



## Notice

Date: 28 Nov. 2018

A meeting of all IQAC members is scheduled on 8<sup>th</sup> Dec. 2018 at 11.00 am in board room.  
The agenda of the meeting is as follows.

### Agenda:

1. Review and confirmation of minutes of previous meeting held on 28 Aug. 2018.
2. Course file quality improvement.
3. Local society representative and administrative member.
4. Office automation.
5. Skill development and internship.
6. Commencement audit of Department and Cells.
7. FDP under Experiments, Explore and Enhance.
8. Gate classes for carrier focus
9. Status of International conference ICRIET-2019
10. Any other issued raised by members with the approval of chair.

Please make it convenient to attend.

### Name of Members :

Prof. Dr. G.A. Hinge - *GAH*  
Mr. G.T. Sawant - *GS*  
Prof. A.P. Khatri - *APK*  
Ms. N.S. Sable - *NSS*  
Dr. M.M. Shinde - *MS*  
Dr. A. D. Dhanawade - *ADD*  
Prof. R.P. Kelapure - *RPK*  
Prof. A.D. Gujar - *ADG*

Prof. A.N. Kshirsagar - *ANK*  
Prof. V.S. Dhote - *VSD*  
Prof. S.B. Patil - *SBP*  
Ms. Sonali Patil - *SP*  
Mr. Kunal Dhonde - *KD*  
Mr. Sagar Bhumkar - *SB*  
Mr. Irfan Pathan - *IP*  
Mr. Santosh Deshpande - *SD*

Prof. A.P. Khatri  
Coordinator



Dr. G.A. Hinge  
Principal

Bhivarabai Sawant College of  
Engineering & Research  
S. No-12/1/2 & 12/2/2, Narhe  
Tal- Haveli, Pune-411 041



## Minutes of Meeting

Date: 09 Dec.2018

### Agenda:

1. Review and confirmation of minutes of previous meeting held on 28 Aug. 2018.
2. Course file quality improvement.
3. Local society representative and administrative member.
4. Office automation.
5. Skill development and internship.
6. Commencement audit of Department and Cells.
7. FDP under Experiments, Explore and Enhance.
8. Gate classes for carrier focus
9. Status of International conference ICRIET-2019
10. Any other issues raised by members with the approval of chair.

### Following points were discussed in the meeting:


1. To check quality of course file course file quality parameters were discussed and finalized which are as follows.
  - Course file should be well organized and must be in presentable form.
  - Course notes should be arranged in the same sequence which is mentioned in curriculum.
  - All points given in curriculum must be covered thoroughly in course notes and each point should be elaborated.
  - If required flow chart, tree diagram or other tool must be used.
  - Course notes should be hand written and handwriting should be readable.
  - All exams such as Class test, in semester, end semester answer key with marking schemes should be available to students.
  - All diagrams should be properly presented with caption.
  - Course Prerequisites should be available in course notes.
  - Unit wise question bank should be available in course file.
  - Last three year question papers for in sem and End sem with solution and marking schemes must be available in course file.
  - Topic wise reference must be mentioned in course notes.
  - List of Reference and recommended books must be available.
2. For more effective working few members are added in IQAC, Mr. Sagar Bhumkar (societal representative, Ms. S.N.Sable (Administrative member), Dr.M.M.Shine (Library) and it is also decided to involve TPO in the IQAC Cell.
3. To strengthen the administrative works it is necessary to atomize the office.
4. To increase the employability of the students more emphasis should be placed on practical works and internship.
5. Commencement and cell audit was scheduled.



6. It is decided that under Experiments, Explore and Enhance FDP the demonstration of experiments should record and upload on YouTube channel.
7. Internal faculty in collaboration with external experts will give coaching of GATE as it is the need of present scenario.

The meeting was concluded by vote of thanks by IQAC coordinator Prof. A.P. Khatri.

Note :- Above minutes of meeting are forwarded to external members through email.



