

**Minutes of Meeting – Internal Quality Assurance Cell**

The IQAC meeting was conducted on Saturday 17<sup>th</sup> July 2021 at 10 am to 2 pm in online mode on MS Teams. Prof. Varsha Bhosale, Vice Principal chaired the meeting.

<b>Item</b>	<b>Summary</b>
<b>Item 1</b>	Prof. Varsha Bhosale welcomed all attendees and Dr. Sangeeta Joshi briefed about the agenda of the meeting.
<b>Item 2</b>	<b>Major institute quality initiatives and administrative reforms for A.Y. 2020-21 and Action plan for the A.Y. 2021-22</b>
Discussion	<p>Prof. Varsha Bhosale, Vice Principal discussed about the implementation of administrative initiatives and reforms which were proposed during 15<sup>th</sup> IQAC meeting held on 7<sup>th</sup> November 2020. As a part of autonomy process, proposal was made for 12(B)/2(f) and now the institute has received the letter of inclusion.</p> <p><b>Proposed initiatives/activities for the A.Y. 2021-22:</b></p> <ol style="list-style-type: none"> <li>1. Preparation and application for NIRF Ranking 2021 (As per their notification)</li> <li>2. Reapplication for permanent affiliation for PG courses in engineering</li> <li>3. To increase intake for PhD course in Computer Engineering</li> </ol>
<b>Item 3</b>	<b>Academic Initiatives</b>
	<p>Dr. Saurabh Mehta Chief Academic Officer briefed about in absence communicated the following Academic Initiatives:</p> <ol style="list-style-type: none"> <li>1. <b>Autonomy Syllabus prepared</b></li> <li>2. Lab Development Committee (In Progress)</li> <li>3. Collaborative Projects with Small/Medium Scale Industry</li> <li>4. Improved New Framework for Online Education (Improvement)</li> </ol> <p><b>Proposed initiatives/activities for the A.Y. 2021-22:</b></p> <p>New Framework for VAC</p> <ol style="list-style-type: none"> <li>1. New Guideline for upcoming semester</li> <li>2. New Purchase of Proctor Examination Software</li> <li>3. New Purchase of Plagiarism Software</li> <li>4. New Data Analytic group</li> </ol>
<b>Item 4</b>	<b>IQAC Initiatives by Dr. Sangeeta Joshi</b>
Discussion	<p>Dr. Sangeeta Joshi informed about the continuous improvements at institute level under IQAC committee such as</p> <ol style="list-style-type: none"> <li>1. Design of SOP for Data Compilation is in process.</li> <li>2. Four IQAC meetings in the month of June, December, February and May per year with predetermined agenda</li> </ol>

	<p>3. Data compilation w.r.t. students' sports, co-curricular and cultural activities and achievements</p> <p><b>IQAC initiatives for A.Y 2021-22</b></p> <ol style="list-style-type: none"> <li>1. Annual Quality Assurance Report (AQAR) 2020-21 preparation</li> <li>2. Uploading of AQAR for 2020-21 on NAAC portal.</li> <li>3. Completion of the design of SOP for data compilation and its full deployment</li> <li>4. Organization of one day workshop on "Outcome Based Education"</li> <li>5. Organisation of FDP based on accreditation requirements for HEIs <b>OR</b> Organization of National Symposium on "Best Practices in Higher and Technical Educational Institutes."</li> </ol>																										
<b>Item 7</b>	<b>Activities proposed by Departments under different IQAC Initiatives</b>																										
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	Department of Information Technology	NBA Accreditation for recognition
	Department of Computer Engineering	NBA Accreditation for recognition
	Department of Biomedical Engineering	Blended Learning (Combination of online and traditional)
<b>2. Academic initiative:</b>		
<b>2.1 Systems and process</b>		
	Department of Information Technology	<ol style="list-style-type: none"> <li>1. Coding assignment for at least 1 subject per semester for strengthening Coding Skills.</li> <li>2. Identifying Seniors and assigning them as mentor to group of students and encourage them to have discussions.</li> </ol>
	Department of Computer Engineering	<ol style="list-style-type: none"> <li>1. Online Teaching Learning due to pandemic</li> <li>2. Blended Learning for effective student engagement</li> <li>3. Department Good Practices for improvement in productivity</li> </ol>
	Department of Electronics Engineering	<ol style="list-style-type: none"> <li>1. Department level VACs to strengthen student fundamentals</li> <li>2. "Synergy" An Industry –Academia interaction program to get idea of emerging technology</li> </ol>
	Department of Electronics Engineering	<ol style="list-style-type: none"> <li>1. Blended mode for practical for gap mitigation</li> <li>2. Preparation of schedule for student to visit lab, subject to permission.</li> <li>3. VAC</li> </ol>
	Department of Biomedical Engineering	Autonomy syllabus preparation with different tracks
	Department of First Year Engineering	<ol style="list-style-type: none"> <li>1. Orientation Program</li> <li>2. RnD Sessions by Faculty and Staff</li> <li>3. Review and Preview</li> </ol>
	Department of Management Studies	<ol style="list-style-type: none"> <li>1. One MOOC compulsory for any one subject for 1st year students,</li> <li>2. Compulsory student participation in minimum one co-curricular and one extra curricular online activities</li> </ol>
<b>2.2 Faculty Development (FDP)</b>		
	Department of Information Technology	<ol style="list-style-type: none"> <li>1. Faculty participation in FDP/STTP/workshop</li> <li>2. Promoting members for doctoral program</li> <li>3. Participation in International Conferences</li> <li>4. Publication in Peer Reviewed Journals</li> </ol>

