

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

The 17<sup>th</sup> 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.

Item	Summary
Item 1	Prof. Varsha Bhosale welcomed all attendees and Dr. Sangeeta Joshi briefed about the agenda of the meeting.
Item 2	<b>Major institute quality initiatives and administrative reforms for 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 16<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. Application for permanent affiliation for PG courses in engineering</li> <li>3. Application for Accreditation from NBA for two UG courses namely INFT and CMPN</li> </ol>
Item 3	<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. Brainstorming sessions are conducted for preparation of curriculum scheme for various programmes</li> <li>2. Lab Development Committee is reconstituted</li> <li>3. Collaborative Projects with Small/Medium Scale Industry</li> <li>4. Improved New Framework for Online Education</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 Guidelines 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>
Item 4	<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> <li>3. Monthly data compilation from every department</li> </ol>

	<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> </ol>	
<b>Item 7</b>	<b>Activities proposed by Departments under different IQAC Initiatives</b>	
Discussion	<b>1. Administrative initiative</b>	
	<b>1.1 Systems and process</b>	
	Department of Information Engineering	Department level VACs to Strengthen the Technical Knowledge.
	Department of Computer Engineering	Streamlining communication with Principal, CAO, COO and HR to improve in response time and decision making
	<b>1.2 E-Governance</b>	
	Department of Information Engineering	Department Repository for central data availability
	Department of Computer Engineering	Departmental Central Repository for seamless communication
	Department of Biomedical Engineering	Online Dept. meetings, R&D sessions, Mentoring etc.
	<b>1.3 Information and communications technology (ICT)</b>	
	Department of Information Technology	1. Online IA audit system for INFT department 2. vPublish for online collection of Student and Faculty Achievement
	Department of Computer Engineering	Digital Platform
	Department of Biomedical Engineering	Digitisation of Academic process
	<b>1.4 Strategic</b>	
	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>1. Promoting faculty members for doctoral and post-doctoral program</li> <li>2. Participation in International Conferences</li> <li>3. Patent and Copyright</li> <li>4. Conferences</li> </ol>

Department of Electronics and Telecommunication	<ol style="list-style-type: none"> <li>1. STTP on telecom networks-Phase II,</li> <li>2. 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>1. Wellness Program – Webinar on strengthening mental health</li> <li>2. 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>1. Interaction with Alumni</li> <li>2. Alumni Expert lectures</li> <li>3. Workshop by Alumni</li> </ol>
Department of Computer Engineering	<ol style="list-style-type: none"> <li>1. Interaction with Alumni</li> <li>2. Alumni Expert Lectures</li> <li>3. 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>1. Redesign of curriculum content.</li> <li>2. Seminars/ Webinars</li> <li>3. 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>1. Guest Session series for VIT students by MMS Alumni</li> <li>2. 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 1. Brush up sessions for polishing fundamentals 2. Pre-placement training by industry expert
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	1. Placement grooming sessions 2. Mock GD and PI sessions for students 3. Career counselling sessions for students by industry experts
<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	1. Guest sessions organised by E-Cell, 2. One on One counselling for individual ideas, 3. Meetings with venture capitalists
<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	<ol style="list-style-type: none"> <li>1. Arrange sessions on IPR and Patenting</li> <li>2. Proposal shall be submitted to UGC for organization of International Conference</li> </ol>
Department of Electronics and Telecommunication	<ol style="list-style-type: none"> <li>1. Virtual Industrial visit</li> <li>2. Technical sessions from industry experts.</li> <li>3. MOU</li> </ol>
Department of Biomedical Engineering	IVs (Physical/ Virtual) to Industry and hospitals
Department of First year Engineering	<ol style="list-style-type: none"> <li>1. Cluster Workshop</li> <li>2. Department Advisory Board</li> </ol>
Department of Management Studies	<ol style="list-style-type: none"> <li>1. Orientation Week sessions of electives not opted by students,</li> <li>2. Tie up with BFSI Skill India council for certification courses</li> </ol>
<b>4.2 Research &amp; Development (R &amp; D)</b>	
Department of Information Technology	<ol style="list-style-type: none"> <li>1. Publication in peer reviewed journals.</li> <li>2. Arrange sessions on how to write research paper, IPR patenting and Research proposal to various organization</li> </ol>
Department of Computer Engineering	<ol style="list-style-type: none"> <li>1. Collaborating with industry</li> <li>2. Patent and Copyright</li> </ol>
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 and also Implementation of activities in response to the action plan of SSS.	

