



Raosaheb Wangde Master Charitable Trust's

DNYANSHREE

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Date: 23/10/2022

Internal Quality Assurance Cell (IQAC) "Faculty and Staff Induction Programme"

Minutes of the Meeting (MoM)

AY 2022-23

Day and Date: Sunday, 23rd October 2022

Time: 11.00 AM to 12.15 PM

Mode: Online (Google Meet)

Link: meet.google.com/hwa-bstz-pyi

Meeting Agenda:

- Welcome Address
- Schedule of Faculty and Staff Induction Programme.
- Detailed discussion and finalization of micro-agenda and points session wise

Minutes of the Meeting:

- Meeting start with the welcome of all resource persons and schedule planned for Faculty and Staff Induction Programme on 28th and 29th October 2022 by Prof. S.M. Huddedar.
- Session wise points discussed and suggestions and guidelines given by Prof. Dr. U.R. More Vice Principal & Coordinator IQAC, DIET and Prof. Dr. A.D. Jadhav Principal DIET, Satara
- The Details of Sessions and Resource Persons and Points as below:

Day 1: 28th October 2022

1. Session II: Administration (Establishment Section) by Mr. I. M. Shaikh

- Service Rules and Service Book
- Leave Rules
- Faculty Norms, Minimum Qualification, Eligibility and Pay scales as per cadres
- Recruitment Process, Interview conduction and after selection orientation
- Probation and Confirmation Rules
- Adhoc / Adjunct Faculty Rules
- Different Terminologies
- Roles and responsibilities of Establishment section.





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2. Session III: Administrative Practices by Mr. B. D. Deshmukh

- Policies and procedures in administration
- Roles and responsibilities of staff and faculty
- Code of conduct
- Working hours, punctuality, attendance,
- Discipline rules, procedures and penalties
- Government and Non Government Scholarships
- Fee related procedures

3. Session IV: Account and Finance by Mrs. P. S. Shinde

- Budget format and procedures (Expenditures on Cocurricular, Extra Curricular Activities, Maintenance, purchase etc.)
- Routine expenditures procedures for sanction approval and payments
- Monthly salary and other mandatory payments (TDS, PF Professional Tax etc.)
- Advance procedure
- Tax Information

4. Session V: Administration (Student Section) by Mr. B. D. Deshmukh

- Roles and responsibilities and code of conduct for students
- Student support services
- Student development activities and facilities coordination
- Bonifide / leaving certificate / Original Documents
- Student services
- Fee Structure and scholarships
- Filing and documentation

5. Session VI: Training and Placement by Prof. B. S. Nale

- T & P Quality Circle: Constitution, Roles and responsibilities SWOC Analysis
- Value Addition processes and procedures
- Current practices and proposed reforms
- Previous 2 or 3 years statistical analysis of T & P
- Department roles and responsibilities
- Enquiry and hit ratio





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• **Day 2: 29th October 2022**

1. Session I: Academics by Prof. Dr. U. R. More

- Perspective plan of academics
- Teaching learning process
- Slow and advanced learner identification and remedy
- Feedback mechanism and ATR
- Quality / Audit policy
- Advisory board responsibility
- Library practices
- Documentation and file system at department
- Roles, responsibilities, attitude of faculty and staff in the vicinity of academics
- Faculty responsibilities towards IQAC & Placements
- Students transformation during the tenure of Dnyanshree
- Formation of Tutorials/Experiments and Assignments
- POs and teaching-learning
- Reporting mechanism and documentation within and across the department

2. Session II: Examination and Assessment by Dr. A.D. Bhagwat and Prof. S. M.

Patil

- Examination and Assessment Quality Circle: Constitution, Roles and responsibilities SWOC Analysis
- Formative and summative assessment types, guidelines and processes
- Documentation and filing formats
- Examination Reforms
- Exam Form Filing procedures and University Exam portal
- Practices, Continuous Internal Evaluation (CIE) and Term Work Internal norms and analysis
- Tutorial Content planning
- Open Book Test performance evaluation





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3. Session III: IQAC by Prof. S. M. Huddedar

- Vision, Objectives / Goals of IQAC
- Constitution of IQAC and responsibilities
- Function of IQAC: Setting Benchmarks, Creating parameters, student centric learning environment, Innovation in education, Feedback of students, faculty and parents and ATR
- Best practices and parameters
- Documentation in Chronological order
- Annual Quality Assurance Report (AQAR) and University Annual Academic Audit
- Rubrics for Monitoring mechanisms
- Appraisal system
- IQAC role in Accreditation
- Corrective measures

4. Session IV: IQAC and Quality Circles by Prof. D. D. Ubale

- Agenda of Quality circles
- Roles and responsibilities of QC coordinators and members
- Involvement of Department as execution body and targets to departments

