



Suman Educational Trust's  
**Dilkap Research Institute of Engineering & Management Studies**  
At: Village Mamdapur, Post: Neral, Tal: Karjat, Pin: 410101.

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**INTERNAL QUALITY ASSURANCE CELL**  
**10<sup>th</sup> MEETING**

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**MINUTES OF MEETING**

**Meeting Date: - 18/06/2020**

**Time: - 11:00 PM**

**Meeting Place: - Principals Cabin**



Suman Educational Trust's  
**Dilkap Research Institute of Engineering & Management Studies**

At: Village Mamdapur, Post: Neral, Tal: Karjat, Pin: 410101.

**INTERNAL QUALITY ASSURANCE CELL 10<sup>th</sup> MEETING**

DATE: - 18/06/2020

1. CHAIR : Dr. K. Narayan Choudhary

2. ATTENDANCE :

Present Members :

Sr.No.	Name	Designation	Sign
1.	Dr. K. Narayan Choudhary	Chairman	
2.	Dr. Swarda Nagpure	NAAC Coordinator	
3.	Prof. Obed Ali Surti	IQAC Coordinator	
4.	Mr. Jalinder Shinde	Administrative Member	
5.	Prof. Ritika Sharan	Member	
6.	Ms. Neha Kumbhalpuri	Member	
7.	Mrs Rashmi Chaudhary	Member	
8.	Mr. Arjun Kapoor	Trustee	
9.	Mr. Shubham Bodke	Alumni Member	
10.	Mr. Chaitali K shirsagar	Student Member	

**Absent Members:-**

Following members couldn't attend the meeting and leave of absence is granted to them.

Sr.No.	Name	Designation
1.	Mr. Asheer Kapoor	Employer Member
2.	Mr. S.B. Kadam	Member
3.	Mr. Amender Singh	Parent Member



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At: Village Mandapur, Post: Neral, Tal: Karjat, Pin: 410101.

3. Meeting Date: - 18/06/2020

Meeting Place: - Principals Cabin

Meeting Actually Started: - 11:00 am

#### 4. Minutes of Meeting

The chairman Dr. K. Narayan Choudhary occupied the chair and welcomed the members for ninth IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:** Confirmation and Review of Minutes of ninth IQAC meeting held on 06/01/2020.

**Resolution:**

Thorough discussion was made, review is taken and minutes of ninth IQAC meeting held on 06/01/2020 unanimously approved.

**Agenda: 2** Action taken report of ninth IQAC Meeting held on 06/01/2020.

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To decide on International training of students.	All members of international training and placement cell had conducted tests and interviews for selecting the best students for international training. Students were selected and also the training was planned for Malaysia & Dubai. Mr. Arjun Kapoor (Secretary) had personally visited University representative in Malaysia & Dubai. But a lot of news about corona virus was coming from those areas. So it was decided to postpone the training program till further notice.  Thorough discussion was made and it was decided that to postpone the international training program till further notice.



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2.	To increase the number of FDP / STTP for faculties.	It was decided that faculty development program and short term training programs must be conducted on regular basis to increase the quality of education and also for industry institute Interaction. It was also decided to increase the technical training for the students and also to educate the students by keeping seminars on general topics like Art of Living, patenting, IPR, women health, communication skills, etc.
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**Agenda: 3**    Review of NAAC work.

**Resolution:**

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. NAAC Coordinator submitted the progress of NAAC and decided to take relevant action.

**Agenda: 4**    To decide on International training of students.

**Resolution:**

All members of international training and placement cell had come to this conclusion that due to CoVID-19 the students cannot travel abroad. Hence it was decided to cancel the international training program unless and until situation gets back to normal.

Thorough discussion was made and it was decided that to cancel the international training program till further notice.

**Agenda: 5**    To decide on the current situation

**Resolution:**

It was decided by the management that if the staff is unable to come due to difficult circumstances still the college will pay them their consolidated adjusted considerable pay and



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staff members can also avail their Medical leaves in case they or any of their family members are suffering from CoVID or any related diseases.

