



**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 - 03**
- **Date of Meeting – 20<sup>th</sup> February 2023**
- **Time of Meeting – 12.30 pm to 2.30 pm**
- **Venue of Meeting – Board Room**
- **Agenda of Meeting –**
  1. Parent Teacher Meeting
  2. Appreciation and warning letters w.r.t. feedback
  3. Term work marks distribution

### Call to Order

An IQAC Staff Meeting for DYP COEI was held on 20<sup>th</sup> February 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 2 hours.

### Minutes of Meeting

1. Review of MoM conducted on 2<sup>nd</sup> January 2023 and Action Taken Report (ATR) thereafter (Attached Herewith).
2. It was informed to faculty members that the first parent teacher meeting is scheduled on 23<sup>rd</sup> January 2023 for first year engineering and that the necessary documents must be kept ready by class teachers, subject teachers and TGs.
3. The other departments were informed to communicate their dates for parent's teachers meeting.
4. It was informed to faculty members that as per Institute's policy, appreciation letters and warning letters shall be issued to teachers. The criteria for the same was conveyed to faculty members :
  - a. Appreciation letters for faculty members having average feedback score greater than 4.5 out of 5 and none of the question less than 4 out of 5.







**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

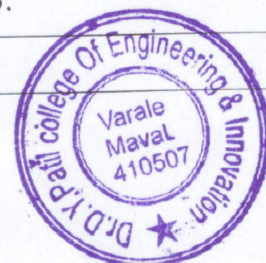
Web Site: [www.dypcoei.edu.in](http://www.dypcoei.edu.in), Email: [principal.dypcoei@dypatilef.com](mailto:principal.dypcoei@dypatilef.com)

- b. Warning letters for faculty members with feedback score less than 3.75 out of 5 for any of the question.
5. Term work mark (total 25) is to be divided as per the following criteria:  
TW = Attendance (4) + In-Sem (3) + Performance (10) + Mock Practical (4) + TG (4)
- 4.1 **Attendance = 4 marks**
- 4.1.1 75 – 80 % = 1 mark  
4.1.2 81 – 85 % = 2 marks  
4.1.3 86 – 90 % = 3 marks  
4.1.4 90 % and above = 4 marks
- 4.2 **In-sem = 3 marks**  
In-sem marks are to be converted to 3 marks.
- 4.3 **Performance = 10 marks**
- 4.3.1 Understanding = 5 marks  
4.3.2 Timely submission = 3 marks  
4.3.3 Presentation = 2 marks
- 4.4 **Mock practical = 4 marks**
- 4.5 **TG marks = 4 marks**  
TG marks include all extra-curricular activities and other activities as and when declared by TGs.

Total marks is divided as 70 % subject specific and 30 % general.

**Action Take Report (ATR) of Minutes of Meeting held on 2<sup>nd</sup> January 2023**

1	It was informed to faculty members that SPPU In-Sem examination is scheduled from 9 <sup>th</sup> January 2023 to 13 <sup>th</sup> January 2023.
	<b><u>Action Taken – In-Sem exam conducted</u></b>







Dr. D. Y. PATIL  
EDUCATIONAL FEDERATION  
Varale Campus

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

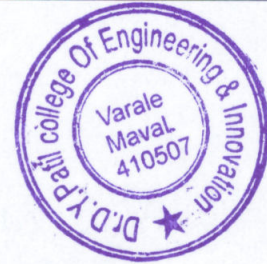
**Dr. D. Y. PATIL COLLEGE OF ENGINEERING & INNOVATION**

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)

2	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.
	<b><u>Action Taken – Mid term submission in progress for all subjects</u></b>
3	Mock oral for practical papers were decided to be conducted from 16 <sup>th</sup> to 20 <sup>th</sup> January 2023.
	<b><u>Action Taken – Mock being conducted during submissions</u></b>
4	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.
	<b><u>Action Taken – Internal audit conducted for the department</u></b>
5	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.
	<b><u>Action Taken – External audit conducted for the department</u></b>
6	It was informed to faculty members that NAAC audit is to be held on 18 <sup>th</sup> January 2023.
	<b><u>Action Taken – NAAC audit conducted</u></b>
7	It was informed to faculty members that CDC meeting is to be held on 19 <sup>th</sup> January 2023.
	<b><u>Action Taken – CDC meeting attended by faculty members</u></b>







Dr. D. Y. PATIL  
EDUCATIONAL FEDERATION  
Varale Campus

**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

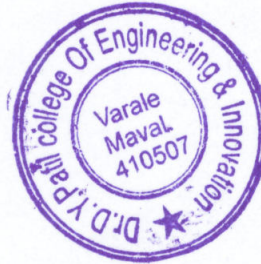
Tal. Maval, Dist. Pune 410 507, Ph.No. 020 48522561

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

**Meeting Attended by-**

Sr. No	Faculty Name	Department	Sign
1.	Dr. Suresh Mali	Chairman	
2.	Prof. Dipannita Mondal	Head, IQAC Cell	
3.	Dr. Alpana Adsul	Head, Department of Computer Engg	
4.	Dr. Latika Desai	Head, Department of AIDS	
5.	Prof. Yogesh Nagvekar	Head, Department of Civil Engg	
6.	Prof. Ravindra Daspute	Head, Department of Mech Engg	
7.	Dr. Deepali Sale	IQAC Coordinator, Computer Engg	
8.	Prof. Ashutosh Chandgude	IQAC Coordinator, Civil Engg	
9.	Prof. Pratima Chougule	IQAC Coordinator, Comp Engg	
10.	Prof. Amol Kharat	IQAC Coordinator, Mech Engg	

**Mrs. Dipannita Mondal**  
Head, IQAC Cell



**Dr. Suresh Mali**  
Principal, DYPCOEI