



Dr. D. Y. Patil Technical Campus  
**Dr. D. Y. Patil School of Engineering**  
Dr. D. Y. Patil Knowledge City, Charholi (Bk), Lohegaon, Pune – 412 105  
Website: [www.dypic.in](http://www.dypic.in) Contact No.:020-6707 7926

## The Annual Quality Assurance Report (AQAR) of the IQAC

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

Dr. D Y Patil School of Engineering

1.2 Address Line 1

Dr. D Y Patil Knowledge City, Charholi Bk

Address Line 2

Via Lohegaon

City/Town

Pune

State

Maharashtra

Pin Code

412105

Institution e-mail address

director\_dyptc@dypic.in

Contact Nos.

020-67077922

Name of the Head of the Institution:

Dr. S. S. Sonavane

Tel. No. with STD Code:

020-67077922

Mobile:

9860157191

Name of the IQAC Co-ordinator:

Dr. Sanjay M Koli



Mobile:

9881045939

IQAC e-mail address:

iqac\_dypsoe@dypic.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN100430

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

<http://www.dypic.in/school-of-engineering.htm>

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	NA	NA	NA	NA
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

19/07/2016

1.8 AQAR for the year (for example 2010-11)

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)



1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

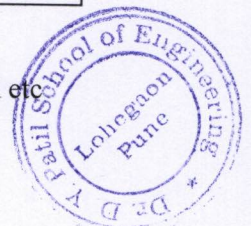
Savitribai Phule Pune University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

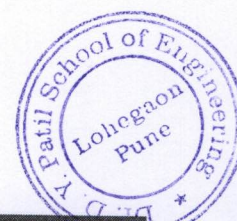
UGC-CPE



DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="02"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="05"/>
2.3 No. of students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="-"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	10
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="06"/> Faculty <input type="text" value="03"/>
Non-Teaching Staff	<input type="text" value="02"/>
Students	<input type="text" value="02"/>
Alumni	<input type="text" value="01"/>
Others	<input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	No
If yes, mention the amount	<input type="text"/> <input type="text"/> <input type="text"/>
2.13 Seminars and Conferences (only quality related)	



(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

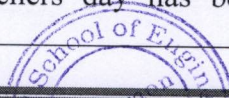
2.14 Significant Activities and contributions made by IQAC

- Uniformity in preparation of data
- Various SoPs are created which supported the academic flow
- Smooth Conduction of academics
- Transparencies in all departments
- Improved interdepartmental usage of resources
- Awareness of documentation

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Schedule	Outcome/Achievements
Meeting for deciding plan of Action for A. Y. 2016-17	20/07/2016	A meeting was conducted on 20/07/2016. It is decided to i) Prepare goals and objectives, Functions and composition of IQAC, ii) IQAC will prepare various formats and iii) prepare plan of action for A. Y. 2016-17
Meeting with IQAC members	21/07/2016	A meeting was conducted and all the HoDs are advised to arrange minimum two programs per month
Meeting with IQAC members	26/07/2016	A meeting was conducted and all the HoDs are advised to take feedback from students.
Lecture by experts on NAAC	Second week of August 2016	On 11/08/2016, Dr. Shinde, HoD (Mechanical), SIT Linavala has given guidelines about NAAC
Arrangement of soft skill training sessions for students	Last week of August 2016	On 29/08/2016, a soft skill training session was arranged in association with Barclay's CSR, Pune.
Summary report for Events and activities of August 2016	First Week of September 2016	A event and activity report was prepared and submitted to director on 01/09/2016
Teachers Day celebration	5 <sup>th</sup> September	Teachers day has been celebrated by all the



