



SARASWATI Education Society's  
**SARASWATI College of Engineering**

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Kharghar, Navi Mumbai - 410 210.

Internal Quality Assurance Cell (IQAC)

**IQAC MEETING-I**

DATE: 06/07/2021

**MINUTES OF MEETING**

IQAC meeting conducted on 06/07/2021 at 2:00pm. The following members were present:

- 1) Chairperson: Dr. Manjusha Deshmukh, Principal
- 2) Dean Academics: Dr. Sunil Rangari
- 3) Dean Administration and Student Welfare: Prof. Sheetal Bukkawar
- 4) Dean Students Career Development: Prof. Vaishali Jadhav
- 5) Dean Abroad cell: Dr. Madan Jagtap
- 6) IQAC Coordinator : Prof. Sujata Bhairmallykar
- 7) HoD of Civil Engineering-Shift-I: Prof. Roshani John
- 8) HoD of Civil Engineering-Shift-I: Prof. Puja Somani
- 9) HoD of Automobile Engineering: Prof. T. Z. Qauzi
- 10) HoD of Mechanical Engineering-Shift-I: Prof. Baviskar D
- 11) HoD of Mechanical Engineering-Shift-II: Prof. Sunil Jankar
- 12) HoD of I.T: Prof. Diksha Gautam
- 13) HoD of EXTC: Prof. Neha Mahajan

The IQAC Chairperson Dr. Manjusha Deshmukh, Principal SCOE Started with meeting agenda. The following points were discussed.

Minutes of Meeting:

- Implementation of monitoring system
- Arrangement of counseling session for students and conduct meeting with the parents of students who needs counseling
- Conduct internship course for students
- Course outcome and program outcomes are discussed with students
- Conduction of International Conference



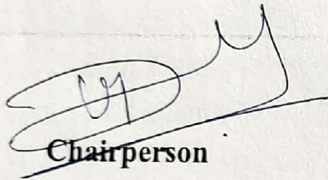
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- Arrange Alumni session for counseling
- Conduction of one FDP per department
- Conduction of Avishkar project competition

The meeting concluded with IQAC coordinator thanking the members for their suggestions and cooperation in implementing the IQAC activities for the institute.



Chairperson

**Dr. Manjusha Deshmukh**



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Internal Quality Assurance Cell (IQAC)

**IQAC MEETING-II**

DATE: 24/11/2021

**MINUTES OF MEETING**

IQAC meeting conducted on 24/11/2021 at 10:00am. The following members were present:

- 1) Chairperson: Dr. Manjusha Deshmukh, Principal
- 2) Dean Academics: Dr. Sunil Rangari
- 3) Dean Administration and Student Welfare: Prof. Sheetal Bukkawar
- 4) Dean Students Career Development: Prof. Vaishali Jadhav
- 5) Dean Abroad cell: Dr. Madan Jagtap
- 6) IQAC Coordinator : Prof. Sujata Bhairnallykar
- 7) HoD of Civil Engineering-Shift-I: Prof. Roshani John
- 8) HoD of Civil Engineering-Shift-I: Prof. Puja Somani
- 9) HoD of Automobile Engineering: Prof. T. Z. Qauzi
- 10) HoD of Mechanical Engineering-Shift-I: Prof. Baviskar D
- 11) HoD of Mechanical Engineering-Shift-II: Prof. Sunil Jankar
- 12) HoD of I.T: Prof. Diksha Gautam
- 13) HoD of EXTC: Prof. Neha Mahajan

The IQAC Chairperson Dr. Manjusha Deshmukh, Principal SCOE Started with meeting agenda. The following points were discussed.

Minutes of Meeting:

- Conduction of Academic Audit.
- Discussed regarding the AQAR 2020-21 preparation and submission.
- Discussion on preparing the application for 2nd cycle of NAAC accreditation.
- Decided to submit SSR for 2nd cycle as soon as possible.
- NAAC SSR preparation team has been formed.
- SSR criteria wise work has been distributed among the faculty coordinators.

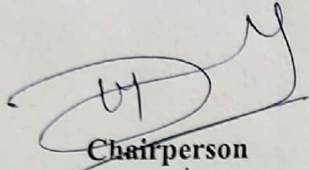


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The meeting concluded with IQAC coordinator thanking the members for their suggestions and cooperation in implementing the IQAC activities for the institute.



