



Dr. D. Y. Patil Educational Federation's
Dr. D. Y. Patil College of Engineering & Innovation
Approved by AICTE, Affiliated to SPPU Pune

Sr. No. 27/1/A/2C, Varale Campus, Near Talegaon Railway Station, Tal. Maval, Dist. Pune - 410 507.

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IQAC Meeting

- **Meeting Number - 01**
- **Date of Meeting – 3rd October 2018**
- **Time of Meeting – 12.45 pm to 1.30 pm**
- **Venue of Meeting – Principal Office.**
- **Agenda of Meeting –**
 1. Team formation
 2. Working of IQAC

Call to Order

An IQAC Staff Meeting for the FE Department was held on 3rd October 2018 in the Principal Office. It began at 12.45 pm and was presided over by Dr. Sunil Ingole, Principal, DYPCOEI. The meeting continued for 45 minutes.

Minutes of Meeting

1. Team Formation:

1. The meeting is started with the Introduction of Attendees. Each participant introduces themselves and their role within the organization.
2. We discuss the need for forming a team and the specific objectives or tasks the team will be responsible for.
3. Determine the roles and responsibilities of each team member to ensure clarity and accountability.
4. Discuss about the team's coordinator of activities his responsibilities and channels for team communication (such as meetings, email and instant messaging).

2. Working of IQAC (Internal Quality Assurance Cell):

1. Provide a brief overview of the IQAC's purpose, functions, and responsibilities within the organization by our team leader.





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2. Discuss the roles and responsibilities of IQAC members and how they contribute to the organization's quality assurance processes. Each member gets particular role and some responsibilities to perform.
3. Review the outcomes and achievements of IQAC's previous activities of others to get ideas from it.
4. Present the upcoming plans and objectives of IQAC, including new initiatives or projects in the pipeline.
5. Identify new challenges and brainstorm potential solutions to address them to improve ourselves.
6. Discuss how IQAC collaborates with other teams or departments within the organization to achieve common goals.
7. Encourage attendees to provide feedback and suggestions for improving the functioning of IQAC.

Additional Points:

1. It was informed to team members please come prepared to actively participate in the discussion and contribute your ideas and expertise to the team formation and IQAC working. Your attendance and input are essential to the success of this meeting. Looking forward to a productive and engaging session!





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Meeting Attended by-

Sr.No.	Faculty/ Staff Name	Signature
1	Dr. Sunil Ingole	
2	Mr. Ravindra Daspute	
3	Mr. Ashutosh Chandgude	
4	Mr. Rahul Ambre	
5	Mr. Sanket Sadanand Chikshe	
6	Ms. Dipali Sanap	
7	Ms. Debashree Majumder	
8	Ms. Ahilya Narsale	

Mr. Ravindra Daspute

Head, IQAC & Mechanical Engineering

Dr. Sunil Ingole

Principal, DYPCOEI