**Agenda: 6** To decide on free Pick Up and Drop facility for teaching and non teaching staff due to unavailability of train.

**Resolution:**

It was decided to use the college bus for pick up and drop facility for teaching and non teaching staff due to unavailability of train. The employees can directly come from their home place to college as the college will provide pick up and drop to each and every staff absolutely free, so that they can come to college without any risk.

**Agenda: 7** Issues with the permission of the chair.

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

**5. Action Taken Report of Tenth IQAC Meeting held on 18/06/2020**

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To decide on cancellation of International training for students due to pandemic.	International training and placement members were searching for different opportunities for training and placement in foreign countries all around the world but due to CoVID-19 it was decided to cancel the International training of students as the situation was becoming difficult day by day. Moreover the students all around the world were coming back for safety measures.
2.	To decide on free Pick Up and Drop facility for teaching and	It was decided to use the college bus for pick up and drop facility for teaching and non teaching

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	non teaching staff due to unavailability of train.	staff due to unavailability of train. The employees can directly come from their home place to college as the college will provide pick up and drop to each and every staff absolutely free. So that they can come to college without any risk.
3.	To decide on the current situation	It was decided by the management that if the staff is unable to come due to difficult circumstances still the college will pay them their consolidated adjusted considerable pay and staff members can also avail their Medical leaves in case they or any of their family members are suffering from CoVID or any related diseases.



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6. Meeting End:- 01:30PM

IQAC COORDINATOR



PRINCIPAL  
PRINCIPAL

Dilkap Research Institute of  
Engineering & Management Studies  
Mamdapur, Neral- 410101



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**Dilkap Research Institute of Engineering & Management Studies**  
At: Village Mamdapur, Post: Neral, Tal: Karjat, Pin: 410101.

**INTERNAL QUALITY ASSURANCE CELL**

Date:-22/07/2020

**Notice**

A general meeting of Internal Quality Assurance Cell is scheduled on Tuesday, **28/07/2021**. The members are hereby requested to attend the meeting on scheduled date and time.

**Agenda:**

1. Review of progress of IQAC & its decision made in previous meeting
2. Action taken report of IQAC
3. Review of NAAC related work.
4. To conduct online session for students for syllabus coverage
5. To distribute free Ration to our non teaching staff
6. Distribution of mask for staff
7. Any other issues with the permission of the chair.

All the concerned members are requested to make it convenient to attend the meeting.

**Venue:** - Principals Cabin / A007

**Time:** - 11:00 AM

**Chair:** - Dr. K. Narayan Choudhary

Cc

Principal

HsoD, Admin head, IQAC Team members, Placement Officer, Criteria Heads, Librarian & Exam coordinator.

  
IQAC Coordinator





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Circulate To:-

Sr.No.	Name	Designation	Sign with date
1.	Dr. K. Narayan Choudhary	Chairman	
2.	Dr. Swarda Nagpure	NAAC Coordinator	
3.	Prof. Obed Ali Surti	IQAC Coordinator	
4.	Mr. Jalinder Shinde	Administrative Member	
5.	Prof. Ritika Sharan	Member	
6.	Ms. Neha Kumbhalpuri	Member	
7.	Mrs Rashmi Chaudhary	Member	
8.	Mr. Arjun Kapoor	Trustee	
9.	Mr. Shubham Bodke	Alumni Member	
10.	Mr. Chaitali K shirsagar	Student Member	
11.	Mr. Asheer Kapoor	Employer Member	
12.	Mr. Amender Singh	Parent Member	
13.	Mr. S.B. Kadam	Member	

Prof. Obed Ali Surti  
IQAC Coordinator

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**INTERNAL QUALITY ASSURANCE CELL**  
**11<sup>th</sup> MEETING**

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**MINUTES OF MEETING**

**Meeting Date: - 28/07/2020**

**Time: - 11:00 PM**

**Meeting Place: - Principals Cabin**

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**INTERNAL QUALITY ASSURANCE CELL 11<sup>th</sup> MEETING**

DATE: - 28/7/2020

1. CHAIR : Dr. K. Narayan Choudhary

2. ATTENDANCE :

Present Members :

