit to consultancy cell
- Regular repairing and maintenance of lab equipment.

Point No- 3- Discussion on encouragement of student participation in GATE, GRE/TOFFEL, IELTS and competitive examinations.

- Motivate students in regular lectures.
- Explain the syllabus of competitive examination.
- To teach difficult problems in extra lectures.

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

- No other points were raised.



Dr Satish S Deshmukh
(IQSC Coordinators)




Dr Nilesh J Uke
(Principal)

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INTERNAL QUALITY ASSURANCE CELL

Action taken report of IQAC Meeting No. 2/2019-20 Conducted on 21/10/2019

Point No 1: Review of action taken report of IQAC meeting conducted on 10/07/2019	
Point No-2- Discussion to increase the consultancy cell revenue.	
Resolution: <ul style="list-style-type: none">To visit various government departments and industries.Visit to consultancy cellRegular repairing and maintenance of lab equipment.Dead stock audit	Action Taken: <ul style="list-style-type: none">Consultancy cell members have been informed to visit various government departments and industries.Principal, all HoDs along with consultancy cell members visited various labs on 30/10/2019.Consultancy cell members have been informed to check the all laboratories and find out fault if any.Experts from other college are invited for third party audit.
Point No- 3- Discussion on encouragement of student participation in GATE, GRE/TOFFEL, IELTS and competitive examinations.	
Resolution: <ul style="list-style-type: none">Motivate students in regular lectures.Explain the syllabus of competitive examination.To teach difficult problems in extra lectures.	Action Taken: <ul style="list-style-type: none">HoDs were asked to monitor the activity.HoDs have been asked to check preparation of faculty.Departmental academic coordinators were asked to monitor the activity.
Point No-4- Other points with the permission of Chairman. No other points were raised.	

Dr Satish S Deshmukh
(IQSC Coordinators)



Dr Nilesh J Uke
(Principal)

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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting No. 3 (2019-20)

Date of Meeting	Time	Venue
03/02/2020	3.15 pm	Conference room

The following IQSC members were present-

Sr No	Name	Designation
1	Dr Nilesh J Uke	Chairperson
2	Dr Satish S Deshmukh	IQAC Coordinator
3	Dr K B Gavali	Member
4	Mrs. D D Kulakarni	Member
5	Mrs. Chanchal Kedia	Member
6	Dr H A Haloli	Member
7	Dr V J Kakhandki	Member
8	Mr. Anil Chorage	Member
9	Mr. Swapnil Dhawale	Member
10	Mr. Rahul Jadhav	Member
11	Mr. Yogiraj Lohakare	Member

Proceeding of meeting

Point No 1- Review of minutes and action taken report of last meeting on 21/10/2019

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 there 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- Any other point with the permission of Chairmen.

No any point raised by members.



Dr Satish S Deshmukh
(IQSC Coordinators)




Dr Nilesh J Uke
(Principal)

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INTERNAL QUALITY ASSURANCE CELL

Action taken report of IQAC Meeting No. 3/2019-20 Conducted on 3/02/2020

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: <ul style="list-style-type: none">• All departments should grooming students to take industry related projects and increase employability.• To visit industry and discuss there need or problem statements and suggest probable solutions.• Faculty also involve in each of their programs.	Action Taken: <ul style="list-style-type: none">• All departments and T&P department asked to follows the industry manuals and working on activities and keep on adding new.
Point No- 3- Discussion on employability of students.	
Resolution: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• All faculties have been informed to undergo the online training, due to COVID-19.• All HoDs have been informed to follow the T&P plans.



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

No other points were raised.

Dr Satish S Deshmukh
(IQSC Coordinators)



Dr Nilesh J Uke
(Principal)

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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting No. 4 (2019-20)

Date of Meeting	Time	Venue
07/04/2020	3.15 pm	Online

The following IQSC members were present-

Sr No	Name	Designation
1	Dr Nilesh J Uke	Chairperson
2	Dr Satish S Deshmukh	IQAC Coordinator
3	Dr K B Gavali	Member
4	Mrs. D D Kulakarni	Member
5	Mrs. Chanchal Kedia	Member
6	Dr H A Haloli	Member
7	Dr V J Kakhandki	Member
8	Mr. Anil Chorage	Member
9	Mr. Swapnil Dhawale	Member
10	Mr. Rahul Jadhav	Member
11	Mr. Yogiraj Lohakare	Member

Proceeding of meeting

Point No 1- Review of minutes and action taken report of last meeting on 03/02/2020

Point No 2- To attend online technical programs by other institutes.

- All departments should grooming students to participate in online technical programs.
- Faculty should attend online programs like FDP, seminars, NPTEL courses and workshops.

Point No- 3- To conduct the quiz on awareness of COVID-19.

- Finalise the questions and conduct the quiz.
- Certificate to participants.

Point No-4- Discussion on effective online teaching on MS teams.

- To check the usefulness of MS team for online teaching learning process.

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

- Practical conduction using virtual lab concept.
- Discussion on study material provided to students for upcoming university examinations.
- Review of AQAR 19-20 preparation.



Dr Salish S Deshmukh
(IQSC Coordinators)




Dr Nilesh J Uke
(Principal)

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INTERNAL QUALITY ASSURANCE CELL

Action taken report of IQAC Meeting No. 4/2019-20 Conducted on 7/04/2020

Point No 1: Review of action taken report of IQAC meeting conducted on 03/02/2020	
Point No-2- To attend online technical programs by other institutes.	
Resolution: <ul style="list-style-type: none">All departments should grooming students to participate in online technical programs.Faculty should attend online programs like FDP, seminars, NPTEL courses and workshops.	Action Taken: <ul style="list-style-type: none">Asked to teacher guardians to take online meeting and grooming students.All HoDs have been informed to monitor the activity.
Point No- 3- To conduct the quiz on awareness of COVID-19.	
Resolution: <ul style="list-style-type: none">Finalise the questions and conduct the quiz.Certificate to participants	Action Taken: <ul style="list-style-type: none">Asked to Mr K M Kulkarni and Miss Supriya Saste to take initiative.
Point No-4- Discussion on effective online teaching on MS teams.	
Resolution: <ul style="list-style-type: none">To check the usefulness of MS team for online teaching learning process.	Action Taken: <ul style="list-style-type: none">Asked to HoD Computer to check the feasibility of MS teams.Asked to senior faculty to take training of the all teaching faculty on MS teams.



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

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| <ul style="list-style-type: none">• Practical conduction using virtual lab concept.• Discussion on study material provided to students for upcoming university examinations.• Review of AQAR 19-20 preparation.• Encouragement of faculty members for higher studies i.e. PG and PhD. | <ul style="list-style-type: none">• Informed to faculty to use virtual lab to conduct practical.• Informed to faculty make available study material to students online.• Review of AQAR 19-20 is taken by IQAC Coordinators.• Management assured the study leave and leave whenever scholars required. |
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Dr Satish S Deshmukh
(IQAC Coordinators)


Dr Nilesh J Uke
(Principal)



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