

DATTA MEGHE COLLEGE OF ENGINEERING

Airoli, Navi Mumbai. Pin. 400 708

Minutes of the Institute Level Quality Management Cell Meeting held on
22.11.2017 in the Board Room, New Building, 2.00pm

Members Present

Dr. S.D. Sawarkar, Principal. DMCE

Dr. S. R Devane, Dean Academics, and HOD Information Technology

Mr. Barbude , Assistant Professor, Civil Engineering

Mr. P. V. Muley, In Charge, Second Shift, Civil Engineering

Dr. D.J.Pete, HOD, Electronics Engineering

Prof. A.P. Pande, HOD, Computer Engineering

Dr. Jaware , HOD, Mechanical Engineering

Dr. K.S. Deshmukh, HOD, Chemical Engineering

Dr. Aruna Henry, HOD, Humanities and Sciences

Dr. A.V. Dubewar, Associate Prof. Humanities and Sciences

Mr. Sushil Kumar, Asst. Prof. Electronics Engineering

Points discussed:

1.01. Academic calendar for the Even semester:

The Principal along with Dean and HOD's has decided the schedule for the entire semester. (Annexure Enclosed)



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1.02. Responsibilities assigned to various Tasks:

S.No	Task Assigned	Name of Faculty
1	ILQMC Coordinator	Dr. D. J. Pete
2	Annual Gathering Convener I	Mr. N.M. Deshmukh
3.	Annual Gathering Convener II	Dr. Kakuli Maiti
4	Sports Convener	Mr. Ravi Tapre
5	Degree Distribution Ceremony Coordinator	Mr. G.B. Lohiya
6	Alumni Meet Coordinator	Mr. Dode & Mr. Sameer Ekbote

1.03. Provision of Softcopy of manuals to students:

As the end semester feedback given by students suggested for printed note of Experiments than rewriting from the manuals, it has been decided by the members that softcopy will be provided for print, and readings and diagrams where ever required will be manually entered by students after performing the practicals.

1.04. DLQMC Audit Meetings:

The DLQMC Audit dates are as follows:

- Audit I – 8/03/2018 & 9/03/2018
- Audit II – 17/04/2018 & 18/04/2018

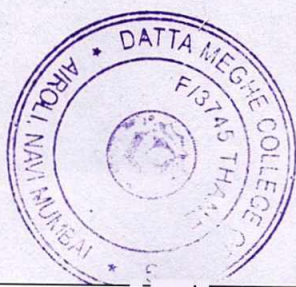
1.05. Online Feedback:

It has been decided that online feedback has to be taken twice a semester:

- 1. After Internal Assessment I
- 2. Before Test II

1.06. Quality Initiatives:

Post NAAC Accreditation, it has been decided to align the department/institute processes and systems in line with our futuristic goal of NBA Accreditation. Also taking cognizance of the current admissions, placements, effective use of ICT in teaching learning processes and the confluence of emerging Technology in different domains of specialization at DMCE, an urge to revamp the departmental vision and mission is felt and expressed by most departments and stake-holders. In this direction the committee recommends each department to introspect their existing vision and mission statements, with inputs drawn from a properly constituted Departmental Advisory Board (DAB) and realign them with changing times before the commencement of next

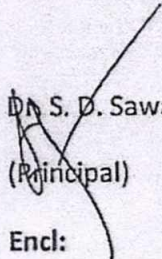


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Academic Year i.e. 2018-19. The Departmental Advisory Board (DAB) shall consist of the HoD, Senior Faculty members from the department, Academician of Repute, Industry Experts and any other stake-holder of importance as decided by the Department/Institute. Principal requested the Dean (Academics) to work-out the immediate process and support documentation required in this regards.

Principal further requested all the members present to finalize on the process and support documentation at the earliest. Dean (Academics) proposed to convene the ILQMC meet again on 15th December 2017 to finalize and freeze on the process and documentation required in this regards which was unanimously accepted by all members present.

As there was no other point for discussion the meeting was closed with thanks.