Department of Computer Engineering	<ol style="list-style-type: none"> <li>Promoting faculty members for doctoral and post-doctoral program</li> <li>Participation in International Conferences</li> <li>Patent and Copyright</li> <li>Conferences</li> </ol>
Department of Electronics and Telecommunication	<ol style="list-style-type: none"> <li>STTP on telecom networks-Phase II,</li> <li>Guest lectures for teachers</li> </ol>
Department of Biomedical Engineering	Workshop on - Medical Devices Development and Regulation to make students and faculty in tune with Medical device Industry requirements.
Department of First Year Engineering	<ol style="list-style-type: none"> <li>Wellness Program – Webinar on strengthening mental health</li> <li>MATLAB Training for Mathematics and General Engineering cluster</li> </ol>
Department of Management Studies	Faculty to complete minimum one FDP and one MOOC in domain area and one in other area during the semester
<b>3. Student development Initiatives:</b>	
<b>3.1 Alumni</b>	
Department of Information Technology	<ol style="list-style-type: none"> <li>Interaction with Alumni</li> <li>Alumni Expert lectures</li> <li>Workshop by Alumni</li> </ol>
Department of Computer Engineering	<ol style="list-style-type: none"> <li>Interaction with Alumni</li> <li>Alumni Expert Lectures</li> <li>Project reviews to be conducted by industrial experts</li> </ol>
Department of Electronics Engineering	Organize monthly alumni interaction meetings on topics such as entrepreneurship, incubation etc.
Department of Electronics and Telecommunication	Interaction with alumni for <ol style="list-style-type: none"> <li>Redesign of curriculum content.</li> <li>Seminars/ Webinars</li> <li>Expert guidance for project</li> </ol>
Department of Biomedical Engineering	Engagement in Guest Lectures / Expert Talks/ participation in Induction Programs/ Expert In Mini Project evaluations/ Feedback on Curriculum
Department of First Year Engineering	Interactive session with Alumni
Department of Management Studies	<ol style="list-style-type: none"> <li>Guest Session series for VIT students by MMS Alumni</li> <li>Career counselling sessions for students by Alumni</li> </ol>
<b>3.2 Placement</b>	

