



IQAC MINUTES OF MEETING

Date: 14/08/2021

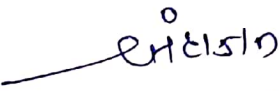
Dear Sir/Madam,

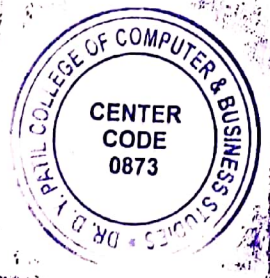
This is to inform you that the first Meeting of the Internal Quality Assurance Cell (IQAC) of D.Y. Patil College of Computer and Business Studies is scheduled to be held on 17/08/2022 at 11.00 am in the Smart Class.

Agenda of the Meeting:

- 1) To confirm and finalize the formation of IQAC in the college.
- 2) To formulate the objectives and discuss need, importance and functions of IQAC of the college.
- 3) To conduct Green Audit, Energy Audit and Environment Audit.
- 4) To encourage MOU/collaborations for academic excellence
- 5) To organize Faculty Development Program (FDP).
- 6) To discuss about environmental Initiatives within campus.
- 7) To discuss about arrangements of counselling and guidance lecture of Competitive Exam for students.
- 7) To discuss any other matter with permission of chairperson
- 8) To propose vote of thanks

You are therefore requested to kindly make it convenient to attend the meeting.


IQAC CO-ORDINATER
S.M. Dr. D.Y. PATIL SHIKSHAN SANSTHA'S
Dr. D.Y. PATIL COLLEGE OF COMPUTER
& BUSINESS STUDIES




PRINCIPAL
S.M. Dr. D.Y. PATIL SHIKSHAN SANSTHA'S
Dr. D.Y. PATIL COLLEGE OF COMPUTER &
BUSINESS STUDIES
CHINCHWAD, PUNE - 19



**MINUTES OF MEETING OF 1ST IQAC MEETING HELD ON 17-08-2021
(TUESDAY) AT 11.00AM**

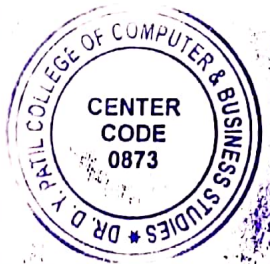
The first meeting of the Internal Quality Assurance Cell (IQAC) of Dr.D.Y.Patil College of Computer and Business Studies, Chinchwad, Pune was held on 17/08/2021 at 11.00 am in the Smart class.

Following members were present for the meeting

- 1) Mr. Shailendra Bhangale
- 2) Asst.Prof. Chanchala S. Mahajan
- 3) Asst.Prof. Prajali Patil
- 4) Asst.Prof. Rekha Dongare
- 5) Asst.Prof. Trupti Jagtap
- 6) Asst.Prof. Tanaji Patil
- 7) Asst.Prof. Snehal Nipane
- 8) Asst.Prof. Hemlata Mane
- 9) Asst.Prof. Swaminathan Hingmire
- 10) Asst.Prof. Maya Pabale
- 11) Asst.Prof. Suvarna Bhalekar
- 12) Asst.Prof. Summaya Mujawar
- 13) Asst.Prof Surekha Borhade
- 14) Asst.Prof. Priyanka Bhelonde
- 15) Asst.Prof. Sujata Salunkhe

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IQAC CO-ORDINATER
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Dr. D.Y. PATIL COLLEGE OF COMPUTER
& BUSINESS STUDIES



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PRINCIPAL

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BUSINESS STUDIES
CHINCHWAD, PUNE - 19



SHIKSHAN MAHARSHI DR. D.Y. PATIL SHIKSHAN SANSTHA'S
DR. D.Y. PATIL
COLLEGE OF COMPUTER & BUSINESS STUDIES
(Affiliated to Savitribai Phule Pune University)
AISHE CODE: C-41976 PUNCODE: CAAP014520

Subject No.1: To confirm and finalise the formation of IQAC in the college

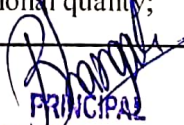
The meeting was started with the speech of principal and welcome of present members. He explained the need, importance and role of Internal Quality Assurance Cell (IQAC). He proposed the formation of IQAC with 13 members. The composition of IQAC is given below.