Based on the above discussed points all resource persons are instructed to jaught down the detailed micro agenda and prepare the **Power Point presentation and submit the same to IQAC on or before Wednesday, 26th October 2022.**

Following Members were present for the meeting:

- | | | |
|------------------------|---|-------------------|
| 1. Dr. A.D.Jadhav | Principal DIET, Satara | <i>AD Jadhav</i> |
| 2. Dr. U.R.More | Vice Principal Academic and Coordinator IQAC, DIET Satara | <i>U.R. More</i> |
| 3. Prof. B.S. Nale | Training and Placement Officer | <i>B.S. Nale</i> |
| 4. Prof. S.M.Patil | I/c Coordinator, Examination Assessment QC | <i>S.M. Patil</i> |
| 5. Mr. B.D.Deshmukh | Administrative Section | |
| 6. Mrs. P.S.Shinde | Account and Finance Section | |
| 7. Mr. I.M.Shaikh | Establishment Section | |
| 8. Prof. S.M. Huddedar | Convener, IQAC | <i>SMH</i> |





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Dt: 24-11-2022

Action Taken Report on the meeting held on 23-10-2022

Sr. No.	Plan of action / resolution passed	Action Taken
1.	Induction to faculty members and staff	The faculty and staff induction programmes conducted to help faculty and staff members better grasp their professional obligations, adapt to the culture of higher education institutions, and enhance teaching and management abilities.
2.	Effective implementation and utilization of physical, academic and support facilities.	The faculty and staff induction program was carefully designed with the purpose of creating awareness about the optimum utilization of physical, academic and support facilities by following processes and procedures.

M. H. Haddar
24-11-2023
(S.M. Haddedar)

Convener IQAC

[Signature] 25/11/23
Co-Ordinator
Internal Quality Assurance Cell
RWMCT's Dnyanashree Institute of
Engineering & Technology, Satara.





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INSTITUTE OF ENGINEERING AND TECHNOLOGY

Circular

Date: 21/11/2022

All the members of IQAC are hereby informed that IQAC meeting is scheduled on Tuesday, 22nd Nov. 2022 at 12.45pm in IQAC Office (115). Agenda of the meeting is as below:

- i) Long Term Goals and short term goals of Quality circle
- ii) Policies
- iii) Strategic plan of Quality circle
- iv) Activities planned for AY 2022-23

All members of IQAC are requested to attend the meeting with Long Term Goals and short term goals of QC, Policies of QC, Strategic plan of QC and Activities planned for AY 2022-23.

**Convener,
IQAC, DIET, Satara**

**Co-ordinator,
Internal Quality Assurance Cell
RWMCT's Dnyanshree Institute of
Engineering & Technology, Satara.**




**Chairman,
IQAC, DIET, Satara**

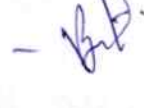
For more details, Kindly Contact:


Prof. More U. R. (Co-ordinator, IQAC, DIET, Satara)


(Contact: 9822013178)


(Email id: umashankar.more@dnyanshree.edu.in)

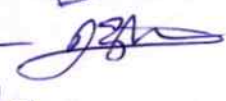
Mr. V.R. Mame 


Mr. V.B. Dixit - 


Mr. R.V. Salunkhe 


Mr. Nale B.S. 

P.M. Pondkule 

A.D. Bhagdal 

A.M. Jadhav 

V.R. Chavan - 

D.D. Ubale - 

Engineering & Technology Society
R.W.M.T. Engineering Institute of
Information Technology & Management Cell



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INSTITUTE OF ENGINEERING AND TECHNOLOGY

Date: 29/11/2022

Internal Quality Assurance Cell (IQAC)

Quality Circle Presentations on Activity Planning of AY 2022-23

Minutes of the Meeting (MoM)

AY 2022-23

Meeting Agenda:

Discussion and brainstorming on:

1. Long Term Goals and Short Term Goals of Quality Circle
2. Policies
3. Strategic plan of Quality Circle
4. Activities planned for AY 2022-23

Day I:

Day and Date: Tuesday, 22nd November 2022

Time: 12.45 PM to 3.30 PM

Venue: IQAC Office (115)

Mode: Offline

Review Committee:

- **Mr. R. D. Wangde MD, DIET**
- **Mrs. D. R. Wangde, CEO, DIET**
- **Dr. A. D. Jadhav, Principal and Head, IQAC, DIET**
- **Dr. U.R. More Vice Principal, Academics and Coordinator, IQAC**

Minutes of the Meeting:

Presentation I: Academic Assessment Quality Circle

Dr. A.D. Bhagwat presented the details from Constitution to Strategic plan and planned activities under the Quality Circle in AY 2022-23.