	2016	departments
Conduction of Parent Teacher Meet	First Week of September 2016	E&TC department has conducted meet on 02/09/2016 and mechanical department has conducted meet on 08/09/2016
Faculty Feedback	2 <sup>nd</sup> and 3 <sup>rd</sup> week of September 2016	The feedback has been taken from students, analyzed, informed to faculties and send to Director for necessary action
Welcome of fresher	In the month of September 2016	All the department has arranged fresher's party for SE DSE students
Summary report for Events and activities of September 2016	First week of October 2016	A event and activity report was prepared and submitted to director on 30/09/2016
Arranging NAAC guideline meetings	October 2016	On 17/10/2016, 25/10/2016 and 26/10/2016 a meeting was arranged for all the teaching and non-teaching staff of DYPSOE
Summary report for Events and activities of October 2016	First Week of November 2016	A event and activity report was prepared and submitted to director on 03/11/2016
Conduction of SPPU Theory Examinations	06/11/16 to 29/11/2016	The examinations were conducted as scheduled
Celebration of Swami Vivekanand Jayanti	Second week of January 2017	Birthday celebrations of Swami Vivekananda as 'National Youth Day' is done on 12/01/2017
Arrangement of Entrepreneurship Awareness Camp	Second and Third week of January 2017	Camp was organized on 12 and 13/01/2017
Faculty Feedback	2 <sup>nd</sup> and 3 <sup>rd</sup> week of January 2017	The feedback has been taken from students, analyzed, informed to faculties and send to Director for necessary action
University Result analysis (A. Y. 2016-2017, Sem-I)	Last week of January 2017	The result analysis has been done and submitted to Director.
Conduction of Alumni meet	Last week of January 2017	Various departments have conducted Alumni Meet on 31/01/2017
Summary report for Events and activities of	First Week of	A event and activity report was prepared and

January 2016	February 2017	submitted to director on 01/02/2017
Conduction of Convocation Ceremony	First week of February 2017	Convocation ceremony was held on 01/02/2017
Conduction of annual gathering of DYP SOE	Second week of February 2017	Eternity 2K17 was conducted on 10/02/2017
Social awareness of Women rights	Last week of February 2017	A workshop was arranged on 27/02/2017 on 'UGC Regulations 2015: Sexual Harassment of Women Employees and Students'
Celebration of Marathi Bhasha Gaurav Diwas.	Last week of February 2017	Marathi Bhasha Gaurav Diwas was celebrated on 28/02/2017
Social awareness of Women rights	In the month of March 2017	महिलांचे सामाजिक सक्षमीकरण व कायदेशीर मार्गदर्शन' was conducted on 8/03/2017
Farewell for Final year students	In the month of April 2017	A farewell function was arranged for final year students.
Preparation of API	April 2017	API has been prepared and submitted to Director
Conduction of SPPU Theory Examinations	15/05/17 to 26/05/2017	The examinations were conducted as scheduled

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

### MEETING-1

Meeting date : 24/01/2017  
Meeting Time : 10:30 AM to 11:30AM  
Venue : Room No. 18

**Topic of Discussion : Inspection of Floor Plan for Institutional Profile**

- Dr. Koli to present a deficiency report for the available infrastructure.
- Suggestions given as per NAAC requirement
- Deficiency report to be submitted by 25<sup>th</sup> Jan to the NAAC coordinator DYP SOE



**Action Taken:** Considering requirements of NAAC, deficiencies in each department were identified and such report is presented to the Director/Principal on 25<sup>th</sup> January 2017 for necessary action.

### MEETING-2

Meeting date : 24/01/2017  
Meeting Time : 11:30 AM to 1:00PM  
Venue : Chairman, Board Room

**Topic of Discussion : Review, Inputs and Documentation from the NAAC perspective to the Support System of SOE.**

### HOSTEL MANAGEMENT – PHASE I

- Sensitizing students and parents on hostel policies.
- Terms and conditions for allotment of hotel rooms along with approvals.

**Action Taken:** The students are sensitized on hostel policies. The terms and conditions for allotment of hotel rooms are finalized.

### HOSTEL MANAGEMENT – PHASE II

- Immediate steps for any emergencies.
  - Mechanism to maintain discipline within the hostels.
  - Inspection team to be formed.
  - Communication mechanism for addressing issues to principle and action to be taken or already taken to be mentioned.
  - Reports and monitoring system
- Grievances Redressal Cell for hostel residents to be formed.
  - Medical services available at hostel.
  - Reporting mechanism to the principal and management.

**Action Taken:** Grievances Redressal Cell for hostel residents and institution is formed and such chart is displayed with contact details at the entry lobby of Institute.

### TRANSPORTATION

- Maintenance of vehicles.
- Route plan to be presented.
- Qualified doctor to be approved by the management.

**Action Taken:** The transportation facilities are outsourced and routes are finalized. All documentation are presented on 3<sup>rd</sup> Feb 2017, Friday, 11am to Director/Principal for information. The doctor is appointed by management.

### SECURITY

- Parking space to be defined with correct demarcation.
- Specific sign ages to be designed and placed in strategic locations (speed limit to be mentioned etc.)

**Action Taken:** Parking space allotment and display of sign ages is done.

### MAINTENANCE





- Allocation of funds to be presented for SOE institute and campus.
- Point of contact for emergencies and disasters.
- Centralized medical system to be formed.
- First aid boxes to be created and maintained in hostel, canteen, transport vehicles, and college premises.