 Dr. S. D. Sawarkar

(Principal)

Encl:

Academic Calendar




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Minutes of the Institute Level Quality Management Cell Meeting held on
15.12.2017 in the Board Room, New Building, 2.00pm

Members Present

Dr. S.D. Sawarkar, Principal. DMCE

Dr. S. R Devane, Dean Academics, and HOD Information Technology

Mr. Barbude , Assistant Professor, Civil Engineering

Mr. P. V. Muley, In Charge, Second Shift, Civil Engineering

Dr. D.J.Pete, HOD, Electronics Engineering

Prof. A.P. Pande, HOD, Computer Engineering

Dr. Jaware , HOD, Mechanical Engineering

Dr. K.S. Deshmukh, HOD, Chemical Engineering

Dr. Aruna Henry, HOD, Humanities and Sciences

Dr. A.V. Dubewar, Associate Prof. Humanities and Sciences

Mr. P. SusheelKumar S., Asst. Prof. Electronics Engineering

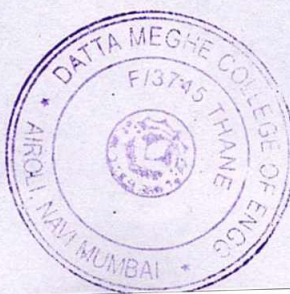
Points discussed:

1.01. Formation of Departmental Advisory Board:

The Dean (Academics) tabled the DAB formation process along with the support documentation which is stated below:

Minimum Constituents of DAB:

- 1) Management Representative
- 2) Head of the Department (Chairperson of the Board)



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- 3) Two Senior Faculty members
- 4) One Academic Expert
- 5) One Industry Experts
- 6) One Alumni
- 7) One parent

Functions of DAB:

- 1) To determine and re-orient the objectives (Vision/Mission/PEOs/PSOs) of the department from time to time aligning with the latest technology and trends of the fields concerned. This is the major role of DAB along with assuring its attainment.
- 2) To contribute in policy level decision making concerning the departmental matters.
- 3) To address Curricular, Co-Curricular and extra-curricular issues of importance concerning external stake-holders (so as to increase Industry Academia Interface/ Enhance Student Placements).
- 4) To suggest improvement measures if any from time to time.

Operation Process:

The Head of the department is the Chairperson of the Board. It is his responsibility to constitute (nominate its members) the DAB and effect changes in its constitution from time to time. DAB shall meet at least once in a semester. The Chairperson of DAB will decide on the agenda of the meeting and ensure circulation of the same at least a week in advance to members. Special meetings shall be convened by the Chairperson, if required, with prior information to all concerned.

Steps & Support Documents towards executing the major role of DAB:

The Head of the department, DLQMC members and faculty members of the department along with Alumni shall frame the prospective vision, mission, PEOs and PSO which will be scrutinized by DAB committee and final approved, with modifications if any.

- 1) The Head of the department along with DLQMC members and Faculty members to shortlist the eminent personalities for external constituents of DAB.
- 2) Forward the request letters to concerned prospective members to come-onboard DAB.
- 3) Form the DAB once approval from all constituent members is received with proper communication to ILQMC Chairman (Submit a copy to ILQMC)
- 4) The Head along with DLQMC members, staff members and alumni brainstorm and drafts the refined objectives for the Department along with its vision and mission & PSOs.
- 5) DAB meets to be scheduled for brainstorming on re-defining or re-orienting of objectives (including vision/mission/PEOs/PSOs) of the department and finalizing on the same for the Department.
- 6) The Head of the Department along with DLQMC members charts out the Agenda for each DAB Meet (special meets if more than one is required) and share the same with all concerned, one week in advance.
- 7) Finalization of the objectives i.e. the Vision, Mission, Program Educational Objectives and Program Specific Outcomes by DAB
- 8) Finalized Objectives & Outcomes to be put across ILQMC for final approval and implementation.



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The committee unanimously accepted the detailed draft towards the formation of DAB and defining its functions and related processes and further directed each department head to implement the same with some degree of flexibility and independence as may be sought by the department in the concerned matter.

The Dean also tabled the five survey forms towards aiding the finalization of departmental Vision, Mission, PEOs and PSOs which was unanimously accepted for implementation at the departmental level with some degree of flexibility and customization as may be required from department to department while implementing.

As there was no other point for discussion the Chairperson ended the meeting after giving a vote of thanks to all its members present.