Following observations / suggestions / modifications suggested by the panel members.

- Inclusion of goals pertaining to
 - i. Enhancement of effectiveness of internal assessment
 - ii. Conduct of Continuous Internal Evaluation (CIE)





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- iii. Setting of question papers for internal examinations
 - iv. CO-PO attainment / PSO attainment analysis
 - v. Rubric formation and finalization for target results in policy
- Annual SWOC analysis and work reports
 - Feedback of assessment to departments
 - Induction to students about the working of QC
 - Guidelines dissemination for open book test
 - Interface with the other QCs
 - Inclusion of Higher Thinking Order (HOT) question from GATE and similar examinations in Question papers
 - Reforms in assessment policies rather than documentation

Presentation II: Industry Liason and Incubation Quality Circle

Prof. R. V. Salunkhe presented the details from Constituion to Strategic plan and planned activities under the Quality Circle in AY 2022-23.

Following observations / suggestions / modifications suggested by the panel members in policy and strategies of QC

- Inclusion of objectives of set goals
- No separate vision of QC. The objectives of QC should be aligned with the Institute's vision and missions.
- Clear segregation between the activities and goals
- Shifting the paradigm from teaching to training, paerticularly for skill development
- Strategies for verification of effectiveness and rollover of present Memorandum of Understandings (MoUs) and Rubrics setting
- Internship deliberation to be set for subsequesnt Academic Year
- Interface and collaborative activities with Training and Placement QC
- Incubation Centre Utilization Effectiveness and Inclusion in the policy
- Upgradation of facilities and Industry Institute Partnership Cell activities
- Practical plans
- Induction and utilization for Internal stakeholders.





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Presentation III: Student Trainings, Value Added Courses and Placement Quality Circle

Prof. B. S. Nale presented the details from Constituion to Strategic plan and planned activities under the Quality Circle in AY 2022-23.

Following observations / suggestions / modifications suggested by the panel members in policy and strategies of QC

- Student competancies are considered to be the base of goals of QC
- SWOC analysis of competancies and mechanism to enhancement of the same
- Areas / Domains of market and opprtunities in curriculum (Gap Analysis)
- Interfacing of Industry Institute Partnership Cell (IIPC) and STVAC & P QC
- Review of policy where activities are mentioned as strategies
- Requirement of internal counselling session for students through QC
- Plan to occupy T & P activity in time tables
- Practical plan for global placement opprtunities through bridging the gap between the rural and global skill sets
- Students' training through students : a participate learning approach
- Survey of skill sets requirements and communication the same to departments
- Entrepreneurship opprtunities may be enhanced through training and placement

Day II:

Day and Date: Wednesday, 23rd November 2022

Time: 12.45 PM to 3.00 PM

Venue: IQAC Office (115)

Mode: Offline

Presentation IV: Research and Innovation Quality Circle

Prof. P. M. Pondkule presented the details from Constituion to Strategic plan and planned activities under the Quality Circle in AY 2022-23.

Following observations / suggestions / modifications suggested by the panel members in policy and strategies of QC

- Integrity and accountability concepts
- Collaboration with funding agencies
- Opprtunity to revise and review the Short Term and Long Term Goals like motivation for publications





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- Ownership of publications, Intellectual Property Rights and outcomes will be shared with institute
- Application to and opportunities for funding proposals to Government and Non Government organisations.
- Research ecosystem development and enhancement
- Teaching workload relief policy during research
- Circulation and awareness of UGC care list, SCOPUS and Sci Indexed journals
- Internal group formation Ph.D. aspiring faculty members.
- Opportunities and awareness about the MODROB proposals

Presentation V: Infrastructure and ICT Quality Circle

Prof. V. R. Mane presented the details from Constituion to Strategic plan and planned activities under the Quality Circle in AY 2022-23.

Following observations / suggestions / modifications suggested by the panel members in policy and strategies of QC

- Opportunity for revision and review of Goals and policies of QC
- Quality improvement opportunities in Maintenance activities
- Opportunities for improvement in the daily activities related to QC and documentation
- Execution cell to be established through QC

Presentation VI: Gender Sensitization Quality Circle

Prof. A. M. Jadhav presented the details from Constituion to Strategic plan and planned activities under the Quality Circle in AY 2022-23.

Following observations / suggestions / modifications suggested by the panel members in policy and strategies of QC

- Equal opportunities to all internal stakeholders instead of women empowerment
- Career opportunities and facilities
- Awareness about the Rights and government schemes
- Counselling opportunities
- True gender sensitization and gender equity





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Day III:

Day and Date: Thursday, 24th November 2022

Time: 1.30 PM to 4.00 PM

Venue: IQAC Office (115)

Mode: Offline

Presentation VII: Student Activities and Sports Quality Circle

Prof. V. R. Chavan presented the details from Constituion to Strategic plan and planned activities under the Quality Circle in AY 2022-23.