Sr. No.	Name	Designation	Sign
1.	Dr. K. Narayan Choudhary	Chairman	
2.	Dr. Swarna Nagpure	NAAC Coordinator	
3.	Prof. Obed Ali Surti	IQAC Coordinator	
4.	Mr. Jalinder Shinde	Administrative Member	
5.	Prof. Ritika Sharan	Member	
6.	Mrs. Neha Kumbharipuri	Member	
7.	Mrs. Rashmi Chaudhari	Member	
8.	Mr. Arjun Kapoor	Trustee	
9.	Mr. Shubham Bodke	Alumni Member	
10.	Mr. Chaitali K. Shirsagar	Student Member	

**Absent Members:-**

Following members couldn't attend the meeting and leave of absence is granted to them.

Sr. No.	Name	Designation
1.	Mr. Amender Singh	Parent Member
2.	Mr. S.B. Kadam	Member
3.	Mr. Asher Kapoor	Employer Member



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 At: Village Mamdapur, Post: Neral, Tal: Karjat, Pin: 410101.

**3. Meeting Date: - 28/07/2020**

**Meeting Place: - Principals Cabin**

**Meeting Actually Started: - 11:00 am**

**4. Minutes of Meeting**

The chairman Dr. K. Narayan Choudhary occupied the chair and welcomed the members for Eleventh IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:** Confirmation and Review of Minutes of tenth IQAC meeting held on 18/06/2020.

**Resolution:**

Thorough discussion was made, review is taken and Minutes of tenth IQAC meeting held on 18/06/2020 unanimously approved.

**Agenda: 2** Action taken report of tenth IQAC Meeting held on 18/06/2020.

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To decide on cancellation of International training for students due to pandemic.	International training and placement members were searching for different opportunities for training and placement in foreign countries all around the world but due to CoVID-19 it was decided to cancel the International training of students as the situation was becoming difficult day by day. Moreover the students all around the world were coming back for safety measures.
2.	To decide on free Pick Up and Drop facility for teaching and non teaching staff due to unavailability of train.	It was decided to use the college bus for pick up and drop facility for teaching and non teaching staff due to unavailability of train. The employees can directly come from their home place to college as the college will provide pick up and drop to each and every staff absolutely free. So

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3.	To decide on the current situation	that they can come to college without any risk. It was decided by the management that if the staff is unable to come due to difficult circumstances still the college will pay them their consolidated adjusted considerable pay and staff members can also avail their Medical leaves in case they or any of their family members are suffering from CoVID or any related diseases.
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**Agenda: 3** Review of NAAC work.

**Resolution:**

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. NAAC Coordinator submitted the progress of NAAC and decided to take relevant action.

**Agenda: 4** To conduct online session for students for syllabus coverage.

**Resolution:**

All staff members were instructed to conduct online lectures for students and complete their syllabus. Staff members were instructed to conduct online lectures on online platforms like Zoom Meetings, Google Meet, etc. So that regular lectures are conducted. Students were also informed about the same and the parents were informed that online lectures will be conducted so as to make arrangement for online session through their Mobile phones, PC, Laptops, Tablets, etc.

Thorough discussion was made and it was decided to purchase paid version of online Zoom Meetings for the institute so as to conduct long meetings seamlessly without interruption.

**Agenda: 5** To distribute free Food Supply & Ration to our non teaching staff

**Resolution:**

It was decided by the management to distribute free food supply and Ration for our non teaching staff. So that in such difficult situation they and their family members can get relief by

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availing free food supply. The package was delivered at their home place so that they may get the benefit. Mr. Bhikaji Nirguda was given the charge for distributing the packages.

**Agenda: 6**      **Distribution of mask for teaching & Non Teaching staff**

**Resolution:**

It was decided that masks to be used frequently in the campus area. New masks need to be purchased and the same needs to be used by the employees whenever they are present in campus.

Thorough discussion was made and it was decided to distribute free masks for teaching and non teaching staff members. Wearing of mask will be compulsory in the campus area so that the norms for CoVID protection are fulfilled by each and every member.