Chairperson

**Dr. Manjusha Deshmukh**



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Internal Quality Assurance Cell (IQAC)

**IQAC MEETING-III**

DATE: 04/01/2022

**MINUTES OF MEETING**

IQAC meeting conducted on 04/01/2022 at 4:30pm. The following members were present:

- 1) Chairperson: Dr. Manjusha Deshmukh, Principal
- 2) Dean Academics: Dr. Sunil Rangari
- 3) Dean Administration and Student Welfare: Prof. Sheetal Bukkawar
- 4) Dean Students Career Development: Prof. Vaishali Jadhav
- 5) Dean Abroad cell: Dr. Madan Jagtap
- 6) IQAC Coordinator : Prof. Sujata Bhairnallykar
- 7) HoD of Civil Engineering-Shift-I: Prof. Roshani John
- 8) HoD of Civil Engineering-Shift-I: Prof. Puja Somani
- 9) HoD of Automobile Engineering: Prof. T. Z. Qauzi
- 10) HoD of Mechanical Engineering-Shift-I: Prof. Baviskar D
- 11) HoD of Mechanical Engineering-Shift-II: Prof. Sunil Jankar
- 12) HoD of I.T: Prof. Maahi Khemchandani
- 13) HoD of EXTC: Prof. Neha Mahajan

The IQAC Chairperson Dr. Manjusha Deshmukh, Principal SCOE Started with meeting agenda.  
The following points were discussed.

Minutes of Meeting:

- Conduction of IPR related Seminars and Workshops
- Leadership development programs
- Promoting students to participants in project competitions
- Assigning multidisciplinary projects to third year students in Semester 6.
- Decided Avishkar project competition dates.
- Increasing the ICT facilities

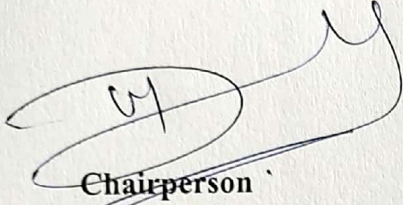


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The meeting concluded with IQAC coordinator thanking the members for their suggestions and cooperation in implementing the IQAC activities for the institute.



Chairperson

**Dr. Manjusha Deshmukh**



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Internal Quality Assurance Cell (IQAC)

IQAC MEETING-I

DATE: 10/07/2020

**MINUTES OF MEETING**

IQAC meeting conducted on 10/07/2020 at 1:00pm. The following members were present:

- 1) Chairperson: Dr. Manjusha Deshmukh, Principal
- 2) Dean Academics: Dr. Sunil Rangari
- 3) Dean Administration and Student Welfare: Prof. Sheetal Bukkawar
- 4) Dean Students Career Development: Prof. Vaishali Jadhav
- 5) Dean Abroad cell: Dr. Madan Jagtap
- 6) IQAC Coordinator : Prof. Sujata Bhairnallykar
- 7) HoD of Civil Engineering-Shift-I: Prof. Roshani John
- 8) HoD of Automobile Engineering: Prof. T. Z. Qauzi
- 9) HoD of Mechanical Engineering-Shift-I: Prof. Madhukar Sorte
- 10) HoD of Mechanical Engineering-Shift-I: Prof. Baviskar D.
- 11) HoD of Computer Engineering: Prof. Suhasini Parvatikar
- 12) HoD of I.T: Prof. Diksha Gautam
- 13) HoD of EXTC: Prof. Neha Mahajan

The IQAC Chairperson Dr. Manjusha Deshmukh, Principal SCOE Started with meeting agenda. The following points were discussed.

Minutes of Meeting:

- The faculty should be assigned to the subjects they are good
- Start formation of Students' council for AY2020-21
- Faculty should have stable Wi-Fi Connection for taking lect.
- Make PPT presentation for lecture



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- Questions should be asked after sometime in lecture because if you start asking questions at the beginning no one would give the answer & time would be wasted. Ask after completing the topic.
- Arrange online courses for Mechanical and Civil
- Teaching should be more interactive
- Conduct session on meditation and spiritual talks for depression and other illnesses related to mind
- Organize Intra-College internships
- Arrange Soft skill session for mechanical
- Conduct practical's for the subjects which you can able to take through online
- Identify the student's weakness and help to overcome them
- Add weekly one lecture on project for students
- Take feedback of students till 15<sup>th</sup> july

The meeting concluded with IQAC coordinator thanking the members for their suggestions and cooperation in implementing the IQAC activities for the institute.

Chairperson

**Dr. Manjusha Deshmukh**





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Internal Quality Assurance Cell (IQAC)

**IQAC MEETING-II**

DATE: 10/03/2021

**MINUTES OF MEETING**

IQAC meeting conducted on 10/03/2021 at 11:30am. The following members were present:

- 1) Chairperson: Dr. Manjusha Deshmukh, Principal
- 2) Dean Academics: Dr. Sunil Rangari
- 3) Alumni Student Nominee: Mr. Rohan Patil
- 4) Nominee from industry: Mr. P. Y. Manjure
- 5) Coordinator IQAC: Prof. Sujata Bhairnallykar
- 6) HoD of Civil Engineering-Shift-I: Prof. Roshani John
- 7) HoD of Civil Engineering-Shift-II: Prof. Pooja Somani
- 8) R & D Coordinator: Dr. Saumya Singh
- 9) TPO Head: Mrs. Rajashri Tambe

The meeting commenced with felicitating guests with bouquet from Principal, thereafter IQAC Chairperson Dr. Manjusha Deshmukh, Principal SCOE Started with meeting agenda. The following points were discussed.

