



Dr. D. Y. Patil Group of Institutions

Dr. D. Y. Patil Group of Institution's Technical Campus
Dr. D. Y. PATIL SCHOOL OF ENGINEERING

Dr. D. Y. Patil Knowledge City, Charoli Bk., Via. Lohegaon, Pune – 412 105

Form No: IQAC/ 5(a)

Minutes of Meeting

Ref No: DYP SOE/ AY 2016-17/Meeting No.02

Date of Meeting : 24/01/2017

Meeting Time : 11:30 AM to 1:00PM

Venue : Chairman, Board Room

Agenda of Meeting : Review, Inputs and Documentation from the NAAC perspective to the Support System of SOE.

HOSTEL MANAGEMENT – PHASE I

Sr. No.	Points discussed	Remark
1	Policies required for registration.	
2	Sensitizing students and parents on hostel policies.	
3	Does the website have an application for students and parents interested in availing the hostel facilities before finalizing?	
4	Terms and conditions for allotment of hotel rooms along with approvals.	
5	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?	
6	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.	
7	All documentation records to be presented for the past 3 years.	
8	All documentation to be presented on 3 rd Feb 2017, Friday, 11am.	



TRUTH ALONE TRIUMPHS

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HOSTEL MANAGEMENT – PHASE II

Sr. No.	Points discussed	Remark
1	SOP to be drafted containing the following: <ul style="list-style-type: none">• 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	
2	Grievances Redressal Cell for hostel residents to be formed.	
3	Medical services available at hostel.	
4	Reporting mechanism to the principal and management.	

TRANSPORTATION

Sr. No.	Points discussed	Remark
1	Maintenance of vehicles.	
2	Criteria based on which selection of drivers are based <ul style="list-style-type: none">• Drivers' police verification• Drivers' medical fitness	
3	Strength of students using the transport services provided by the college.	
4	Percentage of student using the transport services.	
5	Ratio of girls versus boys using the college transport.	
6	Rough estimation of fuel consumption.	
7	Route plan to be presented.	



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8	All data to be justified by each department.	
9	Safety mechanism in case of emergency situations. Contact person's details to be displayed in English, Hindi and Marathi inside each of the vehicles	
10	Qualified doctor to be approved by the management.	
11	All documentation records to be presented for the past 3 years.	
12	All documentation to be presented on 3 rd Feb 2017, Friday, 11 am	

SECURITY

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

MAINTENANCE

1	SOP to be designed.	
2	Allocation of funds to be presented for SOE institute and campus.	
3	Hygiene conditions to be improved in terms of water dispensers and toilets.	
4	Calibration and checks on quality of water to be performed.	



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5	Number of water dispensers in comparison to number of students to be checked and added wherever required Disaster management committee to be formed.	
6	Point of contact for emergencies and disasters.	
7	Centralized medical system to be formed.	
8	First aid boxes to be created and maintained in hostel, canteen, transport vehicles, and college premises.	
9	Status report to be presented on 3 rd Feb 2017, Friday, 11am.	

CANTEEN

1	Balaji Caterers – Food license to be displayed within the next 1 month.	
2	Rental agreement between the college and Balaji Caterers to be documented.	
3	Food license to be displayed in the canteen at a visible location.	
4	Is there a mechanism to check on the quality of the food being served?	
5	Committee to be formed and decide on the menu.	
6	Selected students, faculty and management to be part of the committee for deciding on: <ul style="list-style-type: none">• Food menu• Pricing mechanism to be explained• Timings• Food quality	
7	Inspection committee to be formed <ul style="list-style-type: none">• Inspection of kitchen area, servers and other staff to be carried out with regard to their health and hygiene conditions on a regular basis.	
8	Cost of wasted food on a daily basis to be displayed at the entrance of the canteen.	
9	Academic timetable to be mapped with specific timings for each program so as to avoid over crowdedness during lunch hours.	



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HUMAN RESOURES

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

IT

1	Distribution of network to be expanded and bandwidth to be increased in the next 30 days.	
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Following Teaching staff has attended the meeting

Sr. No.	Name of the faculty	Sign
1	Dr. S. S. Sonavane, Director	
2	Mr. Praveen Patil, CAO	
3	Mr. Mandaar Kulkarni,	
4	Prof. A. P. Deshmukh, Dean Academics	
5	Prof. S. S. Das -NAAC Coordinator	
6	Mr. Lakshmikanth Hostel Incharge,	
7	Mr. Ajay Lal , Campus Administrative officer LALI	
8	Mr. Anna- Canteen Incharge	
9	Mr. Punit Shiv Dasan- Transportation	
10	Ms. Pooja Phatak- HR	

Prof. (Dr.) Sanjay M. Koli
Prepared By

Dr. S. S. Sonavane
Director/Principal

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