



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 - 02**
- **Date of Meeting – 24th April 2020**
- **Time of Meeting – 12.45 pm to 1.30 pm**
- **Venue of Meeting – Principal Office**
- **Agenda of Meeting –**
 1. Preparation of the New Workshop
 2. Term Work Criteria
 3. Academic calendar
 4. External academic audit
 5. Online class schedule

Call to Order

An IQAC Staff Meeting for the FE Department was held on 24th April 2020 in the Principal Office. It began at 12.45 pm and was presided over by Dr. T.J.Parvat, Principal, DYPCOEI. The meeting continued for 45 minutes.

Minutes of Meeting

1. Welcome all attendees to the IQAC meeting. Introduce any new members present.
2. Discuss the objectives and theme for the Preparation of the New Workshop. Identify the target audience and expected number of participants. Discuss on the date, time, and location (online or offline) of the workshop. Assign responsibilities to team members for organizing different aspects of the workshop.
3. Term Work Criteria: Review the existing term work criteria and assessment methods. Discuss any necessary revisions or updates to improve the assessment process. Address concerns or suggestions raised by faculty or students regarding the current term work criteria.
4. Review the current academic calendar and check for any changes in the academic schedule.





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5. Review the current online class schedule and assess its effectiveness. Discuss the challenges and feedback received from faculty and students regarding online classes. Explore options to optimize the online class schedule to improve student engagement and learning outcomes. Discuss the availability of resources and technology required for online classes.
6. Provide an opportunity for attendees to raise any other relevant points.
7. Closing Remarks by thank all attendees for their participation and contributions.
8. Emphasize the importance of teamwork and collaboration in achieving the IQAC's objectives.
9. Please come prepared with relevant information and ideas to contribute to the planning process. Your active participation is vital to ensure the success of the upcoming workshop, term work criteria, academic calendar, and online classes scheduling.

Looking forward to a productive and fruitful meeting!

Action Take Report (ATR) of Minutes of Meeting held on 15th July 2019

| | |
|---|---|
| 1 | The IQAC Coordinator presented the proposed plans for the new academic session, highlighting the some key areas |
| | <u>Action Taken – Noted by all Faculties.</u> |





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Meeting Attended by-

| Sr.No. | Faculty/ Staff Name | Signature |
|--------|-----------------------------|-----------|
| 1 | Dr. T.J. Parvat | |
| 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. T.J. Parvat

Principal, DYPCEOI