**Action Taken:** Allocation of funds towards maintenance is prepared and presented. Point of contact for emergencies and disasters is displayed at the Entrance Lobby of Institution. Centralized medical system is formed at Hostel. First aid boxes are made available.

### CANTEEN

- Inadequate seating capacity in the canteen needs to be looked at immediately for future changes.
- Academic timetable to be mapped with specific timings for each program so as to avoid over crowdedness during lunch hours.

**Action Taken:** The academic timetable of all the institutes in the campus is mapped which has avoided rush in canteen.

### HUMAN RESOURCES

- Human resources requires support from all departments to strengthen the HR policies.
- ICT – Internal Communication Technology needs to be maintained for strengthening of right information to the right person.

**Action Taken:** The input is taken from all the staff to strengthen the HR policies.

### IT

- Distribution of network to be expanded and bandwidth to be increased in the next 30 days.

**Action Taken:** Report for the same is presented to management for necessary action.

### MEETING-3

Meeting date : 24/01/2017  
 Meeting Time : 2:00 AM to 3:30PM  
 Venue : Room No. 18

**Topic of Discussion : Evaluative Reports of Civil Engineering Department**

**Action Taken:** The review was conducted and the evaluative report was finalized after consulting to the Director/Principal.

### MEETING-4

Meeting date : 24/01/2017  
 Meeting Time : 3:30 PM to 5:00PM  
 Venue : Room No. 18

**Topic of Discussion : Evaluative Reports of Computer Engineering Department**



**Action Taken:**The review was conducted and the evaluative report was finalized after consulting to the Director/Principal.

**MEETING-5**

Meeting date : **06/02/2017**  
Meeting Time : 10:30 AM to 12:30PM  
Venue : Room No. 18

**Topic of Discussion : Evaluative Reports of E&TC Engineering Department**

**Action Taken:**The review was conducted and the evaluative report was finalized after consulting to the Director/Principal.

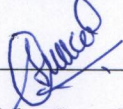
**MEETING-6**

Meeting date : **08/02/2017**  
Meeting Time : 10:30 AM to 12:30PM  
Venue : Room No. 18

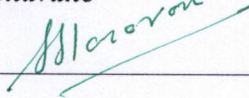
**Topic of Discussion : Evaluative Reports of Mechanical Engineering Department**

**Action Taken:**The review was conducted and the evaluative report was finalized after consulting to the Director/Principal.

Name **Dr. S. M. Koli**

  
\_\_\_\_\_  
Signature of the Coordinator, IQAC

Name **Dr. S.S. Sonavane**

  
\_\_\_\_\_  
Signature of the Chairperson, IQAC

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**Internal Quality Assurance Cell (IQAC)**

**A REPORT**

**[ JULY To DEC 2016- Academic Report 1 ]**

## Importance of being Positive

20 July 2016

Mr. Yuvraj Patil, a motivational speaker, has conducted a session on 20 July 2016 on "Importance of Being Positive". The program was organized by the department of Mechanical Engineering and Mechanical Engineering Student's Association (MESA), and emphasized the importance of a positive attitude in life.

Contents:

- 1) What is Positivity?
- 2) Why inspiration is needed?
- 3) How to get an inspiration from our day to day life?
- 4) How to live with good and happy people?
- 5) How a change in attitude will help in solving our day to day problems.

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## Training Program in Autodesk technology

25 July 2016

A one day training program was organized by the Mechanical Engineering Department in association with Autodesk Technology Ltd on 25 July 2016 for SE and BE Mechanical Engineering students.

Mr. Ajay Pingale has given the overview of the program. Mr. Virendra Pisal has given training to the students. The duration of sessions was four hours in which all the modules of Autodesk has been covered. The training ended with interactive session between students and experts.

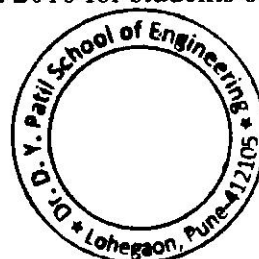


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## Career Opportunities in the Air Force

11 August 2016

The Department of Mechanical Engineering has arranged a guest lecture on Career Opportunities in Indian Airforce on 11 August 2016 for students of SE Mechanical Engineering.



Mr. Monimoy Saha, a veteran with 25 years' experience in the Indian Air Force, conducted this session.



