



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



Sr. No. 103, Parvali, 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 Meeting

INTERNAL QUALITY ASSURANCE CELL (IQAC) Meeting was held on OCT 07, 2024, 2.00 PM at IQAC Room.

Following members were present for the meeting

Sr. No.	Name of the Member	Authority	Signature
1.	Dr. Sunil Thakare	Principal	
2.	Dr. Raviraj Sorate	Head Civil Engg. Dept., Research Coordinator	
3.	Dr. D. P. Kamble	Head Mechanical Engg. Dept.	
4.	Prof. Rama Gaikwad	Head Computer Engg. Dept.	
5.	Dr. Amar Deshmukh	Head E&TC Engg. Dept.	
6.	Ms. Sneha Salvekar	Head AI & DS Dept.	
7.	Dr. Amit Kadam	Head IT Engg. Dept.	
8.	Prof. Sagar Gawande	P.G Coordinator (Civil Engg.)	
9.	Prof. Ashish Pawar	P.G. Coordinator (Mech. Engg.)	
10.	Dr. Abhay Shelar	NABL Laboratory Coordinator	
11.	Prof. Snehal Veer	Head EE (VLSI Design & Technology)	
12.	Prof. Swati Gandhi	Head - EC (Advanced Communication Technology)	
13.	Prof. Nitin Gaikwad	Head Bachelor of Vocational Courses	
14.	Dr. Atul Newase	Head MCA	
15.	Dr. Balaji Selukar	FE Coordinator	
16.	Mr. Nitin Mukane	Office Superintendent	



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17.	Prof. Tanaji Mali	Librarian	<i>Sachu</i>
18.	Miss. Pradnya Chavan	Student's Representative	<i>Chavan</i>
19.	Mr. Ishan Purohit	Student's Representative	<i>Ishan</i>
14.	Mr. Tilak Kannadiar	Student's Representative	<i>Tilak</i>
15.	Mr. Kshitij Bangar	Student's Representative	<i>Kshitij</i>
16.	Mr. Yuvraj More	Student's Representative	<i>Y. More</i>
15.	Miss. Shreya Antapurkar	Alumni Representative	<i>Shreya</i>
16.	Mr. Sujal Thakare	Alumni Representative	<i>Sujal</i>
17.	Mr. Ajay Sutar	Alumni Representative	<i>Ajay Sutar</i>
18.	Dr. Padmakar Kelkar	Community Representative (Industry)	<i>Padmakar</i>
19.	Dr. Santosh Bhosale	Community Representative (Industry)	<i>Santosh Bhosale</i>
20.	Mr. Vivek Pawar	Community Representative (Industry)	<i>Vivek Pawar</i>
21.	Mr. Sudarshan Natu	Community Representative (Industry)	<i>Natu</i>
22.	Prof. Ganesh E. Kondhalkar	IQAC Coordinator	

Prof. Ganesh Kondhalkar, IQAC Coordinator opened the meeting by welcoming all the IQAC members.

Key points discussed were:

Agenda No1: Discussion about the previous meeting (25/07/2024) action taken report

Prof. Ganesh Kondhalkar IQAC presented the Action taken Report of previous meeting and approved by all members.



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Agenda No. 2: To Discuss about NBA Visit Preparation for Mechanical & Civil Engineering Department

Principal Dr. S.B. Thakare Brief about the NBA Visit and discussed about the preparation in Mechanical and Civil Engineering Departments as follows

General Instructions:

Documentation Readiness: Ensure all required documents, files, and reports related to curriculum, assessment methods, faculty credentials, student achievements, and departmental activities are up-to-date and properly arranged.

Laboratory and Infrastructure Preparedness: All laboratories, classrooms, and departmental facilities should be in an organized and functional state. Equipment must be in working condition with proper calibration and maintenance records.

Cleanliness and Organization: The entire department should be maintained in a clean, well-organized, and professional manner. Display boards should be updated with relevant academic and research details.

Coordination and Communication: Ensure smooth coordination between faculty, staff, and students. Assign responsibilities for guiding and assisting the visiting NBA team.

Responsibilities:

Heads of Departments (Mechanical & Civil Engineering):

- Oversee the final preparation of department-related documents and ensure compliance with NBA criteria.
- Arrange for faculty presentations and mock interviews to prepare for possible interactions with the NBA team.
- Coordinate with faculty and staff to ensure laboratory demonstrations and presentations are conducted effectively.
- Ensure student-related files, projects, and placement records are well-documented and readily available.

Faculty Members:

- Prepare for interactions with the NBA team regarding course outcomes, student progress, and assessment methodologies.
- Ensure course files, lesson plans, and assessment reports are complete and available for verification.
- Be available in the department during the visit to provide necessary explanations and clarifications when required.

Non-Teaching Staff:



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- Ensure all administrative records, attendance sheets, and maintenance logs are up-to-date.
- Assist in keeping laboratories, classrooms, and office spaces well-organized and clean.
- Support in logistics, including arranging refreshments and ensuring the smooth movement of the visiting team within the department.

Agenda No. 3: To discuss regarding syllabus completion.

- All Heads of the department discussed about the syllabus completion of each subject. Commencement of Term I as per SPPU academic calendar is 25th Oct. 2025. IQAC coordinator requested all Heads to complete Prelim examination as per Institute Academic Calendar.

Prof. Ganesh Kondhalkar proposed vote of Thanks and end the meeting with due permission of Principal Dr. Sunil Thakare.

Date: 09/10/2024


Prof. Ganesh E. Kondhalkar
IQAC Coordinator
9/10/2024


Dr. Sunil B. Thakare
Principal

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Action Taken Report on IQAC meeting

Date of Meeting 7th Oct. 2024

Agenda No1:	Discussion about the previous meeting (25/07/2024) action taken report
Resolution: Action taken report for 25/07/2025 meeting approved	Action Taken: Previous meeting action taken report discussed with all faculties by Heads of the Department
Agenda No.2:	To Discuss about NBA Visit Preparation for Mechanical & Civil Engineering Department
Resolution: All related action taken for NBA discussed and agreed	Action Taken: NBA Coordinator, IQAC coordinator and Principal take mock visit on 10 th Oct. 2024 along with experts from COEP Date of NBA Committee Visit: 18 th to 20 th Oct. 2024
Agenda No.3:	To discuss regarding syllabus completion.
Resolution: All Examination Coordinator will work as per SPPU / College schedule.	Action Taken: College Examination officer take meeting of all Departmental Exam Coordinator and discussed the Schedule of Internal Examination and OR/PR tentative schedule.

Date: 24/10/2024


24/10/2024

Prof. Ganesh E. Kondhalkar
IQAC Coordinator



Dr. Sunil B. Thakare
Principal