Internal Quality Assurance Cell

Sr.No.	Designation	Name of the Member	Functions of IQAC
1	Principal	Mr. Shailendra Bhangale	a) Development and application of quality benchmarks b) Parameters for various academic and administrative activities of the institution; c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process; d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes; e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles; f) Documentation of the various programs/activities leading to quality improvement; g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption dissemination of best practices; and h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
2	Administrative officer	Mrs. Nilima Rane	
		Mrs. Neha Patil	
3	Teacher Representatives	Asst.Prof. Prajali Patil	
		Asst.Prof. Priyanka Bhelonde	
		Asst.Prof. Rekha Dongare	
		Asst.Prof. Trupti Jagtap	
4	Management Representative	Hon.Mr. Abhay Kotkar Patil Sir	
5	Alumni Representative	Mrs. Ritika Salvi	
		Mr. Nikhil Dambe	
6	Employee/ Industrialist Representative	Mr. Sanjay Vitkare	
7	Employee/ Industrialist Representative	Mr. Yashwant Jamnave	
8	IQAC Coordinator	Asst.Prof. Chanchala Mahajan	


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Subject No.2: To formulate the objectives and discuss need, importance and functions of IQAC of the college

The establishment of the IQAC is the first step of quality enhancement initiatives. The cell through its activities will inculcate the quality culture in the college. Principal Mr. Shailendra Bangale highlighted the purpose behind formation of IQAC. He proposed that Mrs. Chanchala Mahajan shall act as IQAC coordinator. Further he shared vision, mission, objectives, functions and quality policy of IQAC with all the members. All members contributed ideas and gave suggestions for conduct various activities under IQAC for bringing improvement in academic and administrative procedures of the college.

Resolution: It was resolved that objectives and functions of IQAC were approved and finalized.

Subject No.3: To conduct Green Audit, Energy Audit and Environment Audit.

To create awareness among the students about cleanliness, green and healthy atmosphere, zero plastic use and save the electricity Miss.Maya Pabale presented the proposal of green audit, energy audit and environment audit in front of the committee members.

Resolution: Committee members discussed and approved the proposals of all the audits.

Subject No.4: To Encourage MoU/collaborations for academic excellence

To foster Entrepreneurship spirit among students and to achieve academic excellence and for inculcating the sense of social responsibility among students. Mrs. Vrushali Masane proposed to have more MOUs with Research, colleges and IT industries.

Resolution: It was resolved that MOUs to be signed with academic colleges and industries.

Subject No.5: To discuss about environmental Initiatives within campus.

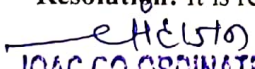
To create awareness among the students about cleanliness, green and healthy atmosphere, zero plastic. it's decided to conduct Tree Plantation, Swacchata Abhiyan and Ban Plastic Program.

Resolution: It is resolved to conduct tree plantation, Swacchata Abhiyan and Ban Plastic Program within campus.

Subject No.6: To discuss about arrangements of counselling and guidance lecture of Competitive Exam for students.

It is decided to arrange career guidance program under the guidance of career guidance Experts. And to conduct student counselling program in IT and Banking sectors.

Resolution: It is resolve to conduct career guidance seminar and student counselling session.


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Subject No 7: To organise Faculty Development programme and state level seminar

To update the knowledge of faculty it was proposed to organize Faculty development program on Innovative teaching approaches.

Resolution: It was decided to organize FDP in the month of March 2022. All members agreed to organize FDP and state level seminar

Subject No.8: To discuss any other matter with permission of principal

No points were raised

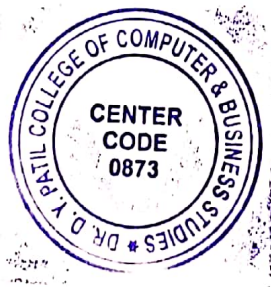
Subject No.9: To propose vote of thanks

Mrs. Chanchala Mahajan proposed vote of thanks to all members present for the meeting.



IQAC CO-ORDINATOR

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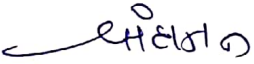

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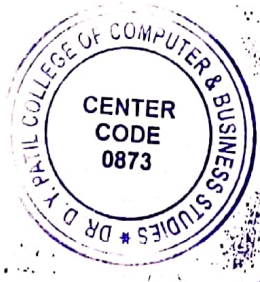


Action Taken Report

Sr.No.	Plan of Action	Action Taken Report
1	To confirm and finalize the formation of IQAC in the college.	IQAC was formed in the college and composition was displayed on the college website. Prof.Chanchala Mahajan was appointed as IQAC coordinator
2	To formulate the objectives and share purpose of formation of IQAC with all members of IQAC.	Vision, mission, objectives of IQAC are conveyed to all stakeholders and also displayed on college website.
3	To conduct Green Audit, Energy Audit.	Green Audit, Energy Audit and Environment Audit conducted.
4	To Encourage MoU/collaborations for academic excellence	MoUs were signed with Educational College and Industries.
5	To discuss about environmental Initiatives within campus.	Conducted various activities for environmental awareness like Swachh Bharat Abhiyan, Tree plantation etc
6	To discuss about arrangements of counselling and guidance lecture of Competitive Exam for students.	Conducted career guidance lectures to prepare for competitive Exams.
7	To organise Faculty Development programme.	Conducted various FDPs for faculties