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

Dr. Sunil Patekar

Chairperson



**Action Taken Report for 17<sup>th</sup> IQAC meeting held on 17<sup>th</sup> July 2021**

Item No.	Actionable Points	Action Taken
Item 2	<b>Administrative Initiative</b>	<ul style="list-style-type: none"> <li>After reviewing the NIRF data, the institute has decided not to apply for NIRF for the current academic year.</li> <li>Application process for permanent affiliation for PG courses in engineering is in process.</li> <li>Application for accreditation of NBA for two UG courses namely INFT and CMPN is submitted on 30/07/2021 and SAR is submitted on 29/09/2021.</li> </ul>
Item 3	<b>Academic Initiatives</b>	<ul style="list-style-type: none"> <li>Lab Development: Domain wise Committees are constituted.</li> <li>Renewal of Drill Bit extreme Anti Plagiarism Software was done on 28<sup>th</sup> July 2021 for the subscription period July 2021 to July 2022</li> <li>MATLAB contract extended on 9<sup>th</sup> December 2021 for the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022.</li> </ul>
Item 4	<b>IQAC Initiatives</b>	<ul style="list-style-type: none"> <li>AQAR 2020-21 Part-A is completed and data compilation from various sources for all criterion metrics of part-B is in process</li> <li>Design of online form for monthly data compilation from various departments and offices of VP, COO, CAO, IQAC is completed.</li> </ul>
<b>1. Administrative initiative</b>		
	1.1 Systems and process	<ul style="list-style-type: none"> <li>Streamlined communication with Principal, CAO, COO and HR to improve in response time and decision making (INFT and CMPN departments)</li> </ul>
	1.2 E-Governance	<ul style="list-style-type: none"> <li>Central repository for various Department Initiatives (INFT)</li> </ul>
	1.3 Information and communications technology (ICT)	<ul style="list-style-type: none"> <li>Online IA Audit system was implemented by department of Information Technology.</li> </ul>



<b>2. Academic initiative:</b>		
2.1 Academics	<ul style="list-style-type: none"> <li>• Department of Information Technology conducted the Guest Lecture on "Network &amp; Security Landscape: Current Technologies and How to become a White-hat hacker" on 28-09-2021. 102 students enrolled for MOOCs in the domain of Security.</li> <li>• Department of Information Technology VAC on Oracle and SQL from 20-09-2021 to 20-12-2021.</li> <li>• Department of Information Technology ACM organized "WEB DEVELOPMENT" Online event on 08-09-2021. 40 projects developed by students.</li> <li>• Department of Information Technology Conducted PBL for the subject DevOps.</li> <li>• Department of Computer Technology arranged a session on performance in Assignment Discussion from 31-07-2021 to 09-10-2021</li> <li>• From Department of Computer Technology an Audit course was conducted by Kids Galaxy every Saturday for 2 hours duration. 97 students registered</li> <li>• Department of Biomedical Engineering arranged Skill based lab sessions to enhance practical knowledge of the students through the semester. 10 groups are doing mini project based on the knowledge gained from skill-based lab sessions</li> <li>• Department of Management Studies arranged PRODUSCOPE: The Product Case Study Competition by IIT Guwahati - Team of 5 student members ranked in the top 10% of the participants of around 400 teams.</li> </ul>	
2.2 Faculty Development (FDP)	Department of Electronics and Telecommunication conducted Faculty training on MATLAB dated 16-06-2021	
<b>3. Student development Initiatives:</b>		
3.1 Alumni	<ul style="list-style-type: none"> <li>• Department of Electronics conducted Placement talk by Alumni Kiran Naik on 16-10-2021</li> <li>• Department of First year Engineering conducted webinars by Alumni Mr Abhay Valsangkar, Founder Alter Ego Learning and Mr Mithilesh Patankar, YouTube Influencer on 11-07-21</li> </ul> <p>The program was premiered on official VIT YouTube channel which got 618 views.</p> <ul style="list-style-type: none"> <li>• Activity on Compliance of health and safety standards</li> </ul>	

