

**MSPM's**  
**Deogiri Institute of Engineering and Management Studies, Deogiri Campus,**  
**Station Road, Aurangabad, Maharashtra-431001**

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Date- 30 July 2020

Day- Thursday

Time-2.00 PM

Venue- Conference Room

**Agenda:** The Agenda of Meeting is as Follows:

A1: Semester Planning.

A2: Department NAAC file verification.

A3: Lockdown activities review.

A4: Faculty Training for Teams Platform

**Minutes of Meeting**

**A1: Semester Planning** -Before commencement of semester detail discussion was done on the teaching learning process to be adopted in pandemic situations.

**Resolutions:** Microsoft team software will be used as a teaching platform and university guidelines will be followed to complete the curriculum. Theory lectures will be conducted using ICT tools such as PowerPoint presentation, videos, and Droid camera. Practicals will be conducted by VLAB facility, actual practicals performance video using Microsoft Teams. CA- I, CA-II and Mid sem exam will be conducted using online mode.

Proposer: Dr. Ulhas Shiurkar

Secunder: Dr. A.V. Nikalje

**A2: Department NAAC file verification-** After SSR submission & DVV clarification, institute level and department level documents need to be verified for peer team visit.

**Resolutions:** It was resolved that the check list of document verification will be forwarded and after verification observation report will be forwarded to respective head of department to comply with the deficiencies.

Proposer: Dr. S. L. Dhondge

Secunder: Prof. P. G.Taur

**A3: Lockdown activities** - Review on participation and organizing of various online activities during lockdown was done. webinar, coursera courses, FDP, STTP, workshop of students and staff were reviewed.

**Resolutions:** It was resolved that online activities of student and staff need to be incorporated in coming semester for effective Curriculum Delivery.

Proposer: Prof. S.B.Kalyankar

Secunder: Prof R.M.Autee.

**A4: Faculty Training for Teams Platform:** For effective Teaching Learning Process Microsoft Teams will be used as a Platform for Online Mode.

**Resolution:** It was decided to Conduct a training session for all Departments to understand effective use of Microsoft Team. CSE Department shall conduct the Training for the same.

Proposer: Prof S.B.Kalyankar  
Seconder: Prof.P.R.Rathod

  
Coordinator-IQAC

  
Chairman  


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Date- 21 Dec 2020

Day- Monday

Time-4.30 PM

Venue- Conference Room

**Agenda:** The Agenda of Meeting is as Follows:

A1: Review of Central & Department Files

A2: Review of Presentation

A3:MOCK Visit

**Minutes of Meeting**

**A1: Review of Central & Department Files:** Institute level Files need to be maintained for Documentation to be provided as a Proof for the Peer Team Visit.

**Resolution:** It was resolved that the central level Data will be maintained at the NAAC Room for the Documentary Evidence. Department Files will be maintained in Department. Review of Central & Department Files will be done by IQAC. Prof S.B.Kalyankar, Prof J.J.Salunke & Prof R.G.Rebba will carry out Internal review of Files.

Proposer: Dr.G.R.Gandhe

Secunder: Dr.A.S. Pathan

**A2: Review of Presentation:** For the Peer Team Visit Presentations of Director, Head of Department & IQAC need to be Prepared.

**Resolution:** It was Resolved that all Presentations will be prepared and Dr.G.R.Gandhe will monitor the status of Presentations.

Proposer: Dr.R.M.Autee

Secunder: Dr.A.V.Nikalje

**A3: MOCK Visit:** As a Preparation part and to have an assessment of the work done for NAAC Peer Team Visit MOCK Visit is Important.

**Resolution:** It was resolved that MOCK Visit will be conducted on 9 Jan 2021. Prof Anil Dongre, School of Management Studies ,North Maharashtra University, from Jalgaon and Dr.Sachin Deshmukh ,Department of Computer Science & IT, Dr.B.A.M.U, Aurangabad will be Invited for MOCK VISIT.

Proposer: Dr. S. L. Dhondge

Secunder: Dr. S. D. Shinde

  
Coordinator-IQAC

  
Chairman



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Date- 5 Jan 2021

Day- Tuesday

Time-10.30 AM

Venue- Conference Room

**Agenda:** The Agenda of Meeting is as Follows:

A1: Review of online teaching learning challenges.

A2: Final review of peer team visit.

A3: Hospitality arrangement of peer team visit.

**Minutes of Meeting**

**A1: Review of online teaching learning challenges:** Online teaching learning methodology comprising theory, practical, Continuous assessment was reviewed. Various issues related to online teaching learning such as network problem, audio and video quality, downloading of lecture video and attendance, Submission of Continuous assessment and exam related issues were discussed.

**Resolution:** It was resolved that Faculty must incorporate updates of Microsoft Teams during Teaching Learning Process. It was decided to use ICT tools along with conventional black board teaching when students are allowed to come to the Institute as per government Guidelines for COVID 19.

Proposer: Dr G.R. Gandhe

Secunder: Mr. Prashant Verma

**A2: Final review of peer team visit:** In this IQAC meeting preparation of peer team visit was reviewed in detail.

**Resolution:** It was resolved that distribution of institute level work for peer team visit will be done. Presentation of Director, IQAC, department. Special presentation on pandemic lockdown activities will be given by Prof.S.B. Kalyankar .

Proposer: Dr. S.D.Shinde

Secunder: Mr. Ankita Vidhate

**A3: Hospitality arrangement of peer team visit:** According to guidelines forwarded by NAAC peer team visit transport, food and Stay arrangement will be done to take care of all precautionary measures of COVID 19.

**Resolution:** It was resolved that all necessary precautions for COVID-19 consisting of face mask, sanitizers, thermal scanners, oximeters and social distancing norms as per the SOP of Dept. of Health, Gol. will be complied during NAAC Peer Team Visit.

Proposer: Dr. S. L. Dhondge

Secunder: Mr. Ashish Garde

  
Coordinator-IQAC