**Agenda: 7**      **Issues with the permission of the chair.**

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

**5. Action Taken Report of Eleventh IQAC Meeting held on 28/07/2020**

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To conduct online session for students for syllabus coverage.	All staff members were instructed to conduct online lectures for students and complete their syllabus. Staff members were instructed to conduct online lectures on online platforms like Zoom Meetings, Google Meet, etc. So that regular lectures are conducted. Parents & Students were also informed about the same that online lectures will be conducted so as to make arrangement for online session through their Mobile phones, PC, Laptops, Tablets, etc.

Thorough discussion was made and it was decided to purchase paid version of online Zoom Meetings for the institute so as to conduct long meetings seamlessly without interruption.

To distribute free Food Supply & Ration to our non teaching staff

It was decided by the management to distribute free food supply and Ration for our non teaching staff. So that in such difficult situation they and their family members can get relief by availing free food supply. The package was delivered at their home place so that they may get the benefit. Mr. Bhikaji Nirguda was given the charge for distributing the packages and the packages were distributed successfully by Mr. Bhikaji Nirguda.

Distribution of mask for teaching & Non Teaching staff

It was decided that masks to be used frequently in the campus area. New masks need to be purchased and the same needs to be given to all the employees who are coming to college.

Thorough discussion was made and it was decided to distribute free masks for teaching and non teaching staff members. All staff members were strictly informed to maintain social distancing.

Honorable Secretary sir Mr. Arjun Kappor Sir has taken the initiative and Mr. Sanjeev Sinha was appointed for free distribution of masks.

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6. Meeting End:- 01:30PM



IQAC COORDINATOR



PRINCIPAL  
PRINCIPAL

Dilkap Research Institute of  
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Mamdapur, Neral- 410101



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**Dilkap Research Institute of Engineering & Management Studies**  
At: Village Mandapur, Post: Neral, Tal: Karjat, Pin: 410101.

**INTERNAL QUALITY ASSURANCE CELL**

Date: -13/08/2020

**Notice**

A general meeting of Internal Quality Assurance Cell is scheduled on Monday, 17/08/2020. The members are hereby requested to attend the meeting on scheduled date and time.

**Agenda:**

1. Review of progress of IQAC & its decision made in previous meeting
2. Action taken report of IQAC
3. Review of NAAC related work.
4. To conduct online FDP / STTP for students & faculties.
5. To decided on purchasing hand sanitizers, Sanitizers with stand, Disinfectants, Soaps, liquid soaps and cleaning items.
6. To decide on declaration of results by using 50% weightage of Internal assessment & 50% weightage for performance of earlier semester as per university circular.
7. Any other issues with the permission of the chair.

All the concerned members are requested to make it convenient to attend the meeting.

**Venue:** - Principals Cabin / A007


**Time:** - 10:30 AM

**Chair:** - Dr. K. Narayan Choudhary

Cc

Principal




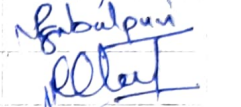

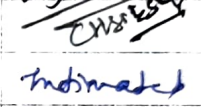
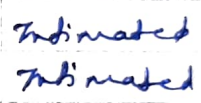



HsoD, Admin head, IQAC Team members, Placement Officer, Criteria Heads, Librarian & Exam coordinator.

  
IQAC Coordinator

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At: Village Mandapur, Post: Neral, Tal: Kurjar, Dist: 410101.

Circulate To:-

Sr.No.	Name	Designation	Sign with date
1.	Dr. K. Narayan Choudhary	Chairman	
2.	Dr. Swarda Nagpure	NAAC Coordinator	
3.	Prof. Obed Ali Surti	IQAC Coordinator	
4.	Mr. Jafinder Shinde	Administrative Member	
5.	Prof. Rujika Sharan	Member	
6.	Dr. Neha Kumbhalpuri	Member	
7.	Mrs. Rashmi Chaudhari	Member	
8.	Mr. Arjun Kapoor	Trustee	
9.	Mr. Shunham Bedke	Alumni Member	
10.	Mr. Chaitali K. Shirsagar	Student Member	
11.	Mr. Asheer Kapoor	Employer Member	Indimaded
12.	Mr. Anender Singh	Parent Member	Indimaded
13.	Mr. S.B. Kadam	Member	Indimaded



Prof. Obed Ali Surti

IQAC Coordinator

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At: Village Mamdapur, Post: Neral, Tal: Karjat, Pin: 410101.