		during project implementation on 31-07-21 <ul style="list-style-type: none"> <li>• A Workshop on 'Basics of Coding' was arranged on 11-07-21</li> </ul>
	3.2 Placement	<ul style="list-style-type: none"> <li>• Department of Electronics arranged a webinar by Mr. A.Iyer on "Role of electronics Engineer in manufacturing industries" On 18-08-21</li> <li>• Department of Electronics and Telecommunication arranged a Talk on Higher Education and Job opportunities in Europe" on 30-10-2021.</li> <li>• Department of First year Engineering arranged "Inspire and Ignite" – an interactive session with young and dynamic influencers, Mr Aditya Arora, CEO FAAD Network Pvt Ltd. On 11-07-2021</li> </ul>
	3.3 Start-up	Inspire and Ignite" – an interactive session with young and dynamic influencers was conducted on 11 <sup>th</sup> July 2021 by Department of First year Engineering
<b>4. Research &amp; linkages initiative</b>		
	4.1 Industry Institute Interaction	<ul style="list-style-type: none"> <li>• Department of Electronics arranged Virtual Industry visit to NUOS home automation on 8th September 2021</li> <li>• Department of Computer Engineering in collaboration with Kids Galaxy initiated an Audit course – "Industry Ready Web Developer" on 31st July 2021</li> <li>• Department has organized Phase-II (5<sup>th</sup> -10<sup>th</sup> July 2021) and Phase- III (13<sup>th</sup> Sept to 18<sup>th</sup> Sept 2021) STTP on Telecom Networks</li> </ul>
	4.2 Research & Development (R & D)	1 copyright chapter was selected from department of Computer Engineering





**Dr. Sunil Patekar**

**Chairperson**



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

The 18<sup>th</sup> IQAC meeting was conducted on Monday 15<sup>th</sup> November 2021 Time: 02:30 pm to 05:30 pm in B-105. Prof. Varsha Bhosale, Vice Principal chaired the meeting.

Item	Summary
Item 1	Prof. Varsha Bhosale welcomed all attendees and Dr. Sangeeta Joshi briefed about the agenda of the meeting.
Item 2	<b>IQAC Initiatives</b>
Discussion	<p>Dr. Sangeeta Joshi reviewed the initiatives proposed in 16<sup>th</sup> and 17<sup>th</sup> IQAC meeting and discussed the current status of data collection for AQAR 2020-21 and she also explained other significant IQAC initiatives.</p> <ul style="list-style-type: none"> <li>• Dr. Sangeeta Joshi discussed about Partial deployment of Department Archives for data compilation of IQAC &amp; AQAR 2020-21 on Institute cloud titled as vRepository. Department wise sessions were conducted on 23<sup>rd</sup> June 2021 to explain the design of structure for systematic data upload and NAAC expectations regarding data as per their SOP.</li> <li>• Implementation of quality cycle for Student Satisfaction Survey and Stakeholders' feedback by each department. All the department agreed to raise the bench mark, threshold value of NPS stakeholders' feedback.</li> <li>• National Symposium on "Best Practices in Higher and Technical Education" (NAAC Team) is planned during April 2022.</li> <li>• Annual Quality Assurance Report (AQAR) 2020-21 preparation is in process. AQAR 20-21 PART A upload is completed. AQAR PART B is upload is in progress.</li> <li>• Other significant IQAC Initiatives <ul style="list-style-type: none"> <li>➤ Monthly Data compilation of activities and events from December 2021 from each Department</li> <li>➤ Design and Implementation of revised Performance Appraisal form</li> </ul> </li> </ul>
Item 3	<b>Major Institute quality initiatives</b>
Discussion	Prof. Varsha Bhosale, Vice Principal discussed about the implementation of administrative initiatives and reforms which were proposed during 16 <sup>th</sup> IQAC meeting held on 12 <sup>th</sup> June 2021. Application for academic autonomy

