

**Internal Quality Assurance Cell (IQAC)**

**A REPORT**

**[ JAN-JUN 2017- Administrative Action Taken 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 DYPSOE

**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.

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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

- 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.

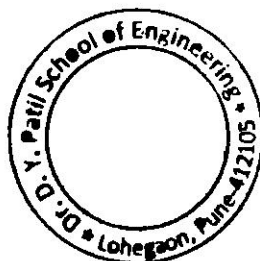
## HOSTEL MANAGEMENT – PHASE II

- 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.

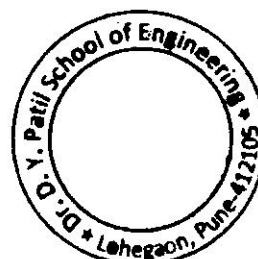
### IT

- 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.

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**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.

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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**

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

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**MEETING-6**

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

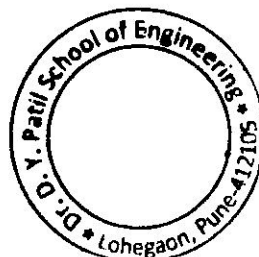
**Topic of Discussion : Evaluative Reports of Mechanical Engineering Department**

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

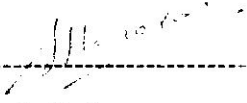
**End of report**

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



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