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**INTERNAL QUALITY ASSURANCE CELL**  
**12<sup>th</sup> MEETING**

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**MINUTES OF MEETING**

**Meeting Date: - 17/08/2020**

**Time: - 11:00 PM**

**Meeting Place: - Principals Cabin**



Suman Educational Trust's  
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At: Village Mandapur, Post: Neral, Tal: Karjat, Pin: 410101.

**INTERNAL QUALITY ASSURANCE CELL 12<sup>th</sup> MEETING**

DATE: - 17/08/2020

1. CHAIR : Dr. K. Narayan Choudhary

2. ATTENDANCE :

Present Members :

Sr. No.	Name	Designation	Sign
1.	Dr. K. Narayan Choudhary	Chairman	
2.	Dr. Swarda Nagpure	NAAC Coordinator	
3.	Prof. Obed Ali Surti	IQAC Coordinator	
4.	Mr. Jalinder Shinde	Administrative Member	
5.	Prof. Ritika Sharan	Member	
6.	Ms. Neha Kumbhalpuri	Member	
7.	Mrs. Rashmi Chaudhari	Member	
8.	Mr. Arjun Kapoor	Trustee	
9.	Mr. Shubham Bodke	Alumni Member	
10.	Mr Chaitali K shirsagar	Student Member	

**Absent Members:-**

Following members couldn't attend the meeting and leave of absence is granted to them.

Sr. No.	Name	Designation
1.	Mr. Amender Singh	Parent Member
2.	Mr. S.B. Kadam	Member
3.	Mr. Asheer Kapoor	Employer Member



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**Dilkap Research Institute of Engineering & Management Studies**

At: Village Mamdapur, Post: Neral, Tal: Karjat, Pin: 410101.

3. Meeting Date: - 17/08/2020

Meeting Place: - Principals Cabin

Meeting Actually Started: - 11:00 am

4. Minutes of Meeting

The chairman Dr. K. Narayan Choudhary occupied the chair and welcomed the members for twelfth IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:** Confirmation and Review of Minutes of eleventh IQAC meeting held on 28/07/2020.

**Resolution:**

Thorough discussion was made, review is taken and Minutes of eleventh IQAC meeting held on 28/07/2020 unanimously approved.

**Agenda: 2** Action taken report of eleventh IQAC Meeting held on 28/07/2020.

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To conduct online session for students for syllabus coverage.	All staff members were instructed to conduct online lectures for students and complete their syllabus. Staff members were instructed to conduct online lectures on online platforms like Zoom Meetings, Google Meet, etc. So that regular lectures are conducted. Parents & Students were also informed about the same that online lectures will be conducted so as to make arrangement for online session through their Mobile phones, PC, Laptops, Tablets, etc.  Thorough discussion was made and it was decided to purchase paid version of online Zoom Meetings for the institute so as to conduct long



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		meetings seamlessly without interruption.
2.	To distribute free Food Supply & Ration to our non teaching staff	<p>It was decided by the management to distribute free food supply and Ration for our non teaching staff. So that in such difficult situation they and their family members can get relief by availing free food supply. The package was delivered at their home place so that they may get the benefit. Mr. Bhikaji Nirguda was given the charge for distributing the packages and the packages were distributed successfully by Mr. Bhikaji Nirguda.</p>
3.	Distribution of mask for teaching & Non Teaching staff	<p>It was decided that masks to be used frequently in the campus area. New masks need to be purchased and the same needs to be given to all the employees who are coming to college.</p> <p>Thorough discussion was made and it was decided to distribute free masks for teaching and non teaching staff members. All staff members were strictly informed to maintain social distancing.</p> <p>Honorable Secretary sir Mr. Arjun Kappor Sir has taken the initiative and Mr. Sanjeev Sinha was appointed for free distribution of masks.</p>

**Agenda: 3** Review of NAAC work.

**Resolution:**

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. NAAC Coordinator submitted the progress of NAAC and decided to take relevant action.