	<p>with UGC is expected to be completed by month of December.</p> <p>Proposed initiatives/activities for the A.Y. 2021-22:</p> <ol style="list-style-type: none"> <li>1. Preparation of curriculum scheme and detailed syllabus for the students who are seeking admission from A.Y. 2022-23.</li> <li>2. Preparation towards autonomy expert committee visit</li> <li>3. Preparation of NBA accreditation for two UG courses namely INFT and CMPN.</li> <li>4. Application for Accreditation from NBA for three UG courses namely EXTC, ETRX and BIOM depts</li> </ol>
<b>Item 4</b>	<b>Review of activities in response to the SSS action plan and feedback from stakeholders, as well as a review of quality initiatives</b>
Discussion	<ul style="list-style-type: none"> <li>• During the 16th IQAC meeting, all departments submitted action plans for the Student Satisfaction Survey (SSS) and stakeholders' feedback. This meeting examines the activities / initiatives (to be carried out after June 1, 2021) proposed in the action plan. Department heads presented the activities undertaken in response to the action plan developed by SSS and stakeholders. All department have submitted quality Initiatives during 17<sup>th</sup> IQAC meeting. These quality initiatives are also reviewed in this meeting.</li> <li>• Department wise review details are exhibited in the Annexure 18-A</li> </ul>
<b>Item 5</b>	It was decided to hold the next meeting in February to review the progress of the department's various quality initiatives.

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

Dr. Sunil Patekar  
Chairperson





**Action Taken Report for 18<sup>th</sup> IQAC meeting held on 15<sup>th</sup> November 2021**

Item No.	Actionable Points	Action Taken
Item 2	IQAC Initiatives	<ul style="list-style-type: none"> <li>• National Symposium on "Best Practices in Higher and Technical Education" (NAAC Team) is conducted on 28-29 April 2022, in association with NAAC Bangalore. 200+ participants from the different parts of the country attended the symposium.</li> <li>• Full deployment of Department and Committee Archives on Institute cloud titled vRepository for data compilation of IQAC &amp; AQAR 2020-21 is in place.</li> <li>• The Annual Quality Assurance Report (AQAR) for the year 2020-21 is successfully uploaded on NAAC portal on March 24, 2022</li> <li>• Monthly Data compilation of activities and events from each Department is initiated from January 2022.</li> <li>• Performance Appraisal form is revised with inclusion of 6 categories namely Academic involvement, Student Development, Administrative Bucket, Research Bucket, Consultancy and Corporate Training Bucket and Product Dev. Bucket and 45 performance indicators with rigorous quality benchmarks.</li> <li>• Two Pilot runs are conducted on the revised performance appraisal form on 16<sup>th</sup> Dec. 2022 and on during July 2022.</li> <li>• After analysis of data the PA form is finalised and implemented for the A.Y. 2022-23. Orientation programs were conducted on July 25 and July 29, 2022</li> <li>• For SSS, NPS threshold values are increased by 5% as compared to last year.             <ul style="list-style-type: none"> <li>○ NPS &lt; 75% for ETRX, EXTC and MMS</li> <li>○ NPS &lt; 85% for IT, CMPN and BIOM</li> </ul> </li> <li>• For Stakeholders' feedback, NPS threshold value is increased to 70% for all the departments. It is increased by 5% as compared to last year.</li> </ul>

