

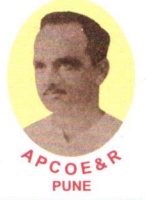


# AKHIL BHARATIYA MARATHA SHIKSHAN PARISHAD'S ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH

Sr. No. 103, Parvati, Pune - 411 009.

Tel.: 020-24218901/8959 Tele Fax : 020-24213929

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DTE CODE :- EN 6794, AISHE CODE :- C-41484

Savitribai Phule Pune University Identification No. PU/PN/Engg. / 441/2012



## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting No. 2 (2020-21) 17/05/2021

Following points of agenda were discussed in detail.

#### Subject No. 1:

#### Semester-II of A.Y 2020-21.

Following are the Meeting points as below;

1. Introduction & Brief about Sem-II of A.Y. 2020-21 Examination by Prof. Shailesh S. Hajare.
2. Roles of HoD, class teachers, departmental exam coordinators & subject teachers are explained by Prof. Shailesh S. Hajare.
  - Semester-II Planning & Execution of A.Y. 2020-21 (Review on Syllabus completed by Respective faculties).
  - Semester-II Examination Schedule of Savitribai Phule Pune University at Institute level.( Insem & OR/ PR Schedule ).
  - Communication of all Examination Schedule to all concern students of FE/SE/TE & BE Students in respective Department.
  - Information of Carry forward students at respective departments for further communication to SPPU, PUNE.
  - Fees Collection of A.Y 2020-21 from Students.
3. Answering the doubts & suggestions of the respective faculty members and HoD by Prof. Shailesh S. Hajare.
4. Addressing the meeting by Principal Dr. Sunil B. Thakare sir.

Prof. S.S. Hajare  
IQAC Head



Dr. S. B. Thakare  
Principal



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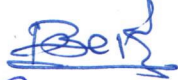







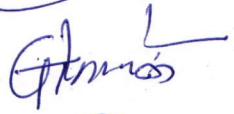
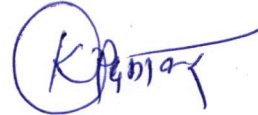




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- ① Dr. Seenuka B.S. FE coordinator 
- ② Dr. Abhysheku Civil Deptn. 
- ③ Prof. S.M. Gawande - PG coordinator (Civ) 
- ④ D.P. Kamble - 
- ⑤ Salvekar Smruti 
- ⑥ Dr. K.H. Munde, PG. Coordinator (Mech) 
- ⑦ Shreyash Bhane 
- ⑧ Rutvik Deshpande 
- ⑨ Akshada Gogawale 
- ⑩ Padmakar Kelkar 
- ⑪ Pitgonde Ast 
- ⑫ Ganesh Kondhali 

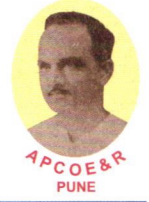


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## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting No. 1(2020-21) 10/09/2020

Following points of agenda were discussed in detail.

#### Subject No. 1:

#### Preparation & Guidelines for Final Year -B.E Examination of A.Y2019-20.


Following are the Meeting points as below;

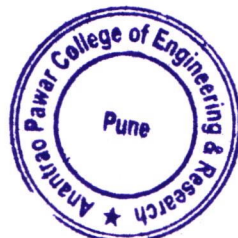
1. Introduction & Brief about SPPU examination guidelines for B.E. A.Y. 2019-20 Examination by Prof. Shailesh S. Hajare.
2. Roles of HoD, class teachers, departmental exam coordinators & subject teachers are explained by Prof. Shailesh S. Hajare.


- As per Circular of SPPU 102/2020 (Point no.1) -- schedule & Conduct PR/OR/PROJECT Examination between 15 September 2020 to 25 September 2020.

Note: All recordings of examination should be keep saved at Department.

- Preparation of MCQ by subject Incharge & share to all students.
  - Schedule Mock Examination of Final Year Students (Last week of September 2020).
  - Information of Students selected Online/Offline Examination Mode shared with respective departments.
3. Answering the doubts & suggestions of the respective faculty members and HoD by Prof. Shailesh S. Hajare.
  4. Addressing the meeting by Principal Dr. Sunil B. Thakare sir.