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**Agenda: 4** To conduct online FDP / STTP for Students & faculties.

**Resolution:**

It was decided that faculty development program and short term training programs must be conducted on regular basis to increase the quality of education and also for industry institute Interaction. It was also decided to increase the technical training for the students and also to educate the students by keeping seminars in online mode.

Thorough discussion was made and it was decided that all seminars, Webinars, FDPs, STTPs, workshops, etc. will be conducted in online mode only till further notice.

**Agenda: 5** To decided on purchasing hand sanitizers, Sanitizers with stand, Disinfectants, Soaps, liquid soaps and cleaning items.

**Resolution:**

It was decided in the meeting that all staff members who are coming from outside in campus must maintain social distancing and all staff members must use masks and sanitizers. It was decided that all areas must be cleaned regularly. Sanitization and disinfection of regularly touched places like desks, cupboards, doors, etc. must be done on regular basis so as to stop spreading of pandemic.

**Agenda: 6** To decide on declaration of results by using 50% weightage of Internal assessment & 50% weightage for performance of earlier semester as per university circular.

**Resolution:**

It was decided in the meeting that on declaration of results by using 50% weightage of Internal assessment & 50% weightage for performance of semester II, IV & VI as per university circular must be done on immediate basis. Dr. Rajkumar Sukne, the controller of examination was ordered to start the process and declare the result as per university norms.



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Agenda: 7 Issues with the permission of the chair.

Resolution:

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

**5. Action Taken Report of twelfth IQAC Meeting held on 17/08/2020**

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To conduct online FDP / STTP for Students & faculties.	<p>It was decided that faculty development program and short term training programs must be conducted on regular basis to increase the quality of education and also for industry institute Interaction. It was also decided to increase the technical training for the students and also to educate the students by keeping seminars in online mode.</p> <p>Thorough discussion was made and it was decided that all seminars, Webinars, FDPs, STTPs, workshops, etc. will be conducted in online mode only till further notice.</p>
2.	To decided on purchasing hand sanitizers, Sanitizers with stand, Disinfectants, Soaps, liquid soaps and cleaning items.	<p>It was decided in the meeting that all staff members who are coming from outside in campus must maintain social distancing and all staff members must use masks and sanitizers. It was decided that all areas must be cleaned regularly. Sanitization and disinfection of regularly touched places like desks, cupboards, doors, etc. must be done on regular basis so as to stop spreading of pandemic. All toilets were cleaned properly on</p>





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		regular basis. Checking of cleanliness was done regularly by each and every member so as to stay healthy.
3.	To decide on declaration of results by using 50% weightage of Internal assessment & 50% weightage for performance of earlier semester as per university circular.	It was decided in the meeting that on declaration of results by using 50% weightage of Internal assessment & 50% weightage for performance of semester II, IV & VI as per university circular must be done on immediate basis. Dr. Rajkumar Sukne, the controller of examination was ordered to start the process and declare the result as per university norms. Exam team started the process for declaration of results as per university guidelines.

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3.	Restarting mechanism post lockdown & resuming college activities.	lockdown all committee activities to be updated.  It was decided in the meeting that as per government notification & notification from honorable Education minister the college will resume its activities. Based on the current situation as seen in news about third wave of CoVID, it was decided that restarting mechanism post lockdown will be carried out as soon as there is any notification from the University, till then the college will be working online from its end for the benefit of the students. The head of the institute informed the Placement cell, energy audit committee, IT infra & maintenance cell to kindly resume their activities for the benefit of the students.
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At: Village Mamdapur, Post: Neral, Tal: Karjat, Pin: 410101.

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6. Meeting End:- 01:30PM

IQAC COORDINATOR

PRINCIPAL  
PRINCIPAL

**Dilkap Research Institute of  
Engineering & Management Studies**  
Mamdapnr, Neral- 410101