Item No.	Actionable Points	Action Taken
Item 3	<b>Administrative initiatives</b>	<ul style="list-style-type: none"> <li>• Accreditation from NBA has been granted to two UG courses namely INFT and CMPN for three academic years viz. 2022-23, 2023-24 and 2024-25 i.e. upto June 30, 2025.</li> <li>• As per letter of UGC dated February 14, 2022, Autonomy Expert committee visited the Institute on March 4-5, 2022. Subsequently, UGC granted the autonomous status to the Institute for a period of ten (10) years from the session 2022-2023 to 2031-2032 vide letter dated March 15, 2022</li> <li>• Application for accreditation of NBA for three UG courses namely EXTC, ETRX and BIOM is submitted on 17/01/2022 and SAR is submitted on 13/05/2022</li> </ul>
Item 3	<b>Academic Initiatives</b>	<ul style="list-style-type: none"> <li>• The Institute has prepared curriculum scheme and detailed syllabus for the students who are seeking admission from A.Y. 2022-23.</li> <li>• The revised evaluation scheme is also prepared for students who are studying in SE, TE and BE classes</li> </ul>
Item 5	<b>Review of activities in response to the SSS action plan and feedback from stakeholders, as well as a review of quality initiatives</b>	<ul style="list-style-type: none"> <li>• Department heads presented the activities undertaken in response to the action plan developed by SSS and stakeholders. All department have submitted quality Initiatives during 17th IQAC meeting. These quality initiatives are also reviewed in this meeting.</li> <li>• Department wise review details are exhibited in the Annexure 18-A</li> </ul>
	<b>1. Administrative initiative</b>	
	1.3 Information and communications technology (ICT)	<ul style="list-style-type: none"> <li>• Faculty Induction Programme (FIP) named GURU-DAKSHTA-2022 was conducted from 12-05-2022 to 17-06-2022.</li> <li>• Department of Information Technology arranged Blog writing workshop from 18-03-2022 to 25-06-2022</li> </ul>
	1.4 Strategic	<ul style="list-style-type: none"> <li>• Department of computer engineering and information technology is in the process of preparing documents for NBA Accreditation as per NBA guidelines.</li> </ul>



<b>2. Academic initiative:</b>		
2.1 Academic		<ul style="list-style-type: none"> <li>• Department of Information Technology conducted webinar by Ms. Neeha Khalfay Data scientist, Vodafone Idea Ltd. (Alumni 2017 Batch, INFT Department). Topic - "Path towards Data science - Academics and Beyond" on 16-10-2021</li> <li>• Department of Information Technology ACM organized "Workshop on Website Security" 25-10-2021</li> <li>• SDP was conducted successfully from 28-08-2021 to 16-10-2021 (Every Saturday 10 am to 4 pm) on various topics on IoT Architecture, FPGA based System Design, DSP based System Design, Microprocessor/Controller based System Design, Priority Matrix for Time Management, Negotiations skills in Business Communication, Accelerated Learning Principles, Developing Growth Mindset, FPGA based design for SoC Electronics Product Reliability, Manifesting process, Facing Company Interviews</li> <li>• Various events organised by EESA (Electrosteer &amp; Electrovision) and IEEE (Data Science) From 06-08-2021 to 03-10-2021</li> <li>• Department of Electronics and Telecommunication conducted Workshop on Python and LabVIEW on 17-10-2021 and 25-10-2021 respectively</li> <li>• Department of Management studies arranged the debate competition Kuch Toh Log Kahenge on 17-02-2022</li> </ul>
2.2 Faculty Development (FDP)		<ul style="list-style-type: none"> <li>• Department of Electronics conducted FDP successfully from 28th August to 16th October 2021 (Every Saturday 10 am to 4 pm) on various topics</li> </ul>
<b>3. Student development Initiatives:</b>		
3.1 Alumni		<ul style="list-style-type: none"> <li>• Department of Electronics conducted Placement talk by Alumni Kiran Naik on 16-10-2021</li> <li>• Department of Information Technology conducted a Webinar on "Path towards Data science - Academics and Beyond" on 16-10-2021</li> </ul>
3.2 Placement		<ul style="list-style-type: none"> <li>• Department of Electronics and Telecommunication arranged a Talk on Higher Education and Job opportunities in Europe" on 30-10-2021.</li> </ul>