Following observations / suggestions / modifications suggested by the panel members in policy and strategies of QC

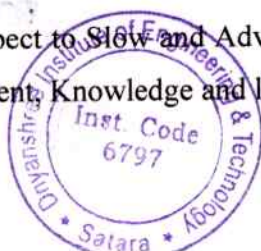
- Extension activities to be incorporated
- Short Term and Long Term Goals should be feasible and measurable
- Activities must be mapped to strategies and hence for fulfilment of the goals
- Mental health to be addresses
- Components of Holistic Development
- Oraganisation of activities like Wel Come Function of F.Y. and D.S.Y. students, Farewell function of B. Tech. Students through S.Y. and T.Y. students
- Utilization and planning of one hour in time tables for activites relevant to QC
- Upward traceability of activities
- Student proactive participation in QC activities and oraganization
- Awareness of students for disciplenary behavior

Presentation VIII: Teaching Learning Quality Circle

Prof. V. B. Dixit presented the details from Constituion to Strategic plan and planned activities under the Quality Circle in AY 2022-23.

Following observations / suggestions / modifications suggested by the panel members in policy and strategies of QC

- Opprtunity for revision and review of Goals and strategies
- Remedial, participative learning may be strategies
- Academic and Cocurricular goals
- Teaching methodologies with respect to Slow and Advanced Learners, Effective Assessment methods, technical skill development, Knowledge and learning attributes





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- Challenges during teaching learning to be addressed
- Support from syllabus pertaining to employability
- Gap analysis and Strategies for bridging the gaps, value addition
- Institutionalization of active processes for ease in documentation
- Goals may be planned based on attainment
- Modern teaching practices
- T & P slots utilized academics

Presentation IX: Continuing Education and Competitive Examinations Quality Circle


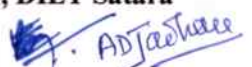


Prof. D. D. Ubale presented the details from Constituion to Strategic plan and planned activities under the Quality Circle in AY 2022-23.

Following observations / suggestions / modifications suggested by the panel members in policy and strategies of QC

Awareness and oraganization of different activities like

- Digital literacy workshops to be organised
- IPR and Publications enhancement
- Train the trainers
- OBE based workshops
- Application for various grants
- Curriculum orientation programs
- Laboratory exploration programs
- Induction Programs
- NAAC / NBA
- Industry 4.0
- University Statute etc.

Following Members were present for the presentations:

- | | | |
|------------------------|---|---|
| 1. Mr. R. D. Wangde | Managing Director, DIET Satara |  |
| 2. Mrs. D. R. Wangde | Chief Executive Officer, DIET Satara | |
| 3. Dr. A.D.Jadhav | Principal DIET, Satara |  |
| 4. Dr. U.R.More | Vice Principal, Academics and Coordinator IQAC, DIET Satara |  |
| 5. Prof. S.M. Huddedar | Convener IQAC |  |





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Dt: 28-01-2023

Action Taken Report on the meeting held on

22-11-2022, 23-11-2022 and 24-11-2022

Sr. No.	Plan of action / resolution passed	Action Taken
1.	Transparency in Assessment and Continuumus Internal Evaluation	<ul style="list-style-type: none">For internal assessment Course Projects are added to the Continuous Assessment for classes that only include assignments.
2	CO-PO attainment / PSO attainment analysis and Rubrice formation	<ul style="list-style-type: none">For the CO-PO and PSOs, the institute created and implemented the CO-PO correlation format.The workshops and programmes are planned to raise awareness and practice OBE rigorously.
3	Collaborations with industries through Memorandam of Understandings (MoUs)	<ul style="list-style-type: none">For every department, QCs have determined the growing sectors, necessary skill sets, and potential industrial collaborations/Memorandums of Understanding.
3	Identification of Placement opprtunities	<ul style="list-style-type: none">IQAC's recommendations have led QC to identify student competitors and domain-specific placement opportunities. suggested value-added courses in accordance with gap analysis.
4	Inculcation of Research culture and enhancement of Publication and IPR's	<ul style="list-style-type: none">Through the Research and Innovation Quality Circle, the IQAC has suggested and contributed to the design of the institute's benchmarking policies for research and innovation.