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### Preparation for NAAC

11 August 2016

Dr. Shinde, HoD Mechanical Engineering, SIT Lonavala, conducted a session for faculty members of the Mechanical Engineering Department on "How to prepare reports and face the NAAC peer review team."

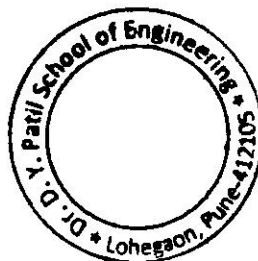


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### Parent-Teacher Meet

24<sup>th</sup> Sep. 2016

The Department of Engineering Sciences (F.E.) held a Parent Teacher meet on 24<sup>th</sup> September 2016. Teachers' Day was celebrated enthusiastically by every department during the month of September.



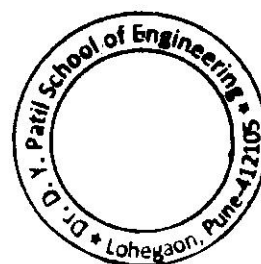
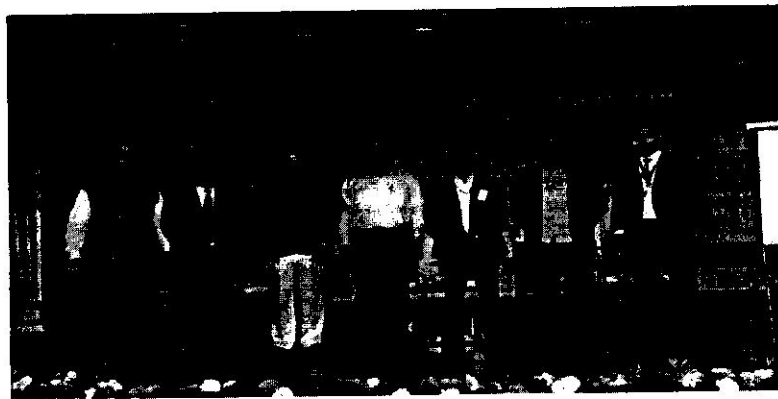


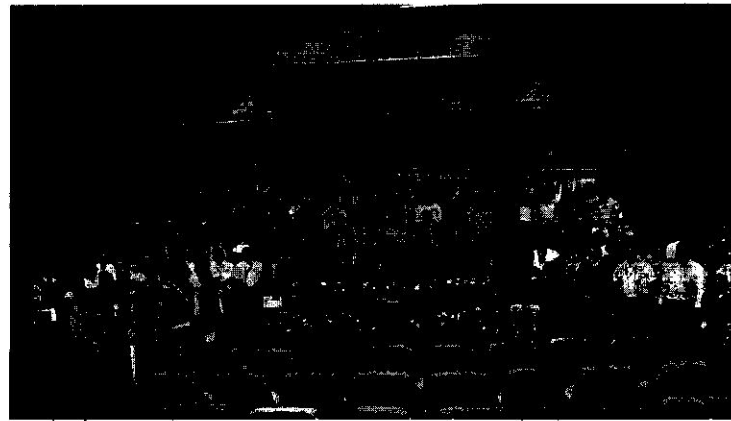
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**National Workshop on " Accreditation for Technical Institutions "** 15-16 Dec. 2016

The institute has organized a two day's workshop titled "Accreditation for Technical Institutions" on 15<sup>th</sup> & 16<sup>th</sup> December 2016. The workshop was inaugurated by Chief Guest Lt. Gen. Ashok Kapur PVSM, VSM (Retd.) in the presence of chairman of ADYPU, Dr. Ajeenkya D.Y. Patil. On this occasion, Dr. S. S. Sonavane, Director-DYPSOE, Dr. Sushant Patil (Advisor ADYPU), Dr. N. JayaSankaran (Advisor, NMIMS University Narsee Monjee, Bengaluru), and eminent delegates from engineering colleges across the country were present.

The workshop was coordinated by Dr. Prashant Kumbharkar.



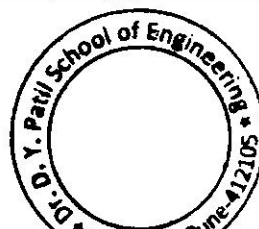


**Culmination of Workshop**

**NSS Camp at Lohegaon, Pune**

25<sup>th</sup> -31<sup>st</sup> Dec. 2016

The students of Dr. D.Y. Patil School of Engineering participated in the N.S.S camp held at the Lohegaon from 25<sup>th</sup> to 31<sup>st</sup> Dec 2016. Twenty five student volunteers participated in this camp. They were accompanied by 6 faculty members and 2 technical assistants. The motive of the camp was to create awareness on issues like Swachh Bharat Abhiyaan, Importance of Education, Tree Plantation, Save the Girl Child, Educate the Girl Child & Save water, through street plays performed at various locations such as schools, bus stops and different locations in Lohegaon.