• 4. Research & linkages initiative	
4.1 Industry Institute Interaction	<ul style="list-style-type: none"> <li>Department of Biomedical Engineering arranged the Virtual Tour- Radiology Department of MIOT International Hospital, Chennai on 22-03-2022</li> <li>Department of Biomedical Engineering arranged the Virtual Tour to European Society of Intensive Care Medicine on 28-03-2022</li> <li>Department of Biomedical Engineering arranged the Virtual Tour to Reliance Hospital on 10-04-2022</li> </ul>
4.2 Research & Development (R & D)	<ul style="list-style-type: none"> <li>Library Training session on "Effective use of IEEE digital library was conducted on 21-01-2022.</li> <li>IPR awareness program was arranged on 19-03-2022</li> <li>Data Exploration with Orange workshop of IMPULSE 2022 was conducted on 22-02-2022</li> </ul>
5. Social initiative	<ul style="list-style-type: none"> <li>Department of First year Engineering arranged the "Covid-19 Vaccination Drive" on 27-11-2021</li> <li>Department of Biomedical Engineering conducted a Webinar on "Gender Sensitization" conducted on 23-04-2022.</li> </ul>
5.1 Environmental	<ul style="list-style-type: none"> <li>Department of First year Engineering arranged National Energy Conservation Day on 14-12-2021</li> </ul>
5.2 Extension	<ul style="list-style-type: none"> <li>Special Annual residential NSS camp has been conducted from March 25-31, 2022 at Kharivali Village, Dist. Thane . 21 students and 4 faculty members participated in this camp.</li> </ul>

*Sunil Patekar*



**Dr. Sunil Patekar**

**Chairperson**



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

The 19<sup>th</sup> IQAC meeting was conducted on Tuesday 28<sup>th</sup> June 2022 Time: 10:00 am to 01:30 pm in the Board Room, M-Block 7<sup>th</sup> Floor. Hon. Director, Shri. Milind Tadvalkar chaired the meeting.

Item	Summary
Item 1	Dr. Sangeeta Joshi welcomed all attendees and briefed about the agenda of the meeting.
Item 2	<b>IQAC Initiatives</b>
Discussion	<p>Dr. Sangeeta Joshi reviewed the initiatives proposed in 17<sup>th</sup> and 18<sup>th</sup> IQAC meeting and discussed the changes in AQAR portal and status of AQAR 2021-22</p> <ul style="list-style-type: none"> <li>• Dr. Sangeeta Joshi elaborated the changes made by NAAC for uploading AQAR of A.Y. 2021-22 for affiliated Institutes. As per the new guidelines 96 metrics are reduced to 55 metrics.</li> <li>• Data compilation for Annual Quality Assurance Report (AQAR) 2021-22 preparation is initiated. Expected to complete the uploading of AQAR by the month of December-2022.</li> <li>• Successfully uploaded AQAR-2020-21 on 27<sup>th</sup> April 2022.</li> <li>• For the next academic year i.e. 2022-23, AQAR should be filled under the category of Autonomous institute.</li> <li>• She also proposed to have a system of "department targets" based on NIRF, NAAC, NBA and Performance appraisal requirements and the same should be reviewed biannually.</li> <li>• Uploading of AQAR for 2021-22 on NAAC portal</li> </ul>