- Internships for Students.
- Placements for Students.
- Suggestions on introducing add on courses for making students industry ready
- Lab Development.
- Live Projects for BE students or mini projects for SE/TE students that can be extended as B.E project too.
- Consultancy improvement.
- Association in CSR activities.



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The meeting concluded with IQAC coordinator thanking the members for their suggestions and cooperation in implementing the IQAC activities for the institute.



Chairperson

**Dr. Manjusha Deshmukh**



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Internal Quality Assurance Cell (IQAC)

**IQAC MEETING-III**

DATE: 24/03/2021

**MINUTES OF MEETING**

IQAC meeting conducted on 24/03/2021 at 12:00pm. The following members were present:

- 1) Chairperson: Dr. Manjusha Deshmukh, Principal
- 2) Management Member: Mr. Amar Shinde, Registrar
- 3) Administrative officers: Prof. Sheetal Bukkawar
- 4) Local Society Nominee: Mr. Kiran Patil
- 5) Alumni Student Nominee: Mr. Amin Divakar, Mr. Vivek Shukla
- 6) Student Nominee: Mr. Aniket Dangale
- 7) Nominee from industry: Mr. Vivek Marde
- 8) Coordinator IQAC: Prof. Sujata Bhairnallykar
- 9) Dean Academics: Dr. Sunil Rangari
- 10) HoD of Mechanical Engineering-Shift-I: Prof. Baviskar D. D
- 11) HoD of Mechanical Engineering-Shift-II: Prof. Sunil Jankar

The IQAC Chairperson Dr. Manjusha Deshmukh, Principal SCOE Started with meeting agenda.  
The following points were discussed.

- Necessary certification required for Technical sales and marketing
- Qualities required to grab General sales and marketing for non- technical jobs
- Core technical / strong technical /software knowledge skills are essential to grab jobs in mechanical sector
- Software knowledge like CREO, CATIA, ANSYS is must?
- Students with good communication preferred than students with good technical knowledge?



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- Role of internship to get the jobs
- To grab the job in IT field, Knowledge of Java and Python is essential?
- Required skills for mechanical students to get job in software or IT sector

The meeting concluded with IQAC coordinator thanking the members for their suggestions and cooperation in implementing the IQAC activities for the institute.

**Chairperson**

**Dr. Manjusha Deshmukh**



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**Plan of Action and Action Taken details**

**A.Y 2020-21**

Sr. No	Plan of Action	Action Taken
1	Use of modern ICT based learning tools for effective Teaching-learning process.	Following ICT based tools are used for effective Teaching-learning process. <ul style="list-style-type: none"><li>• Online video lectures</li><li>• Online lectures through Zoom, Google meet etc.</li><li>• NPTEL videos</li><li>• You Tube</li><li>• Online tutorials</li><li>• Online Practice test</li><li>• Online Labs</li><li>• IIT Bombay virtual Lab</li><li>• Digital Library</li><li>• Coursera courses</li><li>• Google Classroom</li></ul>
2	Introducing add-on courses for making students industry ready.	<ul style="list-style-type: none"><li>• Software Training Course on "Python" is conducted in July 2020.</li><li>• IIRS Off -Campus Outreach Certificate Programme on<ul style="list-style-type: none"><li>-Remote Sensing Applications in Agricultural Water Management.</li><li>-Basics of Remote Sensing GIS and Global Navigation Satellite System.</li><li>-Remote Sensing and Digital Image Analysis.</li></ul></li><li>• Ethical Hacking Webinar.</li><li>• Full Stack Development Webinar.</li></ul>



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		<ul style="list-style-type: none"><li>• Huawei Certification HCIA.</li><li>• Huawei Training course and application of artificial intelligence in mechanical Engineering.</li><li>• Three days course on Augmented Reality &amp; Digital Twin</li><li>• Technical Add-on courses like Huawei- Routing &amp; Switching Course (HCI-R&amp;S) and Huawei-AI (HCI_AI) conducted for students.</li><li>• Programming Language (java and python) expert training session conducted for students</li><li>• Soft-skill Training and verbal training</li></ul>
3	Improve Placements for Mechanical, Automobile and Civil Students.	<ul style="list-style-type: none"><li>• Online Training UPSC/ MPSC exams</li><li>• Preparatory sessions for GATE Exam2021</li><li>• Soft skill enhancement training sessions to BE students</li><li>• Internships in Industries</li><li>• Introduction of new companies for campus Placements: Kalpataru Constructions Pvt. Ltd. Modern Arch Infrastructure Pvt. Ltd and National Group are newly introduced for placement opportunities to the students.</li><li>• Webinar on "Civil Engineering &amp; Infrastructure Development" A webinar by Prof. Dr. Ajay Kambekar from SPCE, Mumbai was arranged for all students of Civil Engineering Department to make them aware of the upcoming job opportunities in the infrastructure sector.</li><li>• For mechanical students following courses are conducted:</li></ul>