Dr. S.S Sonavane, Director, Dr. D Y Patil Technical Campus presided over the function on the last day. Senior members of village panchayat, faculty members of DYPSOE and residents of Lohegaon village were present.

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**Workshop on “IBM Watson IoT”**

29- 31 Dec 2016

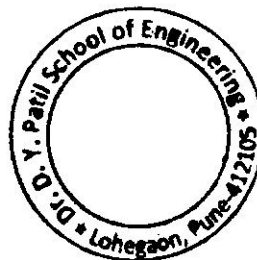
The E&TC Department in association with Persistent Systems Ltd., Pune, organized a workshop on “IBM Watson IoT” between 29- 31 Dec 2016. The workshop was conducted on behalf of IBM’s academic initiative program. Theory and practical sessions were conducted by technical evangelists from Persistent Systems Ltd., Pune. The participants includes 640 students from various engineering colleges in and around Pune.



**Dr. Sanjay M. Koli**  
IQAC Coordinator

**Dr. S. S. Sonavane**  
Director

**Principal**  
Dr. D. Y Patil School of Engineering  
Lohegaon, Pune





**Internal Quality Assurance Cell (IQAC)**

**A REPORT**

**[ JAN-JUN 2017- Academic Report 2 ]**

## Alumni Meet & Convocation Ceremony of 2015-16

31 Jan. 2017

D Y Patil School of Engineering conducted "Alumni Meet" in every department on 31<sup>st</sup> January 2017. Also the freshly minted engineering graduates of 2015-16 batch were awarded their degrees during the solemn Convocation Ceremony.

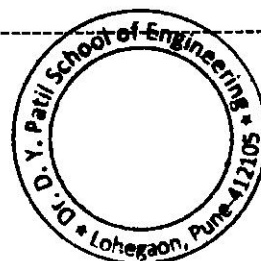


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## Eternity 2K17: Annual Social Gathering

3-10 Feb. 2017

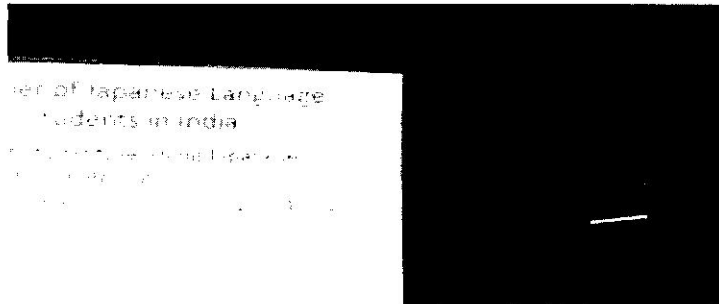
The annual cultural event of DYPSOE, Eternity 2K17, was successfully conducted from 3<sup>rd</sup> to 10<sup>th</sup> February under the guidance of Dr. S.S. Sonavane (Director), Prof. Rashami Mahajan (Cultural Coordinator) and the dynamic team of student coordinators.



## Japan: The Land of Opportunities for Education & Employment

17th Feb. 2017

Prof. Hiraga Tatsuya has given a presentation on courses and scholarships in Japan. The students benefited immensely from a workshop on the education and employment opportunities in Japan conducted on 17<sup>th</sup> February 2017.

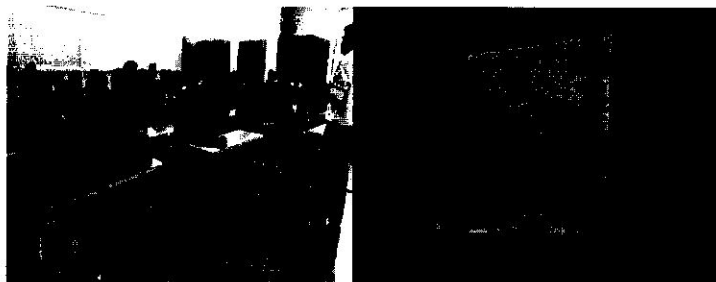


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## A Seminar on GATE Examination

15<sup>th</sup> March 2017

The department of Civil Engineering conducted a seminar on GATE Examination on 15<sup>th</sup> March 2017.