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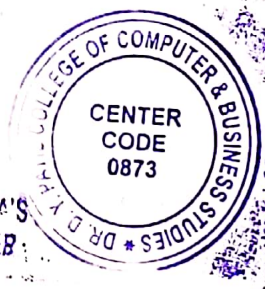
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AISHE CODE: C-41976 PUNCODE: CAAP014520

Attendance for the IQAC meeting held on 17/08/2021

Sr. No.	Name of the Staff	Signature
1	Prof. Shailendra Bhangale	
2	Mrs. Chanchala S. Mahajan	
3	Prof. Prajali Patil	
4	Prof. Rekha S. Dongare	
5	Prof. Trupti Jagtap	
6	Prof. Tanaji Patil	
7	Prof. Snehal Nipane	
8	Prof. Hemlata Mane	
9	Prof. Swaminath Hingmire	
10	Prof. Maya Pabale	
11	Prof. Suvarna Bhalekar	
12	Prof. Summaya Mujawar	
13	Prof. Surekha Borhade	
14	Prof. Priyanka Bhelonde	
15	Prof. Sujata Salunkhe	

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Ref: DYPCCBS/IQAC/2021-22/5

Date: 18/02/2022

IQAC Meeting Circular-02

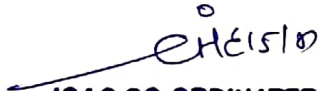
Dear Sir/Madam,

It is to inform to all IQAC members that the 2nd Meeting of the IQAC is scheduled to be held on 22/02/2022 in the Smart Class. The agenda of the meeting is given below. You are therefore requested to kindly make it convenient to attend the meeting.

Agenda of the Meeting

1. To review the Minutes of 1st IQAC Meeting
2. To discuss and confirm guidelines for effective functioning of all cells formed in the college (For e.g. ED Cell and Alumni Cell etc.)
3. To take review of stakeholder's feedback for academic year 2021-22 and decide course of action.
4. To discuss about human resource and campus placement activity.
5. To discuss any other matter with permission of Permission.
6. To propose vote of thanks

So kindly attend the meeting on the date and time specified above


IQAC CO-ORDINATOR
S.M. Dr. D.Y. PATIL SHIKSHAN SANSTHA'S
Dr. D.Y. PATIL COLLEGE OF COMPUTER
& BUSINESS STUDIES
IQAC Co-ordinator
Chanchala Mahajan


IQAC Chairman
Shalendra Bhargale




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MINUTES OF MEETING OF 2nd IQAC MEETING HELD ON 22/02/2022

(Tuesday) AT 11.00 AM

The 2nd Meeting of the IQAC of was held on 22/02/2022 at 11.00 am in the board room.

Sr. No.	Name of the Staff
1	Prof. Shailendra Bhangale
2	Mrs. Chanchala S. Mahajan
3	Prof. Prajali Patil
4	Prof. Rekha S. Dongare
5	Prof. Trupti Jagtap
6	Prof. Tanaji Patil
7	Prof. Snehal Nipane
8	Mrs. Shweta Parit
9	Prof. Hemlata Kadam
10	Prof. Swaminath Hingmire
11	Prof. Maya Pabale
12	Prof. Suvarna Bhalekar
13	Prof. Summaya Mujawar
14	Prof. Surekha Borhade
15	Prof. Priyanka Bhelonde
16	Prof. Sujata Salunkhe

Following member remained absent for the meeting with permission of chair

- 1) Prof. Dhanshree Walke



Dhanshree Walke
PRINCIPAL
S.M. Dr. D. Y. PATIL SHIKSHAN SANSTHA'S
Dr. D. Y. PATIL COLLEGE OF COMPUTER &
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CHINCHWAD, PUNE - 19





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DR. D.Y. PATIL

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AISHE CODE: C-41976

PUNCODE: CAAP014520

Subject No-1: To confirm and finalise the Minutes of 1st IQAC Meeting in the college

Resolution: The minutes of meeting of first IQAC were read and confirmed.

Subject No.2: To discuss and confirm guidelines for effective functioning of all cells formed in the college (For e.g. ED Cell and Alumni Cell etc.)

