



# AKHIL BHARATIYA MARATHA SHIKSHAN PARISHAD'S ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH



Sr. No. 103, Parvati, Pune - 411 009.  
Tel.: 020-24218901/8959 Tele Fax : 020-24213929  
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Approved by AICTE & Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University  
Savitribai Phule Pune University Identification No. PU/PN/Engg. / 441/2012, DTE CODE :- EN 6794

## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting No. 1 (2019-20) 31/07/2019

Following points of agenda were discussed in detail and following resolutions were passed

**Subject No. 1:** Review of MoM and action taken report of IQAC meeting.

**Subject No.2** Conduction of Spoken Tutorial Program at our Institute. Following are the Meeting points as below;

1. Introduction & Brief about Spoken Tutorial programme by Prof. Shailesh S. Hajare.
2. Introduction of Spoken Tutorial Program by Remote Center Coordinator- Prof. Snehal M. Veer.
3. Discussion with all members regarding conduction of said programme for faculty & students in association with IIT, Bombay.

**Subject No.3** Revision of Academic Calendar Activity in A.Y 2020-21

Activities of NSS Camp, Internal Sports, Education Tour, IN-SEM & END SEM Examination included as per revised circular of SPPU, Pune

**Subject No. 4:** Discussion on Innovation Club activities for First Year & Second Year TE and BE Students to improve the Quality of projects.

It was resolved that Mr. Ashok Saraf, Mr. Atul Marathe & Mr. Sudarshan Natu will mentor BE Project Groups with Project Guides as per Timetable defined at respective Department.

**Subject No. 5:** Internet of Things lab -Initiative has been taken towards Team formation of Students & faculty in IoT research group.



**Subject No.6:** ISO Certification & Standardization Process ISO 9001:2015 at our Institute.

To improve Quality standard at our Institute it is decided to implement ISO 9001:2015 process.

Principal has appointed Prof. Sneha S. Salvekar as ISO Coordinator and form ISO core team. Procedure of Academic & Administrative department has been revised as well as format implementation initiated at Institute level.

**Subject No. 7:** Discussion about identifying industries for summer internship by faculty members.



	<b>Akhil Bharatiya Maratha Shikshan Parishad's</b> <b>Anantrao Pawar College of Engineering &amp; Research</b>		
	<b>Record No.: ADM/D/036B</b> <b>Revision: 00</b>	<b>DoI: 21/01/2019</b>	
<b>Internal Correspondence For Department</b>			

### Minutes of Meeting

Date: 01/04/2020

Time: 11.30 AM

With Reference to letter received from HON. General secretary on 31/03/2020. A Meeting with the Principal & Head of department conducted on 01/04/2020. The Minutes of Meeting are as follows;

1. Report of activities during interim vacation;
  - 1.1 Share handwritten notes, Question Answer Bank, Conduction of Online Quiz, Practical Journals through Google classroom, YouTube Live, ZOOM Meeting, and Facebook Live etc.
  - 1.2 If faculties are not aware of using Google Classroom, YouTube Live, Zoom Meeting – Prof.Mulik M.A., Prof.Kamlesh Jetha & Prof.Shailesh S. Hajare will helps to make aware.
  - 1.3 Syllabus completion report from all faculties during Work from Home and Interim Vacation through Google classroom, YouTube Live, ZOOM Meeting, Facebook Live etc.
  - 1.4 It is discussed that Planning of New Activities for Admission 2020-21 by all faculties. Faculties should be in touch with the Admission mediators / Students / Jr/Sr College staff.
  - 1.5 Faculty should attend Online Courses/FDP during this vacation; also submit the report to respective HEAD & Principal.
  - 1.6 Faculties are instructed to submit all information of activities during Work from Home and this interim vacation in form attached with this document.
  - 1.7 Kindly send letter received from Hon. Secretary along with Guidelines to all faculties.
2. It is discussed that, To take Permission from Management to call Quotations for buying SMS Packages of 5 lac SMS & Sending SMS to all Students data of 12<sup>th</sup> Science & Final year Polytechnic Students. The phone numbers are available with faculty members.
3. Draft & issue a circular by whatsapp/email to Mr.Dhanaji Shinde (Examination Clerk) regarding Inward of Examination Form & submit daily report of Examination form in ward to Prof.Hajare S.S. (CEO) & Dr.Bansode N,M (O.S).
4. Draft & issue a circular by whatsapp/email to Mr.Nitin Randive regarding submit information about Scholarship.







