



Dr. D. Y. PATIL
EDUCATIONAL FEDERATION

**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.

Ph. : 020 - 27400802, 3, 4, 8, Website : dypatilef.com, dypatilcoei.com. E-mail : principal@dypatilef.com, info@dypatilef.com

IQAC Meeting

- **Meeting Number - 02**
- **Date of Meeting – 5th April 2019**
- **Time of Meeting – 10.30 am to 11.15 am**
- **Venue of Meeting – Principal Cabin**
- **Agenda of Meeting –**
 1. SPPU End-Sem Examination
 2. Practical Examination
 3. Oral/ Project Examination
 4. Workshop/Seminar

Call to Order

An IQAC Staff Meeting was held on 5th April 2019 in the Principal Cabin. It began at 10:30 am and was presided over by Dr. Sunil Ingole, Principal, DYPCOEI. The meeting continued for 45 minutes.

Minutes of Meeting

1. Review of MOM conducted on 3rd October 2018 and Action Taken Report (ATR) thereafter (Attached Herewith).
2. It was informed to faculty members that SPPU End-Sem examination is scheduled from 23rd May 2019 to 8th June 2019.
3. It was also informed that Practical Examination is scheduled from 13th to 20th May 2019. Submissions are to be taken during practical sessions.
4. The oral and Project Examination is decided to be conducted on 11th to 25th April 2019.
5. It was decided in the meeting that a seminar should be organised for the students on 20th May 2019 on guidelines related to the examination.





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Action Take Report (ATR) of Minutes of Meeting held on 3rd October 2018

1	Determine the roles and responsibilities of each team member to ensure clarity and accountability.
	<u>Action Taken – All team leaders have been assigned to their respective roles, and they have acknowledged their responsibilities to provide regular progress updates to the IQAC.</u>
2	Provide a brief overview of the IQAC's purpose, functions, and responsibilities within the organization by our team leader.
	<u>Action Taken – Noted by all members.</u>
3	Present the upcoming plans and objectives of IQAC, including new initiatives or projects in the pipeline.
	<u>Action Taken – Noted by all members.</u>
4	Encourage attendees to provide feedback and suggestions for improving the functioning of IQAC.
	<u>Action Taken – The team members have been advised to hold regular meetings to discuss their progress, address any challenges, and coordinate their efforts efficiently.</u>





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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