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		<ul style="list-style-type: none">• Research and innovation QC has organised various workshops and initiatives to foster a research culture among teachers and students.
5	Optimum utilization of Infrastructural and ICT facilities.	<ul style="list-style-type: none">• ICT and infrastructure Activities are being planned by QC and Cell to raise awareness and make the best use of available resources.
6	Equal opprtunities for all stakeholders and women empowerment.	<ul style="list-style-type: none">• Gender sensitization and Equity QC have planned the activities for awareness about the rights and different government schemes.
7	Effective implementation of academic implementation.	<ul style="list-style-type: none">• The various value-added courses, bridge courses, and industrial visits have been recommended by QC. It has also been encouraged to plan and ensure maximum student participation in certification courses.

M.Hed
28-01-2023
(S.M. Huddedar)
Convener IQAC

[Signature] 30-01-23
Co-Ordinator
Internal Quality Assurance Cell
RWMCT's Dnyanashree Institute of
Engineering & Technology, Satara.





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INSTITUTE OF ENGINEERING AND TECHNOLOGY

Circular

Date: 25/01/2023

All the members of IQAC are hereby informed that IQAC meeting is scheduled on Friday, 27th Jan 2023 and Saturday, 28th Jan 2023 at 2.45pm in IQAC Office (115). Agenda of the meeting is as below:

- i) Finalization of Quality circle activities in the even semester of AY 2022-23
- ii) Review of the purpose, objectives and role of Quality Circles.
- iii) Refinement of Quality Circle Agenda and Activities in the Even Semester of A. Y 2022-23.
- iv) Any other point with the permission of chair.

All members of IQAC are requested to attend the meeting with activity calendar for even semester of AY 2022-23.

Convener,

IQAC, DIET, Satara

Co-ordinator,

IQAC, DIET, Satara

Chairman,

IQAC, DIET, Satara

**Co-ordinator,
Internal Quality Assurance Cell
RWMCT's Dnyanashree Institute of
Engineering & Technology, Satara.**



For more details, Kindly Contact:

Prof. More U. R. (Co-ordinator, IQAC, DIET, Satara)

(Contact: 9822013178)

(Email id: umashankar.more@dnynashree.edu.in)

RYS Jag

A. D. Bharambe BH

P. M. Pondkule Pondkule

Mr. Nale B. S. N.

Mr. V. R. Mune Mune

A. M. Jadhav Jadhav

V. R. Chavan. Chavan

D. D. Ubale - Ubale

Internal Security Cell
Ministry of Home Affairs
Government of India

IQAC Meeting

Date Tuesday, 27th January 2023

Time 13:00 - 17:30 (IST)

Venue IQAC Office (Room No. 115)

Agenda:

Detailing of QC activity calendar for AY 2022-23 Even Semester & 2023-24 Odd semester

MoMs-

The meeting conducted by IQAC. In the presence of Hon. M.D., Principal and QC coordinators with their team members.

According to agenda, the series of meetings was conducted on **24, 25, 27 & 28 January 2023**, pertaining to the agenda.

All QC activities finalized with few changes suggested by IQAC, Principal and M.D. of the institute.

QC coordinators are requested to map these activities with the strategic plan of their quality circle and mail it to IQAC and principal on or before **Friday, 3rd Feb. 2023**.

QC coordinators are further requested to mail the **policy document** of their quality circle to IQAC and principal on or before **Friday, 6th Feb. 2023**.

In this meeting IIPC quality circle suggested to work in collaboration with T&P cell to plan and execute their activities for bridging the gap between industry and academia, skill development, employability development, research, innovation, outreach and other symbiosis activities.

Teaching and learning quality circle suggested to conduct assignments in the mode of model development of micro project development.

The exercise of this kind is unique and involving all IQAC stake holders in the development of quality conscious environment at the institute.

The effort is appreciated by Hon. Managing Director and the Principal of the institute.

Following faculty members attended the meeting-

1. Dr. A. D. Bhagwat & team members
2. Prof. V. B. Dixit & team members
3. Dr. S. P. Kosbatwar & team members
4. Prof. V. R. Mane & team members
5. Prof. S. B. Nale & team members
6. Prof. R. V. Salunkhe & team members

7. Prof. V. R. Chavan & team members
8. Prof. A. M. Jadhav & team members
9. Dr. M. A. Mohite & team members
10. Prof. D. D. Ubale
11. Prof. S. M. Huddedar
12. Mr. Sanjay Katkar

**Coordinator,
IQAC, DIET, Satara**



**Chairman,
IQAC, DIET, Satara**



Raosaheb Wangde Master Charitable Trust's

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INSTITUTE OF ENGINEERING AND TECHNOLOGY

Date: 28/01/2023

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting (MoM)

AY 2022-23

Day and Date: Friday 27th January 2023 and Saturday, 28th January 2023 **Time:** 2.45 PM to 5.00 PM

Venue: IQAC Office (115)

Mode: Offline

Meeting Agenda:

Discussion and brainstorming on:

1. Review of the previous minutes of the meeting.
2. Review of the purpose, objectives and role of Quality Circles.
3. Refinement of Quality Circle Agenda and Activities in the Even Semester of AY 2022-23.
4. Any other point with the permission of chair.