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- Draft & issue a circular by whatsapp/email to Miss. Rucha Babar (Accountant) about to find record of Examination fees deposited by Students on Bank Account.
- As suggested by Dr.Bansode N.M regarding institute duty, it is accepted to extend of duties of Mr.Mangesh Patil (Peon) up to 14 April 2020. If he need any documents from institute as per as Lockdown is concerned to go to the institute from and then to House the duty letter will be given to him through whatsapp/email.
- TWO PROJECTS RECEIVED ACKNOWLEDGE from AICTE as per the follow up of Dr.N.B.Paslkar (Member,CDC,APCOER,Pune)

Sr.No.	Funding Agency	Particulars	Remark
1	AICTE	FDP on Improvement in teaching & Learning	Accepted & Permitted
2	AICTE	FDP-NON DISTRUCTIVE TESTING (Civil Engineering )	PROPOSAL IN CONSIDERATION

- It is discussed in the meeting that, HOD should contact to all respective faculty members if anyone require help it will be taken care by Top management of Institute.

Thank You!!

Meeting Attendees:

Sr.No.	Name	Designation
1.	Dr.Sunil B. Thakare	Principal, APCOER.
2.	Dr.Bansode N.M	Office Superintendent, APCOER.
3.	Prof. Ganesh E. Kondhalkar	HOD-Mechanical Engineering, APCOER.
4.	Prof. Abhay B.Shelar	HOD-Civil Engineering, APCOER.
5.	Prof. Manoj A.Mulik	HOD-Computer Engineering, APCOER.
6.	Prof. Dattatray P. Kambale	HOD-First Year Engineering, APCOER.
7.	Prof. Kamlesh S. Jetha	HOD-Information technology, APCOER.
8.	Dr.Kashinath Munde	Coordinator- ME Mechanical Engg., APCOER.
9.	Prof.Shailesh S. Hajare	HOD- E&TC Engineering, APCOER.

Internal Quality Assurance Cell  
Anantrao Pawar College of Engineering & Research  
Parvati, Pune - 411009



Dr.Sunil B. Thakare  
Principal, APCOER, Pune.





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## Internal Quality Assurance Cell (IQAC)

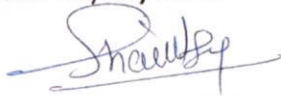
### Action taken report of IQAC Meeting No. 2 (2019-20)01/04/2020

Subject No.	Subject	Action Taken
1.	Activity Reports during Interim vacation-Preparation of Notes, PPT, Question Bank etc	<ol style="list-style-type: none"><li>1. All faculties are instructed to use Google Meet, Google class room, Zoom Meeting for Conduction of online classes as well as Use of Google classroom, student's emails, Google drive etc for sharing e contents to all students.</li><li>2. Conduction of classes of courses has been started in respective department through ZOOM/Google Meet.</li><li>3. Syllabus Completion report during works from Home has been collected through email &amp; Needful instruction given towards Online teaching &amp; learning Process.</li></ol>
2.	Attend online Courses/FDP/Webinar during interim vacation	Faculties attended International webinars, Faculty development Programmes, Created Subjective Quiz at respective department/
3.	Examination form of Savitribai Phule Pune University	All students Examination forms are submitted through online & as per application fees forms were in warded at Institute level.
4.	Scholarship forms submission by Students.	A circular has been issued to students regarding scholarship form submission through email/what's app by Mr.Nitin randive.
5.	AICTE Research Proposal submission	Two Proposals submitted on following Topics; 1.FDP on Improvement in Teaching & Learning. 2.FDP on Non Destructive Testing Acknowledgement received & Permitted for Conducting FDP on "Improvement in Teaching & Learning".



		Said responsibility assigned to Dr.K.H.Mundhe & all Head of Departments.
4.	COVID-19 Precaution & Support by Institute.	Top level management of Institute will going to take care of faculties in our institute.

Date: 02/04/2020



Prof. Shailesh S. Hajare

**IQAC Coordinator**



Prof. Dhanashri P. Joshi

**NAAC Coordinator**



Dr. S. B. Thakare

**Principal**





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- ① D-P. Kamble - Deomga
- ② Kamlesh Jetha - K. Jetha
- ③ Sharlesh Hajare - Shulesh
- ④ Dr. K.H. Munde PG Coordinator (Mech) Kashish
- ⑤ Dr. Suresh B. A. FE coordinator Be
- ⑥ Prof. Sagar Gawande - PG-coordinator (Civil) Sagar
- Abhayshela Civil Dept Abhay
- ⑦ P.G.E. Kondhaker Kr