Item 3	Academic Initiatives
Discussion	<p>Dr. Saurabh Mehta, Chief Academic Officer briefed about the following Academic Initiatives:</p> <ul style="list-style-type: none"> <li>• Extension of Campus wide Licences of Coursera and Edx</li> <li>• Collaboration with UDAY Platform for Fintech Courses</li> <li>• Subscription of Plagiarism Software Drill Bit is extended for the A.Y 2022-23 for 1000 documents</li> <li>• Domains establishment based on the allied courses and Lab Development Committee reconstitution is proposed</li> <li>• FYPQA committee is now renamed as PQAC which includes Final year Project and Mini-Project.</li> <li>• MOU is signed with the Sardar Patel Technology Business Incubator (SPTBI): related to innovation &amp; entrepreneurship</li> <li>• Faculty Recruitment is in Process</li> <li>• LoU is signed with Crypto University.</li> <li>• MathWorks Training is proposed during winter break</li> <li>• Student Can Satellite Competitions and Related Training is planned</li> <li>• MathWorks Appreciation Certificates are received to EXTC, BIOM and ETRX Depts for maximum usage of MathWorks application.</li> <li>• Guru Daskhta Program is conducted Online as well as in Offline Mode during 12<sup>th</sup> May to 29<sup>th</sup> July 2022. Number of beneficiaries are 27 in online mode and 76 in offline mode.</li> <li>• Three value Added Skill Courses namely PCB Designing with CAD Tools, Python Programming &amp; Industrial Embedded/IoT and Circuit Designing – Application-based are conducted for teaching and Non-teaching Staff</li> <li>• Signing of Contract with TCS for TCSION ERP/LMS –System is proposed</li> <li>• The scheme of Funded projects-Internships for Students /faculty is initiated.</li> <li>• Faculty Industry Internship Policy is framed during June 2022.</li> <li>• Foreign University Interaction Policy is framed during June 2022.</li> </ul>
Item 4	Initiatives suggested by Chief Operations officer Dr. Amit Oak
Discussion	<ul style="list-style-type: none"> <li>• Improve the processes in accounts to help easy settlement.</li> <li>• HR-organogram</li> <li>• Industry interaction: To maintain the proper record of Industry interaction; follow the stipulated format of note.</li> <li>• Hygiene of infrastructure: AICTE proposed hybrid mode</li> </ul>



<b>Item 5</b>	<b>Administrative Initiatives</b>
Discussion	<p>Prof. Varsha Bhosale, Vice Principal discussed on the following administrative initiatives to be taken up by the Institute in the upcoming semester.</p> <ul style="list-style-type: none"> <li>• Applied to AICTE for changing the name of ETRX to ECS</li> <li>• Reduction in intake of ME course in CMPN &amp; EXTC from 18 to 12</li> <li>• Application to AICTE for closure of ME course in INFT</li> <li>• Implementation of Academic Autonomy</li> <li>• Preparation of applications for NIRF</li> <li>• Application to NBA for UG Courses in ETRX, EXTC, and BIOM</li> <li>• Preparation of the revised evaluation scheme for students who are currently studying in SE, TE and BE classes</li> </ul>
<b>Item 6</b>	<b>Suggestions given by the Director, Mr. Milind Tadvalkar</b>
	<ul style="list-style-type: none"> <li>• Finalization of curriculum scheme and detailed syllabus for the students who are seeking admission from A.Y. 2022-23. First Year Subject contents for ETRX, EXTC and BIOM are to be finalised. Syllabus Scheme to be modified with respect to Professional electives, Minors/Honours, General Education, Life enrichment courses etc.</li> <li>• Finalization of evaluation scheme is also prepared for students who are studying in SE, TE and BE classes</li> <li>• Finalization of draft Rules and Regulation for students seeking admission in 2022-23</li> <li>• Finalization of draft Rules and Regulation for OLD SE,TE, BE Impactful quality initiatives are to be explicitly mentioned.</li> <li>• Institute/ Department goals/ targets are to be strategically defined</li> <li>• More emphasis shall be given for skillset development through hands on experience.</li> </ul>
<b>Item 7</b>	<ul style="list-style-type: none"> <li>• Criteria In-charges presented the data and information relevant to their criteria which were uploaded for AQAR- 2020-21.</li> <li>• They also raised major concerns and issues which need to be resolved.</li> </ul>
<b>Item 8</b>	It was decided to conduct next meetings in the Month of November-2022 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