Minutes of the Meeting:

The meeting starts with Welcome of all coordinators and IQAC members by Coordinator, IQAC.

The detailed discussion had with the Coordinators of respective Quality Circle based on the submitted QC Objectives, Strategies and Activities. Quality Circle Coordinators presented the Purposes, objectives and following are the key aspects of discussions and suggestions from IQAC regarding conduction of activities:

1. Industry Institute Partnership Cell:

Purpose: Bridging the gap between industry expectations and student employability.

Objectives:

- a) To develop training programs inline with the industry requirements.
- b) To involve of diverse industries in the IIPC cell activities.
- c) To enhance the skills through collaborative efforts.





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Roles:

a) Students:

- To identify the skill requirements by industry.
- SWOT analysis, training need identification, employability, entrepreneurship in collaboration with Training and Placement QC

b) Educators:

Connect with industry, training to faculty, coordination with Guest / Expert, internship facilitation

c) Industry: Pre-trained workforce, Train the trainer programs, Academic help from institution

Agenda of the IIPC:

- Entrepreneurship development
- HR summit
- Marketing
- Finance
- Engineering / execution: Solution to industry / SoC,
- Internship organization, report writing, template, awareness
- Work delegation among the QC members

2. Research and Innovation Quality Circle:

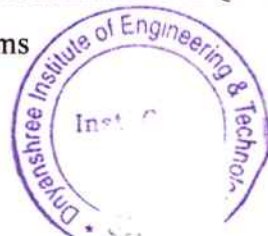
Following verticals are taking into considerations while refinement of QC activities.

- Intellectual Property Rights (IPR) workshops
- Technical Paper Writing, Symposium
- Conference
- Poster presentation of Scientists
- Awareness program on various research funding
- Seminar on research methodology, analysis methods
- Ph.D. Thesis / Project Report Writing

3. Training and Placement Quality Circle:

Following verticals are taking into considerations while refinement of QC activities.

- Academic and Skill development training programs





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- Career domains, Awareness programs
- Aptitude sessions
- Industry talk
- Entrepreneurship development programs: Management Skill program,
- Foreign language training
- Industry 4.0
- Student analysis: Diversity
- HR Meet

4. Societal Activities and Sports Quality Circle:

Following verticals are taking into considerations while refinement of QC activities.

- Alumni engagement
- Research and other extention
- Outreach programs
- Extracurricular through NSS,
- Programs Catering to diversity like Social, Linguistic, regional and economic
- Environmental issues and safety
- Public Relation Office at Institute
- Waste Management

5. Teaching Learning Quality Circle:

Following verticals are taking into considerations while refinement of QC activities.

- Teaching methodologies
- Effective Teaching - Learning process
- OBE based training programs
- Measures for handling Academic Diversity
- Digital Literacy and effective use of ICT in Teaching Learning Process
- Cutting edge technology training programs
- Mapping of syllabus Content (bit wise) to Course Learning Objectives.
- Assignments and microprograms
- Curriculum execution flow workshop





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- Content beyond the syllabus
- Student representation of learning outcomes
- Co-curricular activities

6. Continual Education and Competitive Examination Quality Circle:

Following verticals are taking into considerations while refinement of QC activities.

- Faculty and staff Development Programs (FDPs)
- Train trainer program
- Faculty and staff induction programs
- Effective utilization of MOOC platforms for training like NPTEL / Swayam / Coursera
- Civil Services Exam like MPSC / UPSC, IES Training
- GATE / GRE / TOFEL Forums

7. Examination Cell:

Following verticals are taking into considerations while refinement of QC activities.

- Quiz on prerequisite (analytical courses)
- Conclusion questions in laboratory manuals
- Exam planning and execution report, grievances, work delegation and observations in the execution

8. Infrastructure and ICT Quality Circle:

Following verticals are taking into considerations while refinement of QC activities.

- Awareness programs on Safety, Security, Infrastructural facilities i.e. various central facilities workshops, Grounds etc.
- Maintenance procedure and awareness
- Physical Deadstock Verification activity
- AICTE and other regulatory bodies related compliance
- Stores activities
- Water bodies, Solar / Wind Mill generation of electricity
- Indusction program Mock drills on housekeeping, safety precaustions
- Disaster management





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Based on the above discussion and brainstorming it has been decided unanously to refine and finalise the activity plan and submit the same to IQAC for further processing and deployment to the programs.