The college has formed various cells in the college such as IQAC, ED cell, Placement Cell and Alumni Cell etc.

It is necessary to form objectives and conduct the activities under each cell and keep record of it.

Thus, following common guidelines were issued to all cells in the college.

- 1) A cell must formulate policy stating, objectives, functions and rules/code of conduct for its functioning.
- 2) Cell must have faculty coordinator and student coordinators
- 3) Responsibilities of the members must be documented.
- 4) Regular meetings must be conducted and record of meeting must be created (For example quarterly/half yearly/annually)
- 5) Cell should carry out various activities/events/organize workshop/competition under preview of cell.
- 6) Coordinator should keep and create record/documentation of cell.

Resolution: It was resolved that composition of all statutory and non-statutory committees for A.Y. 2022-23 was updated and confirmed by all IQAC members. Cell guidelines are read and confirmed by all members.




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Subject No.3: To discuss the plan of action of Academic College Development Committee CDC for the A.Y. 2023-24

Mrs. Chanchala Mahajan IQAC Coordinator discussed the plan of action for Academic Monitoring Committee (CDC) for the A.Y. 2023-24. It was recommended that all faculties should work of course file preparation already started and assigned the responsibilities to all the staff.

Resolution: It was resolved that academic monitoring sheet must be prepared to keep a track of academic activities and must be submitted to IQAC for review. All faculties agreed for the same.

Subject No.4: To take review of stakeholder's feedback for academic year 2022-2023 and decide course of action

Prof. Chanchala Mahajan IQAC Coordinator shared the students' feedback report regarding Teaching, syllabus and concurrent evaluation and different programs in the college. Major points are as follows:

- New syllabus was well received by all students.
- Faculty class coordinators suggested that Course outcomes (COs) and Program Outcomes (POs) must be formulated and communicated to all students.
- Principal Shailendra Bhangale suggested all members to use case studies and group activities while teaching. He also informed all members to organize various activities for students.

All members agreed for the same.

Resolution: Stakeholder's feedback was reviewed and course of action was decided as mentioned above.

Subject No.5: To discuss about human resource and campus placement activity

It is decided to invite renowned companies for campus drives.

Resolution: It is resolved to organise campus placement activities.

Subject No.6: To discuss about ERP software

It is decided to implement ERP software in academic functioning.

Resolution: It is resolved to install ERP software in academic Functioning.

Subject No.6: To discuss any other matter with permission of chairman

No points were raised during the meeting.

Subject No.7: To propose vote of thanks

Mrs. Chanchala Mahajan proposed vote of thanks to all members of IQAC


IQAC CO-ORDINATOR
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Dr. D.Y. PATIL COLLEGE OF COMPUTER
& BUSINESS STUDIES
Coordinator-IQAC
Chanchala Mahajan




Chairman-IQAC
Shailendra Bhangale



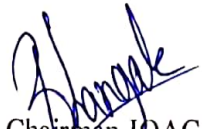
Action Taken Report of 2nd IQAC Meeting Held on 22/02/2022

Subject No.	Subject Name	Action Taken
1	To review the Minutes of 1 st IQAC Meeting	The minutes of meeting of first IQAC were read and confirmed.
2	To discuss and confirm guidelines for effective functioning of all cells formed in the college	• Cell Guidelines were issued to all cells functioning in the college • Various statutory and non-statutory committees were formed for the A.Y.2022-23
3	To discuss the plan of action of College Development Committee (CDC) for the A.Y. 2022-23	• Meeting of College Development Committee was conducted and action plan was reviewed. • Academic Monitoring sheet was prepared and submitted to IQAC for review.
4	To take review of stakeholder's feedback for academic year 2021-22 and decide course of action	• COs and POs were formulated for each course • Various activities such as Personal Grooming Sessions and Social activities were organized
5	To discuss about human resource and campus placement activity	Conducted Campus drive for students
6	To discuss about ERP software	VRIDDHI ERP was purchased on 30/06/2021
7	Any other matter with permission	• No points were raised by IQAC members of chairperson
8	To propose vote of thanks	• IQAC Coordinator proposed vote of thanks


IQAC CO-ORDINATER

S.M. Dr. D.Y. PATIL SHIKSHAN SANSTHA'S
Dr. D.Y. PATIL COLLEGE OF COMPUTER
& BUSINESS STUDIES
Coordinator-IQAC
Chanchala Mahajan




Chairman-IQAC
Shailendra Bhangale



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2	Mrs. Chanchala S. Mahajan	
3	Prof. Prajali Patil	
4	Prof. Rekha S. Dongare	
5	Prof. Trupti Jagtap	
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