

**Dr. D. Y. Patil Educational Federation's**

**Dr. D. Y. PATIL COLLEGE OF ENGINEERING & INNOVATION**

Survey No. 27/A/1/2C, Village Varale, Near Talegaon Railway Station,

Tal. Maval, Dist. Pune 410 507, Ph.No. 020 48522561

Web Site: [www.dypcoei.edu.in](http://www.dypcoei.edu.in), Email: [principal.dypcoei@dypatilef.com](mailto:principal.dypcoei@dypatilef.com)

### IQAC Meeting

- **Meeting Number - 02**
- **Date of Meeting – 2<sup>nd</sup> January 2023**
- **Time of Meeting – 12.45 pm to 1.30 pm**
- **Venue of Meeting – Board Room**
- **Agenda of Meeting –**
  1. SPPU In-Sem Examination
  2. Mid – Term Submissions
  3. Mock Oral
  4. Internal academic audit
  5. External academic audit
  6. NAAC audit
  7. CDC meeting

### Call to Order

An IQAC Staff Meeting for DYPCOEI was held on 2<sup>nd</sup> January 2023 in the Board Room. It began at 12.45 pm and was presided over by Prof. Dipannita Mondal, Head, IQAC Cell. The meeting continued for 45 minutes.

### Minutes of Meeting

1. Review of MoM conducted on 21<sup>st</sup> November 2022 and Action Taken Report (ATR) thereafter (Attached Herewith).
2. It was informed to faculty members that SPPU In-Sem examination is very important and sharing of notes for the same must be done at start of semester
3. Mid-Term submission - I dates were decided to be from 16<sup>th</sup> to 20<sup>th</sup> January 2023. Submissions are to be taken during practical sessions.
4. Mock oral for practical papers were decided to be conducted from 16<sup>th</sup> to 20<sup>th</sup> January 2023.







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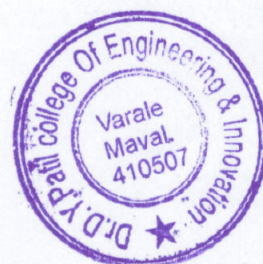
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5. It was informed to faculty members that internal academic audit is to be held on 6<sup>th</sup> January 2023. Course files, personal files and TG files must be kept ready for initial scrutiny by individual faculty members. The same needs to be verified by department IQAC Coordinators.
6. It was informed to faculty members that external academic audit is to be held on 17<sup>th</sup> January 2023. Course files, personal files and TG files must be kept updated by individual faculty members. The same needs to be verified by department IQAC Coordinators.
7. It was informed to faculty members that NAAC audit is to be held on 18<sup>th</sup> January 2023.
8. It was informed to faculty members that CDC meeting is to be held on 19<sup>th</sup> January 2023.

**Action Take Report (ATR) of Minutes of Meeting held on 21<sup>st</sup> November 2022**

1	It was informed to faculty members that monthly attendance report shall be circulated every month. Accordingly students with less than 75% attendance needs to be identified and necessary action be taken to improve the attendance.
	<b><u>Action Taken – Monthly attendance report for first month created and necessary action taken</u></b>
2	Feedback links shall be shared with students after completion of one month of teaching as student feedback I and student feedback II must be taken after one and half month of teaching.
	<b><u>Action Taken – Feedback taken, report under process</u></b>
3	Unit Tests after every unit must be conducted and frequent class test is important to identify the slow and fast learners.
	<b><u>Action Taken – Unit test I commenced today</u></b>







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**Meeting Attended by-**

Sr. No	Faculty Name	Department	Sign
1.	Dr. Suresh Mali	Principal	
2.	Prof. Dipannita Mondal	Head, IQAC Cell	
3.	Dr. Deepali Sale	Computer Engineering	
4.	Prof. Pratima Chougule	Artificial Intelligence and Data Science	
5.	Prof. Ashutosh Chandgude	Civil Engineering	
6.	Prof. Amol Kharat	Mechanical Engineering	

Mrs. Dipannita Mondal  
Head, IQAC Cell



Dr. Suresh Mali  
Principal, DYP COEI