Meeting concluded with the above resolution and thanks to present members.

Following Members were present for the presentations:

- | | |
|------------------------|---|
| 1. Mr. R. D. Wangde | Managing Director, DIET Satara  |
| 2. Mrs. D. R. Wangde | Chief Executive Officer, DIET Satara |
| 3. Dr. A.D.Jadhav | Principal DIET, Satara  |
| 4. Dr. U.R.More | Vice Principal, Academics and Coordinator IQAC, DIET Satara |
| 5. Prof. S.M. Huddedar | Convener IQAC  |
| 6. Prof. V.R.Chavan | Coordinator, Societal and Sports QC  |
| 7. Prof. P.M. Pondkule | Coordinator, Research and Innovation Quality Circle  |
| 8. Prof. R.V.Salunkhe | Coordinator, Industry Liason and Incubation Activity QC  |
| 9. Prof. V.R.Mane | Coordinator, Infrastructure and ICT QC  |
| 10. Prof. A.M.Jadhav | Coordinator, Gender Sensitization QC  |
| 11. Dr. M.A.Mohite | Cordinator, Continual Education and Competitive Exam. QC |
| 12. Mr. V.B. Dixit | Coordinator, Teaching and Learning QC  |
| 13. Dr. A.D. Bhagwat | Coordinator, Examination QC  |
| 14. Prof. B.S. Nale | Coordinator, Training and Placement QC  |





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Dt: 21-04-23

Action Taken Report on the meeting held on 27-01-2023 & 28-01-2023

Sr. No.	Discription of work/ Resolution	Action Taken
1	Coordinator of Societal and Sports Quality Circle discussed QC Objectives, Strategies and Activities of QC during meeting.	Sports, Extra curricular & outreach activities are conducted for societal purpose by considering Vision, Mission and core values of institute by respective QC.
2	Coordinator of Reseach and Innovation Quality Circle discussed QC Objectives, Strategies and Activities of QC during meeting.	Reseach and Innovation Quality Circle conducted STTP on Research Methodology: An Overview, SDP for Students on Project report, Research paper writing & Hands on training on latex, Expert session on Intellectual Property rights, Conducted Mini Hackathon.
3	Coordinator of Industry Institute Partnership Cell explained QC Objectives, Strategies and Activities of QC during meeting.	Department level Alumni meets conducted and alumni feedback was recorded and cognizance taken in execution.
4	Coordinator of Infrastructure and ICT Quality Circle discussed QC Objectives, Strategies and Activities of QC during meeting.	Conducted Safety awareness program. Conducted Mock drill on Lift safety precautions.





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5	Coordinator of Gender Sensitisation Quality Circle discussed Constitution and Role, Induction and orientation programs of Internal Complaint Committee (ICC).	Conducted Awareness program on Menstrual Hygiene. Conducted Session on Be proud to be a women.
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(S.M. Huddedar)
Convener,
IQAC

21/4/23
Co-ordinator,
Co-Ordinator
Internal Quality Assurance Cell
RWMCT's Dnyanashree Institute of
Engineering & Technology, Satara.



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Date: 21/04/2023

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting (MoM)

AY 2022-23

Day and Date: Thursday 20th April 2023

Time: 5.00 PM to 6.20 PM

Venue: Principal Office

Mode: Offline

Meeting Agenda:

1. Review of the previous minutes of the meeting.
2. Review of the calendar activities of respective Quality Circle (QC) being executed by departments.
3. Presentation of MoMs previousof QC meeting.

Documents Required during Meeting:

1. Activity calendar of the QC for even semester 2022-23
2. Activity reports of conducted QC programs at various departments, mentioning outcomes, budget, expense and bills clearly.
3. Analysis report of conducted QC activities
4. Minutes of meeting of QC (monthly or fortnight)

Minutes of the Meeting:

The meeting starts with Welcome of all coordinators and IQAC members by Dr. A.D. Jadhav Head, IQAC. Dr. U.R.More Coordinator IQAC have stated the agenda and documents to be furnished with respect to the agenda points during the meeting.

The review of the Activities planned in the A.Y. 2022-23 and being executed by respective departmenrs is given by respective QC coordinator as follows:

1. Examination Cell and Quality Circle (QC):

- **Total activities planned:** 04
- **Activities Completed:** 02
- **Remaining Activities and Responsible Departments:** 02 (Electrical Engineering and Civil Engineering)





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- **Reports with Outcomes and Mapping with POs:** Reports Completed the Outcomes Mapping with POs not completed.