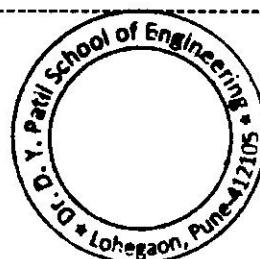
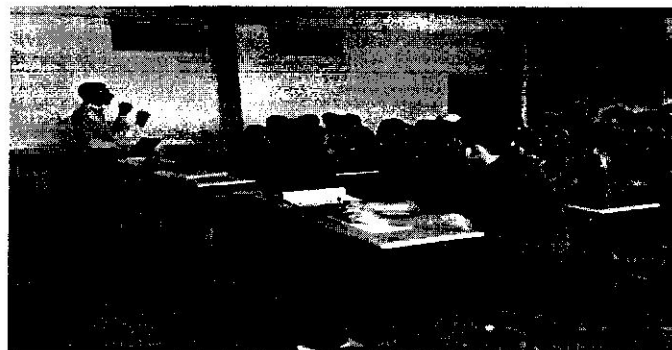


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## Guest Lecture on basics of Java Programming

16<sup>th</sup> March 2017

The Department of Computer Engineering has conducted Guest Lecture on "Basics of Java Programming" on 16<sup>th</sup> March 2017.



### **Two day's workshop on JAVA technology**

16-17 March 2017

The department of Computer Engineering has organized two day's workshop on "JAVA Technology" on 16<sup>th</sup> and 17<sup>th</sup> March 2017.



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### **Guest Lecture on Solar Energy: Business development and Job Opportunities** 16<sup>th</sup> March 2017

The Department of E&TC Engineering has conducted Guest Lecture on "Solar Energy: Business development and Job Opportunities" on 16<sup>th</sup> March 2017. Mr. Manoj Gattani addressed the students about starting up business in the field of solar energy. He explained various job opportunities available in the market for the solar energy. The students came to know the career opportunities in solar energy.

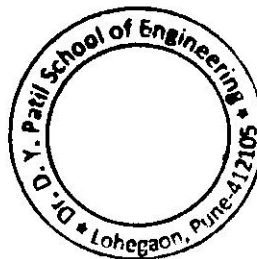


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### **Parents – Teachers Meet**

16<sup>th</sup> March 2017

The department of Mechanical Engineering has organized Parents- Teachers Meet on 16<sup>th</sup> March 2017.



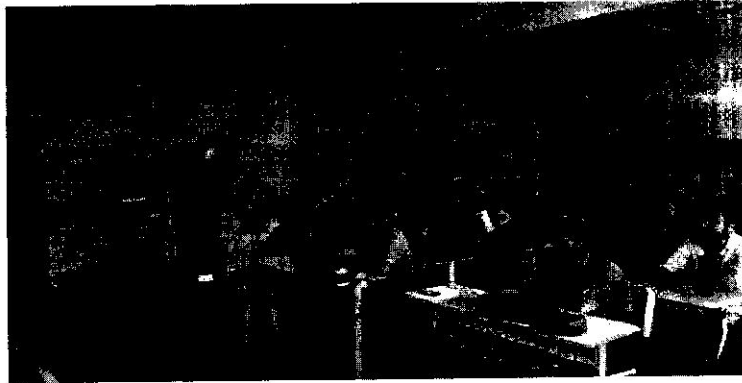


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**Expert Lecture on Power Plant Engineering**

21<sup>st</sup> March 2017

The department of Mechanical Engineering organized a guest lecture on “Power Plant Engineering” on 21<sup>st</sup> March 2017.



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**Educational visit to Water Treatment Plant**

23<sup>rd</sup> March 2017

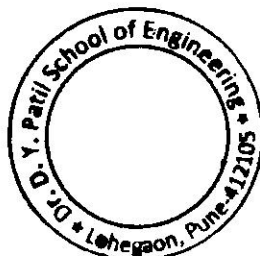
The department of Civil Engineering has organized a one day educational visit to “Water Treatment Plant” at Warje, Pune on 23<sup>rd</sup> March 2017 for T.E students.

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**A Guest Lecture on “Advanced Data Structures Lab Assignments”**

23<sup>rd</sup> March 2017

The department of Computer Engineering has conducted Guest Lecture on “Advanced Data Structures Lab Assignments” on 23<sup>rd</sup> March 2017.



## A Guest Lecture on Microprocessor Lab

23<sup>rd</sup> March 2017

The department of Computer Engineering has conducted Guest Lecture on Microprocessor Lab on 23<sup>rd</sup> March 2017.



