



Date- 03/07/2021

Minutes of First Meeting of IQAC (2021-22)

No- IQAC/01/2021-22

Meeting Agenda: Discussion of IQAC activities for SH2021 and FH2022

Meeting Schedule: Saturday,03/07/2021, 05.00 pm

Meeting Convener: Dr. Vivek Sunnapwar

Meeting Facilitator: Dr. S. K. Shinde

The year 2020-21 was vibrant for IQAC since many of the initiatives/activities were carried out during this year. But the outbreak of COVID 19 Pandemic abruptly stopped the normal teaching, learning and assessment process and we were shifted to Online/hybrid teaching mode. The new committee of IQAC members were formed.

1. The meeting started with welcome note by Chairperson, Dr. Vivek Sunnapwar. He emphasised on the paradigm shift from offline to online/hybrid mode for teaching and administrative activities.
2. Dr. S. K. Shinde, IQAC Director / Coordinator, proposed the plan and strategies for the academic year. The emphasis was given on the online/hybrid mode adaptation of the teaching-learning paradigm, due to the pandemic situation.
3. As a regular practice, the academic calendar was proposed and the Institute level elective subjects were decided.
4. To enhance the teaching learning process, it was proposed to purchase new LCDs and smart boards.
5. Proposed to purchase 200 computers for the newly created branches Computer Science & Engineering with specialization in Data Sciences, Artificial Intelligence and Machine Learning and IoT & Cyber Security including Blockchain Technology.
6. Considering the outbreak of COVID 19 Pandemic, faculty members were motivated to organize Seminars/ Workshops/ FDPs/Guest Lecturers etc. in Online/hybrid mode. It was proposed to organize a lecture on NEP and also proposed to conduct the Annual National level project competition, Tantragnyan in online mode.
7. With the visualization of green campus initiative, it was decided to set up Synergy Sustainability cell.
8. It was decided that AQAR for the AY 2020-21 will be submitted in the month of December, and subsequently, all the Departments were directed to take the necessary steps to accomplish the task.
9. Meeting ended with formal vote of thanks by the IQAC Coordinator.

Following members were present for the meeting:

Sr. No.	Designation	Name
1	Chairperson	Dr. Vivek Sunnapwar
2	Director/Coordinator of IQAC	Dr. S. K. Shinde
3	Faculty Members	Dr. J J Dange, Dr. A D Sarode, Dr. Sheeba P. S., Dr. S. D. Dalvi, Dr. Chandrakant Wankhade, Dr. Ravindra Duche, Dr. Kavita Dhanawade, Prof. Rajendra Gawli, Prof. Dolly Boban, Dr. Prerana Shrivastava, Prof. Nandini Nag, Prof. Chitra Wasnik, Dr. Nitin Jain, Prof. Preethakumari
4	Management Member	Smt Sheetal Dushyant Chaturvedi
5	Administrative Officers	Mr. Pradip Nangarepatil, Mrs. Snehal Sawant
6	Local society/students/alumni Member	Miss. Rasika Satpute, Mr. Ramkrishna Gaikwad, Mr. Nitesh Gupta
7	Industry Member	Mr. Vishal Macey (Manager, Engineering Services-HPCL), Mr. Kamlesh Harhare (DGMMER, Oberoi Realty), Mr. K Jayarajan, (OS, Chairman-BARC Safety council)



Dr. S.K. Shinde
Director, IQAC



Dr. Vivek Sunnapwar

Chairperson
PRINCIPAL

Jkmanya Tilak College of Engineering
Sector -4, Vikas Nagar, Koparkhairane,
Navi Mumbai - 400 709.





Date- 04/01/2022

Minutes of Second Meeting of IQAC (2021-22)

No- IQAC/02/2021-22

Meeting Agenda: Planning for Even Semester & SSR preparation

Meeting Schedule: Tuesday, 04/01/2021, 2:30 pm

Meeting Convener: Dr. Vivek Sunnapwar

Meeting Facilitator: Dr. S K Shinde

The meeting started with welcome note by Chairperson, Dr. Vivek Sunnapwar. He congratulated the Examination section and all the Departments for conduction of online examination smoothly. Further he communicated the agenda of the meeting as the planning for the Even semester and SSR preparation for NAAC cycle 2.