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		<ul style="list-style-type: none"><li>-Hands on for python programming</li><li>-Session on verbal ability to crack TCS NINJA</li><li>-Test series conducted for final year students</li></ul>
4	Conduct session on meditation and spiritual talks for depression and other illnesses related to mind.	<ul style="list-style-type: none"><li>• Mental health and meditation program which held on Friday 7th August 2020</li><li>• To learn more about mental health to provide helpful support to those who are affected in our families and communities, webinar on Mental Wellbeing COVID-19 Crisis has been conducted by NSS.</li><li>• Webinar on Taare Zameen Par conducted by NSS to give knowledge about physically and mentally challenged children.</li><li>• "Mental Health: some things you should know"- The session was aimed towards giving an overview of mental health, including the statistics and different types of mental health illnesses.</li><li>• You are not alone- Suicide Prevention Hashtag Campaign conducted for students by Rotract Club.</li></ul>
5	Organize internships	<ul style="list-style-type: none"><li>• Students of third year and final year were encouraged to attend industry-oriented internships. Major Industries where students joined for internships are ONGC, CIIDCO Mass Housing Project, L&amp; T Constructions, Navi Mumbai Municipal Corporation, J. Kumar Infra Pvt. Ltd, etc.</li></ul>
6	Arrange Soft skill session for mechanical students.	<ul style="list-style-type: none"><li>• Nurture training programs</li><li>• Soft-skill Training</li></ul>
7	Strengthen Mentorship programme	<ul style="list-style-type: none"><li>• Mentor allocated to each student. Regular meetings are</li></ul>



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	(identify the student's weakness and help to overcome them).	<p>conducted with students.</p> <ul style="list-style-type: none"><li>• Students are identified as advanced or slow learners and then weakness are identified.</li><li>• One to one personal counselling with students to understand their difficulties and problems.</li><li>• Interacted with students having network issues and given them extra time for their term work submissions.</li><li>• Personal counselling done with students having financial issues.</li></ul>
8	Improvement in Consultancy.	<p>Following consultancy works were conducted by SCOE in AY 2020-21:</p> <ul style="list-style-type: none"><li>• Conducted Knowledge sharing consultancy work for A.C Patil College of Engineering.</li><li>• Conducted CAD training to industry people</li></ul>
9	Arrange online courses for Mechanical and Civil.	<ul style="list-style-type: none"><li>• Industrial Waste Water Treatment: Challenges and Solutions: One day webinar arranged for all students of Civil Engg Department on 27/02/21. Eminent speakers who conducted the sessions were Prof. Dr. T. V. Ramana, IISC, Bangalore and Mr. V. G. Wadhawne, IIWA Mumbai Chapter.</li><li>• How to Write a Technical Paper in IEEE Format One day webinar organized for Civil Engineering students on 15/03/21. Prof. Hemant Sarje from Civil Engineering Department delivered the session.</li><li>• Software Training Course on "Python" conducted in July 2020 for SE Civil students.</li><li>• Preparatory sessions for GATE Exam2021:</li></ul>



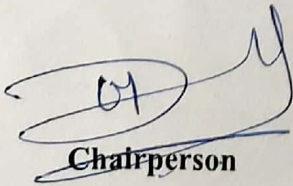


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		Preparatory sessions were conducted for BE students by Civil Department faculty from 24/08/20 to 27/10/20.
10	Establishment of Incubation Centre to facilitate the spirit of innovation/entrepreneurship.	<ul style="list-style-type: none"><li>• INFERNATE Firm Company formed for AI data science.</li><li>• In process of agriculture tenchno based firm (currently selling mushrooms from in-house).</li></ul>
11	Establishing relations with international educational agencies.	Following collaborations has been made with international educational agencies. <ul style="list-style-type: none"><li>• Fashion Design Internship</li><li>• Research Talk</li><li>• Two week Student Internship at ural federal university</li><li>• Many students joined for masters in different universities like Lakehead University, Italian universities, University of Pisa, EUAS Estonia, RIT USA etc.</li><li>• Talk on Research, Innovations and Start-ups</li><li>• Open Online Lecture on Digital Transformation of Power Industry.</li></ul>
12	Improvement in Computer/IT placement package	<ul style="list-style-type: none"><li>• Students from Computer and IT placed with high package range from 4 to7 lacks.</li></ul>

  
Chairperson

**Dr. Manjusha Deshmukh**