	Department of Information Technology	<ol style="list-style-type: none"> <li>1. Mock Technical Interviews by Industry Personnel</li> <li>2. Preparing students for participating in placement for glamour companies</li> <li>3. Brush up sessions</li> </ol>
	Department of Computer Engineering	Preparing students for participating in placement for glamour companies
	Department of Electronics Engineering	To make students ready for placement with strong fundamental knowledge following events are planned <ol style="list-style-type: none"> <li>1. Brush up sessions for polishing fundamentals</li> <li>2. Pre-placement training by industry expert</li> </ol>
	Department of Electronics and Telecommunication	Pre- Placement training to improve placement
	Department of Biomedical Engineering	Improvement in placement by creating more internship opportunities in core Biomedical companies and Hospitals
	Department of First Year Engineering	Placement awareness program (Part of Induction)
	Department of Management Studies	<ol style="list-style-type: none"> <li>1. Placement grooming sessions</li> <li>2. Mock GD and PI sessions for students</li> <li>3. Career counselling sessions for students by industry experts</li> </ol>
<b>3.3 Start-up</b>		
	Department of Information Technology	Expert lecture by Entrepreneurs to aware students about start-ups
	Department of Computer Engineering	Initiating the incubation center to encouraging entrepreneurship, creating internship opportunities for students
	Department of Electronics and Telecommunication	V- Hackathon/ Dept. level initiative/ Seminars on start-up activities (Proposal)
	Department of First Year Engineering	' Shooting the Stars'- an interactive session of young entrepreneurs to motivating students towards start-up and innovation
	Department of Management Studies	<ol style="list-style-type: none"> <li>1. Guest sessions organised by E-Cell,</li> <li>2. One on One counselling for individual ideas,</li> <li>3. Meetings with venture capitalists</li> </ol>
<b>4. Research &amp; linkages initiative</b>		
<b>4.1 Industry Institute Interaction</b>		

Department of Information Technology	1. Collaborating with industry
Department of Computer Engineering	Collaborating with industry
Department of Electronics Engineering	1. Arrange sessions on IPR and Patenting 2. Proposal shall be submitted to UGC for organization of International Conference
Department of Electronics and Telecommunication	1. Virtual Industrial visit 2. Technical sessions from industry experts. 3. MOU
Department of Biomedical Engineering	IVs (Physical/ Virtual) to Industry and hospitals
Department of First year Engineering	1. Cluster Workshop 2. Department Advisory Board
Department of Management Studies	1. Orientation Week sessions of electives not opted by students, 2. Tie up with BFSI Skill India council for certification courses
<b>4.2 Research &amp; Development (R &amp; D)</b>	
Department of Information Technology	1. Publication in peer reviewed journals. 2. Arrange sessions on how to write research paper, IPR patenting and Research proposal to various organization
Department of Computer Engineering	1. Collaborating with industry 2. Patent and Copyright
Department of Electronics Engineering	Arrange sessions on <ul style="list-style-type: none"> <li>• How to write research paper?</li> <li>• IPR and Patenting</li> </ul>
Department of Electronics and Telecommunication	Research paper publications.
Department of Biomedical Engineering	More Industry collaborative Projects. Expert talks on latest technologies
Department of First Year Engineering	Conference on Sustainable Development Goals
Department of Management Studies	Session on Intellectual Property Rights and Patent rights

<b>5. Social initiative</b>	
<b>5.1 Environmental</b>	
Department of Information Technology	Social Awareness Video/Seminar to increase awareness about environment
Department of Computer Engineering	Green Initiatives to reduce carbon footprints.
Department of Electronics and Telecommunication	Green club initiatives to aware complex environmental issues
Department of Biomedical Engineering	To sensitize the students and staff awareness program/Webinars on Environment and waste management are planned.
Department of Management Studies	Workshops/ Guest sessions on issues related to environmental concern
<b>5.2 Extension</b>	
Department of Information Technology	Wellness program for Teaching faculties, Students and Non-teaching to strengthen the bond between teachers and Non-teaching staff
Department of Electronics Engineering	MoU with NGO is in process exploiting technical expertise of Students and Teacher for execution of need based community projects for
Department of Electronics and Telecommunication	Social work drive for student and faculty members to enhance leadership qualities
Department of First Year Engineering	Webinar on "Latest Rural Technology" on 23 Dec- Kisan Diwas
Department of Management Studies	Enhance student participation in extension activities through interaction with NGOs
<b>Item 8</b>	It was decided to conduct next meeting in the Month of December for reviewing the progress of different quality initiatives proposed by the department.

Meeting ended with vote of thanks by Dr. Sangeeta Joshi.

Dr. Sunil Patekar

Chairperson