Prof. A.P. Khatri  
IQAC Coordinator



Dr. G.A. Hinge  
Principal



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## Internal Quality Assurance Cell

### Action Taken Report 2018-19

Date: -17Dec. 2018

1. Faculty training program is arranged to improve the quality of course file.
2. Suggested regarding automation of office is given to authority.
3. All HOD's are informed to increase the count of internship for students and arrange add - on courses for field exposure of the students.
4. Gate and other complete exam training programs are arranged.
5. Various committees are formed for smooth conduction of international conference ICRIET-19.

Prof. A.P. Khatri  
IQAC Coordinator



Dr. G.A. Hinge  
Principal

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## Notice

Date: 2<sup>nd</sup> April. 2019


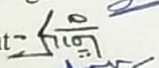


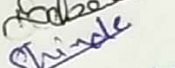
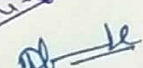

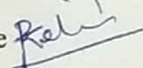
A meeting of all IQAC members is scheduled on 10<sup>th</sup> April. 2019 at 11.00 am in board room. The agenda of the meeting is as follows.

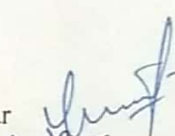
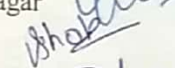
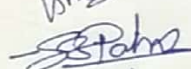

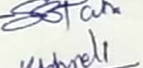
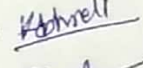
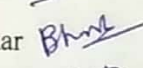

### Agenda:

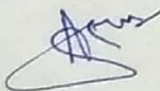
1. Review and confirmation of minutes of previous meeting held on 9<sup>th</sup> Dec.2018.
2. Review of NAAC PEER team visit preparation.
3. Perspective plan status and scope of improvement.
4. Academic and administrative audit.
5. Review of placements of the students and activities of various cells at college level.
6. Any other issued raised by members with the approval of chair.


Please make it convenient to attend.

### Name of Members :

Prof.Dr. G.A. Hinge -   
Mr. G.T. Sawant -   
Prof.A.P.Khatri -   
Ms. N.S.Sable -   
Dr.M.M.Shinde -   
Dr. A. D.Dhanawade -   
Prof.R.P.Kelapure -   
Prof.A.D.Gujar - 

Prof.A.N.Kshirsagar -   
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Ms. SonaliPatil -   
Mr. KunalDhonde -   
Mr. SagarBhumkar -   
Mr. Irfan Pathan -   
Mr. TusharJinturkar - 

  
Prof. A.P.Khatri  
IQAC Coordinator

  
Dr. G.A. Hinge  
Principal



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## Minutes of Meeting

Agenda:

Date: 11<sup>th</sup> April 2019

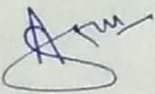
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5. Review of placements of the students and activities of various cells at college level.
6. Any other issued raised by members with the approval of chair.

Following points were discussed in the meeting:


1. IQAC coordinator discussed the status of meeting held on 9<sup>th</sup> Dec. 2018.
2. Hon. Principal Dr. G.A. Hinge had taken the review of the NAAC PEER team visit, the activities conducted under the head of various cells and documentation reviewed.
3. Dean academics has taken the review of ICT tools and other teaching aids used, also the activities related to skill development of the students and industry institute interaction need to enhance is discussed.
4. Schedule of academic and administrative audit was discussed and prepared.
5. FACE training as well as aptitude training program for students were discussed and scheduled.
6. Experiment, Explore and enhance program for discussed for the effective utilization and enhancement of laboratories.

The meeting was concluded by vote of thanks by IQAC coordinator Prof. A.P. Khatri.

Note :- Above minutes of meeting are forwarded to external members through email.

  
Prof. A.P.Khatri  
IQAC Coordinator



  
Dr. G.A. Hinge  
Principal

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## Internal Quality Assurance Cell

### Action Taken Report 2018-19

Date :-17April 2019

1. The academic and administrative audits are assign to senior faculties of the college and ensure record keeping in view of NAAC PEER team visit.
2. Skill development programs are planned and one faculty one industry relation concept is suggested by Hon. Principal Dr. G.A. Hinge for enhance the students placement and internship of the students.
3. All HOD's are instructed to implement and continue Experiment, Explore and enhance program at the beginning of each semester.

Prof. A.P.Khatri  
IQAC Coordinator

Dr. G.A. Hinge  
Principal



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