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## Thermal Power Plant Visit at Nashik

23-24 March 2017

The department of Mechanical Engineering organized a visit to "Thermal Power Plant" on 23-24 March 2017.



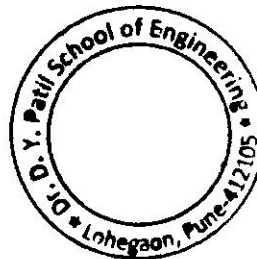
End of report

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Dr. Sanjay M. Koli  
IQAC Coordinator

  
Dr. S. S. Sonavane  
Director

**Principal**  
Dr. D. Y Patil School of Engineering  
Lohegaon, Pune



**Internal Quality Assurance Cell (IQAC)**

**A REPORT**

**[ JAN-JUN 2017- Administrative Report 1 ]**

### MEETING-1

Meeting date : 24/01/2017  
Meeting Time : 10:30 AM to 11:30AM  
Venue : Room No. 18  
Topic of Discussion : **Inspection of Floor Plan for Institutional Profile**

- Dr. Koli to present a deficiency report for the available infrastructure.
  - Suggestions given as per NAAC requirement
  - Deficiency report to be submitted by 25<sup>th</sup> Jan to the NAAC coordinator DYPSO
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### MEETING-2

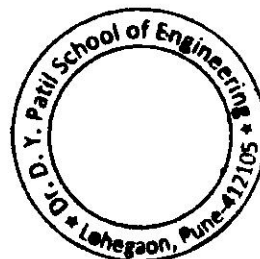
Meeting date : 24/01/2017  
Meeting Time : 11:30 AM to 1:00PM  
Venue : Chairman, Board Room  
Topic of Discussion : **Review, Inputs and Documentation from the NAAC perspective to the Support System of SOE.**

### HOSTEL MANAGEMENT – PHASE I

- Policies required for registration.
- Sensitizing students and parents on hostel policies.
- Does the website have an application for students and parents interested in availing the hostel facilities before finalizing?
- Terms and conditions for allotment of hotel rooms along with approvals.
- Who decides on the cost of the hostel rooms based on what conditions? How is the cost justified and proof of documentation along with payment receipts needs to be presented?
- Is there a committee to decide which students are allotted rooms or is it on first come first serve basis? Names of committee members to be given.
- All documentation records to be presented for the past 3 years.
- All documentation to be presented on 3<sup>rd</sup> Feb 2017, Friday, 11 am.

### HOSTEL MANAGEMENT – PHASE II

- SOP to be drafted containing the following:
  - Immediate steps for any emergencies.
  - Instances of past cases and steps taken to address them.
  - Documentation of past cases.
  - Mechanism to maintain discipline within the hostels.
  - Inspection team to be formed.
  - What is the recovery mechanism in case of damage or theft of facilities provided to the students.
  - Actions taken.
  - Communication mechanism for addressing issues to principle and action to be taken or already taken to be mentioned.
  - Reports and monitoring system





- Grievances Redressal Cell for hostel residents to be formed.
- Medical services available at hostel.
- Reporting mechanism to the principal and management.

### TRANSPORTATION

- Maintenance of vehicles.
- Criteria based on which selection of drivers are based
  - Drivers' police verification
  - Drivers' medical fitness
- Strength of students using the transport services provided by the college.
- Percentage of student using the transport services.
- Ratio of girls versus boys using the college transport.
- Rough estimation of fuel consumption.
- Route plan to be presented.
- All data to be justified by each department.
- Safety mechanism in case of emergency situations. Contact person's details to be displayed in English, Hindi and Marathi inside each of the vehicles.
- Qualified doctor to be approved by the management.
- All documentation records to be presented for the past 3 years.
- All documentation to be presented on 3<sup>rd</sup> Feb 2017, Friday, 11am.

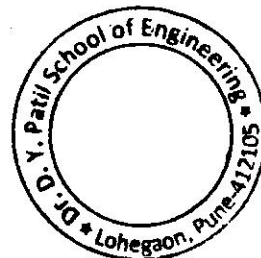
### SECURITY

- Code of conduct document to be prepared including rules and regulations for in campus students.
- Conditions of roads within the college.
- Parking space to be defined with correct demarcation.
- Fire control systems to be put in place and drills to be performed for safety of human life.
- Specific sign ages to be designed and placed in strategic locations (speed limit to be mentioned etc.)
- Documentation on all of the above to be presented on 3<sup>rd</sup> Feb 2017, Friday, 11am.