2. Teaching Learning Quality Circle (QC):

- **Total activities planned:** 06
- **Activities Completed:**
- **Remaining Activities and Responsible Department/s:**
- **Reports with Outcomes and Mapping with POs:**

3. Research and Innovation Cell and Quality Circle (QC):

- **Total activities planned:** 04 (01 Activity Planned in next month)
- **Activities Completed:** 02
- **Remaining Activities and Responsible Department/s:** 01 (Mechanical Engineering)
- **Reports with Outcomes and Mapping with POs:** Not Completed

4. Infrastructure and ICT Quality Circle (QC):

- **Total activities planned:** 04
- **Activities Completed:** 00
- **Remaining Activities and Responsible Department/s:** 04 (Central Execution through QC)
- **Reports with Outcomes and Mapping with POs:** Not Completed

5. Industry Institute Partnership Cell (IIPC):

- **Total activities planned:** 06 (03 Planned in next month)
- **Activities Completed:** 02 Completed and 01 in process.
- **Remaining Activities and Responsible Department/s:** NA
- **Reports with Outcomes and Mapping with POs:** Not Completed

6. Training and Placement Quality Circle (QC):

- **Total activities planned:** 07 (01 Planned in next month)
- **Activities Completed:** 05 Completed and 01 in process.
- **Remaining Activities and Responsible Department/s:** NA
- **Reports with Outcomes and Mapping with POs:** Not Completed





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7. Societal Activities and Sports Quality Circle (QC):

- **Total activities planned:** 29 (18 Planned in next month)
- **Activities Completed:** 10 Completed.
- **Remaining Activities and Responsible Department/s:** 01
- **Reports with Outcomes and Mapping with POs:** Completed

8. Gender Sensitization Cell and Quality Circle (QC):

- **Total activities planned:** 04
- **Activities Completed:**
- **Remaining Activities and Responsible Department/s:** 01
- **Reports with Outcomes and Mapping with POs:** Not Completed

9. Continual Education and Competitive Examination Quality Circle (QC):

- Status could not be presented by Quality circle coordinator.

Following general observations are recored by IQAC Coordinator after the review:

1. The minutes of the meeting (MoM's) and ATR of the same are pending from Quality Circle except few QCs.
2. Mapping of outcomes of programs with Program Outcomes (POs) is remained as well as the analysis of the program and recommendations from QCs to executing bodies i.e. departments through IQAC office is remained.
3. Also there is scope for improvement regarding the timely completion of documentation of programs, analysis of programs and recommendation communicated to departments through IQAC office.
4. All coordinators are appealed to reply the communication through e-mail, adherence to the calendars and processes and prepare and bring the documents during the meeting which is essential.

The meeting ended with remarks of Head IQAC on the above points and the compliance of the above same is to be completed up to **Friday, April 21, 2023.**














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Following Members were present for the presentations:

1. Dr. A.D.Jadhav Principal DIET, Satara and Head IQAC
2. Dr. U.R.More Vice Principal, Academics and Coordinator IQAC, DIET Satara
3. Prof. S.M. Huddedar Convener IQAC 
4. Prof. V.R.Chavan Coordinator, Societal and Sports QC 
5. Prof. P.M. Pondkule Coordinator, Research and Innovation Quality Circle
6. Prof. R.V.Salunkhe Coordinator, Industry Liason and Incubation Activity QC 
7. Prof. V.R.Mane Coordinator, Infrastructure and ICT QC 
8. Prof. A.M.Jadhav Coordinator, Gender Sensitization QC 
9. Dr. M.A.Mohite Coordinator, Continual Education and Competitive Exam. QC 
10. Prof. D.D. Ubale Coordinator, Teaching and Learning QC 
11. Dr. A.D. Bhagwat Coordinator, Examination QC 
12. Prof. B.S. Nale Coordinator, Training and Placement QC 





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26-05-2023

Action Taken Report on the meeting held on 21-04-2023

Sr. No.	Discription of work/ Resolution	Action Taken
1	Review on completion of Activities as per QC Calendar of all Quality Circles	After completion of review, Conducted FDP on CO-PO Attainment by Examination Cell and Quality Circle. Course project completed by all departments. Teaching learning Quality circle Completed In semester AMC audit. Research and Innovation Quality circle conducted Mini Hackathon on 3 rd May 2023. Conducted Session on Nirbaya Pathak by Gender Sensitization Quality circle. Organized Kridamahotsav and conducted Sports event. Remaining QC's are instructed to submit Non adherence to activity calendar of respective QC and plan the remaining activities before completion of academic year.

Convener,
IQAC



IQAC,
Coordinator

Co-Ordinator
Internal Quality Assurance Cell
RWMCT's Dnyanashree Institute of
Engineering & Technology, Satara.