Following points were discussed and decisions were taken:

1. Dr. S. K. Shinde, IQAC Director / Coordinator, proposed the plan and strategies for the academic year. He proposed to continue with the hybrid mode for the teaching learning process until further order.
2. One of the major achievements of IQAC was the successful conduction of the Online Oral and Theory examination, Annual Assessments etc, according to the guidelines of the University, without any major glitches.
3. The AQAR for the AY 2020-21 was submitted in the month of December successfully. The continued OBE process was proposed to be continued as a regular practice. It was proposed to submit the AQAR for AY 2021-22 by the month of December. Action plan for NAAC cycle 2 was discussed and it was decided to submit the IQA by June. Proposed to conduct a session on new framework for the online A & A process. Planned to submit the proposal for financial grant from NAAC for organizing a workshop on NEP.
4. Purchase of equipment & Laboratory development were planned. The efforts made by institution are appreciable in purchasing the new equipment for various laboratories of the newly formed departments.
5. New LCDs and computers were purchased anticipating the starting of offline lectures and

practical from the month of February. Recruitment of faculty members as per the teaching load was also planned.


6. It was proposed to organize activities like blood donation, cleanliness drive etc through the NSS unit of the institute.
7. New committee for Institute Innovation Cell was formed and planned to organize various activities under it.
8. Institute has proposed to increase the intake of students for the branch Computer Science & Engineering (Artificial Intelligence & Machine Learning).
9. Proposed a budget of 8.5 Lakhs for conduction of the annual festival of the institute, Zephyr.
10. Looking at the energy scenario, students were encouraged to do the energy audit to make them aware about the importance of saving energy.
11. Meeting ended with formal vote of thanks by the IQAC Coordinator.

Following members were present for the meeting:

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2	Director/Coordinator of IQAC	Dr. S. K. Shinde
3	Faculty Members	Dr. J J Dange, Dr. A D Sarode, Dr. Sheeba P. S., Dr S. D. Dalvi, Dr. Chandrakant Wankhade, Dr. Ravindra Duche, Dr. Kavita Dhanawade, Prof. Rajendra Gawli, Prof. Prof. Dolly Bohan, Dr. Prerana Shrivastava, Prof. Nandini Nag, Prof. Chitra Wasnik, Dr. Nitin Jain, Prof. Preethakumari
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7	Industry Member	Mr. Vishal Matey (Manager, Engineering Services-HPCL), Mr. Kamlesh Harbure (DGMMEP, Oberoi Realty), Mr. K Jayrajan. (OS, Chairman- BARC Safety council)


Dr. S.K. Shinde
Director, IQAC




Dr. Vivek Sunnapwar

Chairperson
PRINCIPAL

Lokmanya Tilak College of Engineering
Sector -4, Vikas Nagar, Koparkhairane,
Navi Mumbai - 400 709.


Action Taken Report of IQAC (2021-22)

Agenda	Action Taken
Preparation of Academic Calendar	Academic Calendar prepared and displayed on institute website
Purchase of new LCDs	Purchased 17 LCDs
Purchase of 200 Computers & setting up of new labs	Purchased 200 computers for the augmentation of infrastructure facilities of labs.
To organize webinars, workshops, FDPs etc	Organised various webinars, workshops, FDPs etc for the benefit of faculty members and students
To submit AQAR for AY 2020-21 in the month of December	Submitted AQAR for AY 2020-21 on 21 st December 2021.
To organize a session on NEP	A session on NEP was delivered by Dr. Nanoti
To conduct a session on new framework for online A & A process	A session on guidelines for new framework for online A & A process was delivered by Dr. Sheeba P. S.
Recruitment of faculty members	New faculty members were appointed as per the teaching load.
To organize activities like blood donation, cleanliness drive etc through the NSS unit of the institute.	Blood donation camp and cleanliness drive was organized by the NSS unit
To conduct the Annual National level project competition, Tantragaan in online mode.	Successfully conducted Tantragaan in online mode.
To setup Synergy Sustainability Cell	Synergy Sustainability Cell was set up on World Meteorological Day.
To organize various activities under IIC of the institute.	Various workshops, seminars, SIH, project competitions etc were organized under IIC.
To increase the intake of students for the branch Computer Science & Engineering (Artificial Intelligence & Machine Learning)	AICTE approved the increase in intake (additional 60 seats) for CSE(AI&ML) branch.
Conduction of the annual festival of the Institute, Zephyr.	The annual festival, Zephyr was conducted successfully.
Energy audit by the students	Students successfully performed the energy audit.
To submit the proposal for financial grant from NAAC for organizing a workshop on NEP.	Received a grant of Rs. 30,000 from NAAC for organizing a workshop on 'Academic Challenges towards implementation of NEP in HEI's'.


 Dr. S.K. Shinde
 Director, IQAC


 Dr. Vivek Sunnapwar
 Chairperson