### MAINTENANCE

- SOP to be designed.
- Allocation of funds to be presented for SOE institute and campus.
- Hygiene conditions to be improved in terms of water dispensers and toilets.
- Calibration and checks on quality of water to be performed.
- Number of water dispensers in comparison to number of students to be checked and added wherever required Disaster management committee to be formed.
- Point of contact for emergencies and disasters.
- Centralized medical system to be formed.
- First aid boxes to be created and maintained in hostel, canteen, transport vehicles, and college premises.
- Status report to be presented on 3<sup>rd</sup> Feb 2017, Friday, 11am.

### CANTEEN



- Balaji Caterers – Food license to be displayed within the next 1 month.
- Rental agreement between the college and Balaji Caterers to be documented.
- Food license to be displayed in the canteen at a visible location.
- Is there a mechanism to check on the quality of the food being served?
- Committee to be formed and decide on the menu.
- Selected students, faculty and management to be part of the committee for deciding on:
  - Food menu
  - Pricing mechanism to be explained
  - Timings
  - Food quality
- Inspection committee to be formed
  - Inspection of kitchen area, servers and other staff to be carried out with regard to their health and hygiene conditions on a regular basis.
- Cost of wasted food on a daily basis to be displayed at the entrance of the canteen.
- Wasted food to be wormi-cultured under the inspection of NSS of SOE.
- Inadequate seating capacity in the canteen needs to be looked at immediately for future changes.
- Academic timetable to be mapped with specific timings for each program so as to avoid over crowdedness during lunch hours.

### HUMAN RESOURES

- Human resources requires support from all departments to strengthen the HR policies.
- ICT – Internal Communication Technology needs to be maintained for strengthening of right information to the right person.

### IT

- Distribution of network to be expanded and bandwidth to be increased in the next 30 days.

### MEETING-3

Meeting date : 24/01/2017  
 Meeting Time : 2:00 AM to 3:30PM  
 Venue : Room No. 18

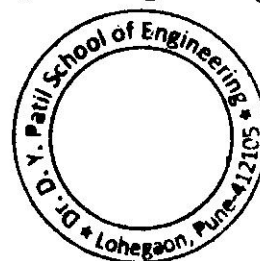
**Topic of Discussion : Evaluative Reports of Civil Engineering Department**

2<sup>nd</sup> review was conducted and suggestions for improvement for final mock review on 17<sup>th</sup> Feb with all documentation, presentation, and department visit.

### MEETING-4

Meeting date : 24/01/2017  
 Meeting Time : 3:30 PM to 5:00PM  
 Venue : Room No. 18

**Topic of Discussion : Evaluative Reports of Computer Engineering Department**



2<sup>nd</sup> review was conducted and suggestions for improvement for final mock review on 20<sup>th</sup> Feb with all documentation, presentation, and department visit.

Informed Dr. Sanjay Koli, for next review on 6<sup>th</sup> Feb 2<sup>nd</sup> half and final mock review on 21<sup>st</sup> Feb with all documentation, presentation, and department visit.

Prof. Das to inform Mechanical HOD, change of date from 4<sup>th</sup> Feb to 6<sup>th</sup> Feb.

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#### **MEETING-5**

Meeting date : 06/02/2017  
Meeting Time : 10:30 AM to 12:30PM  
Venue : Room No. 18

**Topic of Discussion : Evaluative Reports of E&TC Engineering Department**

2<sup>nd</sup> review was conducted and suggestions for improvement for final mock review on 20<sup>th</sup> Feb with all documentation, presentation, and department visit.

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#### **MEETING-6**

Meeting date : 08/02/2017  
Meeting Time : 10:30 AM to 12:30PM  
Venue : Room No. 18

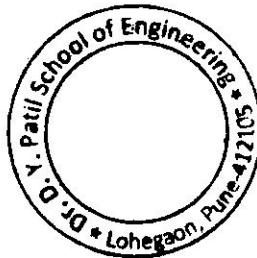
**Topic of Discussion : Evaluative Reports of Mechanical Engineering Department**


2<sup>nd</sup> review was conducted and suggestions for improvement for final mock review on 20<sup>th</sup> Feb with all documentation, presentation, and department visit.

**End of report**

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**Dr. Sanjay M. Koli**  
IQAC Coordinator



  
**Dr. S. S. Sonavane**  
Director  
**Principal**  
Dr. D. Y Patil School of Engineering  
Lohegaon, Pune