**Action Taken Report for 19<sup>th</sup> IQAC meeting held on 28<sup>th</sup> June 2022**

Item No.	Actionable Points	Action Taken
Item 2	<b>IQAC Initiatives</b>	<ul style="list-style-type: none"> <li>Data compilation for AQAR 2021-22 is in process. Part-A of AQAR and extended data is completed. Uploading Part-B of AQAR for 2021-22 on NAAC portal is in process</li> <li>Based on NIRF, NAAC, NBA and Performance appraisal requirements, parameters for department targets are identified and disseminated to all the departments for setting target values.</li> </ul>
Item 3	<b>Academic Initiatives</b>	<ul style="list-style-type: none"> <li>Campus wide Licences of Coursera and Edx are extended upto June 2023. Maximum of 500 students and faculty can avail the facility. Student /Faculty can undergo one course in the academic year and n number of capstone project.</li> <li>Collaboration with UDAY Platform for Fintech Courses is active and VIT, Mumbai is under top 10 State level rank. Its State Govt. initiative.</li> <li>Subscription of Plagiarism. Software Drill Bit is extended for the A.Y 2022-23 for 1000 documents</li> <li>23 Domains are established based on the allied courses and Lab Development Committee is reconstituted to review the progress of each domain.</li> <li>MOU is signed with the Sardar Patel Technology Business Incubator (SPTBI): related to innovation &amp; entrepreneurship</li> <li>Faculty Recruitment is in Process. 7 faculties are recruited.</li> <li>LoU is signed with Crypto University.</li> <li>MathWorks Training is planned during November 2022.</li> <li>Student Can Satellite Competitions and Related Training</li> <li>Guru Dakshta Program is conducted Online as well as in Offline Mode during 12<sup>th</sup> May to 29<sup>th</sup> July 2022. Number of beneficiaries are 27 in online mode and 76 in offline mode.</li> <li>Following three value Added Skill Courses are conducted for teaching and Non-teaching Staff</li> </ul>



Item No.	Actionable Points	Action Taken
		<ul style="list-style-type: none"> <li>○ PCB Designing with CAD Tools (23rd May to 7th June 2022)</li> <li>○ Python Programming &amp; Industrial Embedded/IoT (7, 8, 13, 14, 20, 21, 27, 28 June 2022 )</li> <li>○ Circuit Designing – Application-based (22nd June -to 24th June 2022)</li> </ul> <ul style="list-style-type: none"> <li>• Contract is signed with TCS for TCSION ERP/LMS –System Proposal in September 2022</li> <li>• The scheme of Funded projects-Internships for Students/faculty are initiated and 25+ groups have responded and working on various projects</li> <li>• Faculty Industry Internship Policy is framed during June 2022. One faculty has undergone internship under this policy.</li> <li>• Foreign University Interaction Policy is framed during June 2022. Under this policy, VIT is adopting the integration of reputed foreign speakers in our regular curriculum as a guest or visiting faculty</li> </ul>
Item 5	<b>Administrative initiatives</b>	<ul style="list-style-type: none"> <li>• AICTE approval for changing the name of Electronics Engineering to Electronics and Computer Science Engineering is received on July 03, 2022.</li> <li>• AICTE approval for reduction in intake of ME course in CMPN &amp; EXTC from 18 to 12 is received on July 03, 2022.</li> <li>• AICTE approval for closure of ME programme in INFT is received on July 03, 2022.</li> <li>• The NIRF committee at the institute level has been reconstituted by office order dated September 19, 2022.</li> <li>• Visit of NBA Expert Committee is awaited for programmes namely ETRX, EXTC, and BIOM</li> </ul>

Item No.	Actionable Points	Action Taken
Item 6	Suggestions given by the Director, Mr. Milind Tadvalkar	<ul style="list-style-type: none"> <li>The Institute has prepared curriculum scheme and detailed syllabus for the students who are seeking admission from A.Y. 2022-23 and Board of Studies meetings are conducted by the respective departments.</li> <li>The revised evaluation scheme is also prepared for students who are studying in SE, TE and BE classes</li> <li>Draft Rules and Regulation for students seeking admission in 2022-23 are prepared for presenting before the Academic Council.</li> <li>Draft Rules and Regulation for OLD SE, TE, BE are prepared for presenting before the Academic Council.</li> </ul>
Item 6	Presentation by Criterion incharges for strengthening AQAR 2021-22	Suggestions from IQAC members regarding process changes, the establishment of new systems, and so on are implemented in order to strengthen AQAR 2021-22.



Dr. Sunil Patekar

Chairperson