Dr. S. D. Sawarkar

(Principal)

Encl:

Academic Calendar



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Minutes of the ILQMC Meeting for the Academic Year 2018-19
held on 29.06.2018 at C 210 , 2.30 pm

Members Present

Dr. S. D. Sawarkar, Principal

Dr. S. R Devane, Dean Academics, and HOD Information Technology

Dr. Ajay Radke, HOD Civil Engineering

Dr. D.J.Pete, HOD Electronics Engineering

Prof. A.P. Pande, HOD Computer Engineering

Dr.V. B. Shinde ,HOD Mechanical Engineering

Dr. K.S.Deshmukh, Chemical Engineering

Dr. Aruna Henry, Asso. Prof. & HOD Humanities and Sciences

Dr. A.V.Dubewar, Asso. Prof. & FE in Charge, Humanities and Sciences

Points discussed:

1.01: Academic Span;

As the university schedule it has been decided that the SE, TE, and BE is scheduled from 09 July 2018 to 27 October 2018, whereas FE is from 1 August to 17 November 2018.

1.02: STTP/ Conference:

All the Heads are instructed by the Principal to organize one STTP course without fail for this academic year. Also, all are suggested to organize one national or International conference together, with one leading the other departments. Departments are free to arrange workshops and seminars of one day duration.



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1.03: IA Attendance:

As per the discussion and suggestions given by the HODs it has been decided that attendance of students during the Internal Assessment exams will be marked in the respective attendance sheets. In the execution sheet it has to be mentioned as 'practice & Test'. In Teaching Plan it can be mentioned as 'Practice & Test of the above modules' during the IA exam.

1.04: Change of Formats:

After the ILQMC audit it has been unanimously decided to revise formats of:

- Individual faculty cover page
- Syllabus Execution Sheet
- Teaching Plan
- Practical Execution Sheet (New)

Dr. D. J. Pete is entrusted with this responsibility.

1.05: NPTEL Course:

The Principal has instructed all the HODs that faculty should take at least one subject of NPTEL course per year (Test compulsory).

1.06: ILQMC/ DLQMC Format additions:

It has been advised by the Principal to include 'subject wise and faculty wise' result in ILQMC/ DLQMC reports.

1.06: Feedback: The departmental feedback will only include aspects related to academics. All the HODs are suggested to give feedback questions to Dr. Aruna Henry which will be finalized on Friday i.e. 06/07/2018.

1.07: Placement Data:

Placement coordinators of the respective departments are to be instructed to coordinate with the placement in charge for student details.



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1.08: Quality Support Measures:

Principal tabled revised ten survey forms towards facilitating AICTE's OBE with respect to Graduate Attributes (POs) and Curriculum analysis. It was unanimously decided to adopt the same across all departments. Further, each department was also given the freedom and flexibility to fine-tune the survey forms as per their requirements and suitability.

The Dean (Academics) tabled the Course Information Sheet (CIS) towards documenting the expected Program Outcomes/ Program Specific Outcomes and the attainment achieved through the semester.

There shall be three (03) Levels of mapping for the purpose of CIS calculations. If the classroom/tutorial/practical sessions cumulatively make up more than or equal to 20% of the total sessions for the subject under consideration, the level of mapping shall be the highest level i.e. Level -3. If the classroom/tutorial/practical sessions cumulatively make up between 10% to 19% of the total allotted sessions for the subject under consideration, the level of mapping shall be moderate i.e. Level-2. And the remaining shall be classified as Level-1. The attainment shall be based on 80% from direct tools of assessment and 20% based on the indirect tools of assessment. End semester exam conducted by the University shall only constitute the direct assessment tool and all other assessment tools shall be classified as indirect assessment tool. Maximum of 5% gap between the expected level and attainment level shall be permitted. Major and Mini Projects can be associated with all prescribed graduate attributes (POs). The committee unanimously accepted the proposed draft towards measuring the PO/PSO attainment and directed each department to adopt and implement the same for the forth-coming semester.

1.09: Mentoring of Students:

The Dean (Academics) proposed a change in the mentoring schedule followed by all departments. He suggested to having the mentoring session implemented every month by the mentor with all the allotted students/mentees which was unanimously accepted by the committee. All the heads of the department were asked to make a note of it and get it implemented from the coming semester



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1.10: Any other Matter:

As all the points were cleared the Dean concluded the meeting.

Dr. S. D. Sawarkar
(Principal)

CC:

1. The Dean Academics
2. All the Heads of the Department



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