  
Prof. S.S. Hajare  
IQAC Head



  
Dr. S. B. Thakare  
Principal



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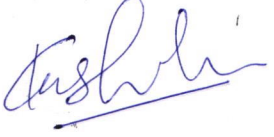







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- ① prof sagar Gawande - P.G. coordinator (CIVI) 
- ② Dr Abhaya Shela Civil Deptn 
- ③ Dr. Selvakar B.S. FE coordinators 
- ④ D.P. Komkar 
- ⑤ Dr. K.H. Munde PG coordinator (Mech) 
- ⑥ Kamlesh Jetli HOD IT. 
- ⑦ Hajare shantesh 
- ⑧ Ganesh Kondhulkar 
- ⑨ 
- ⑩ 

ABMSP's

ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH, PUNE



**DEPARTMENTAL PROCEDURE FOR PREPARATION,  
DELIVERY AND MONITORING OF COURSE PLAN**



**1. PURPOSE:**

Procedure specifies preparation, delivery and monitoring of course plan as per the syllabus prescribed by Savitribai Phule Pune University.

**2. RESPONSIBILITY:**

HODs guided by Principal of Institute are responsible for this procedure.

**3. PROCEDURE :**

**3.1** After finalization of departmental timetable faculty wise individual timetable is given to respective faculty for preparation of course plan as per the format.

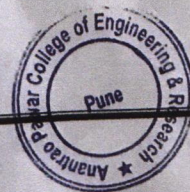
**3.2** As mentioned in 3.1 above, each individual faculty prepares subject wise course plan in the format and gets approved by Principal through HOD.

**3.3** During the term faculty delivers the lecture as per the course plan prepared. Any deviation from the course plan due to unforeseen reasons like undeclared holiday etc. faculty makes a note in remark column and ensure topic which could not be covered, is covered before end of the term.

**3.4** The progress of delivery of course plan is monitored by HOD once in a week by duly signing with remark on the same. Principle monitors the delivery of course plan every month.

**3.5** Any deviation in course plan noted by either HOD or Principle is discussed immediately & necessary corrective steps are taken. The steps decided are recorded on the back of the course plan duly signed by faculty and approving authority.

**3.6** Before end of Term the Faculty & HOD should ensure the completion of syllabus in all respect.



3.7 At the End of Term, Internal Quality Assurance Cell (IQAC) will Audit the course plan executed & will give suggestions if any for betterment & effective delivery of the course Plan.

3.8 Throughout Semester faculty should maintain course file as per the Procedure.

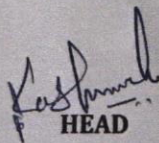
3.9 The faculty should review the result of the subject declared by Savitribai Phule Pune University & correlate with efforts made to teach the subject to the students. The Next Course plan of the subject should reflect this analysis & HOD should take cognizance while approving the said course plan.

**7. REFERENCE:**


- a) Individual timetable
- b) Syllabus of Savitribai Phule Pune University.

**8. RECORDS:**

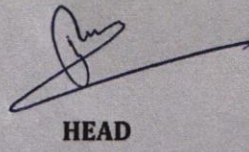
- a) Course plan
- b) Course File

  
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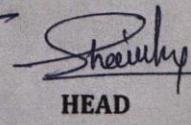
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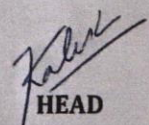
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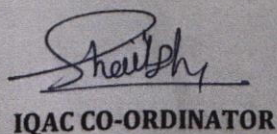
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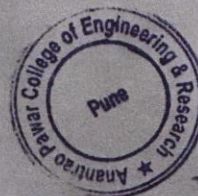
  
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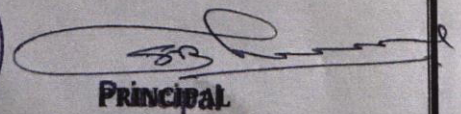
E&TC

  
HEAD

IT

  
IQAC CO-ORDINATOR



  
Principal  
Anantao Pawar College of Engineering &  
Research, Parvati, Pune -9