Minutes of Meeting – Internal Quality Assurance Cell

The 22nd IQAC meeting was conducted on Thursday 18rth May 2023 Time: 12:00 pm to 08:30 pm in the Board Room, M-Block 7th Floor. Shri. Vishwas Deshpande, Managing Trustee VDT, chaired the meeting.

Item	Summary
Item 1	Dr. Sangeeta Joshi welcomed all attendees and briefed about the agenda of the meeting. Dr. Sangeeta Joshi briefed about previous three IQAC meetings conducted during the year 2022-23. She also highlighted the metric (QLM and QNM) structure requirement for Autonomous Institute's SSR.
Discussion	- Need to strengthen the new metrics of SSR for Autonomous Institutes and also need to have activities to improve the low performing metrics. - Preparation towards the second cycle is to be initiated as the accreditation period expires on March 04, 2024. - Preparation towards AQAR 2022-23 is to be initiated in view of Autonomous status. - For Autonomous Institute the weightage of marks for each criterion is modified as follows: ✓ Criteria 1 - 150 ✓ Criteria 2 - 300 ✓ Criteria 3 - 150 ✓ Criteria 4 - 100 ✓ Criteria 5 - 100 ✓ Criteria 6 - 100 ✓ Criteria 7 - 100 - Shri. Vishwas Deshpande stated that after receiving Autonomous status, now the next step is to proceed for University status. He also emphasized getting A++ grade in NAAC. To achieve this, it is essential to focus on outcomes especially for teaching-learning processes and research and development. - Shri. Vishwas Deshpande also suggested setting metric wise targets in each criterion based on the benchmarks disclosed by NAAC, Bengaluru.
Item 2	**Criterion Presentation:** Discussion on changes in the Metrics of SSR /AQAR for Autonomous Institutes and action plan for necessary activities. **Criterion 1: Curricular Aspects (150)** Prof. Suvarna Udgire presented this criterion
Discussion	- It is discussed that during curriculum revision focus is to be given on the following points: ○ Courses to be added in curriculum to increase the employability/ entrepreneurship/ skill development ○ Relevance to be established with respect to the local, regional,

national, and global developmental needs. These needs should be reflected in the Programme outcomes (POs) and Course Outcomes(COs) of the Programs offered by the institution

o Faculty may include MOOCs in the formative assessment of their respective courses. For calculating ISA marks one of the components can be a MOOC course. Each department should identify the subjects in which MOOC course is considered as ISA component. We can also introduce 30 hrs. MOOC course as a standalone course.

- Assessment of the courses to be linked with KSA (Knowledge, Skills, and Abilities), for example team activities to be linked to A (Abilities), Lab activities to be linked to S(Skills) and Viva to be linked to K (knowledge)

- It is suggested to have Value Added Courses by each department in the semester breaks. Audit courses or credit courses conducted under the category of Advanced Learning Courses (ALC) can be considered as Value added courses.

- In criteria 1.4.1 the feedback from academic peers is newly introduced. It is decided to raise a query to NAAC, Bengaluru to understand the interpretation of the term "Academic Peer".

- It is decided to devise a mechanism through which data compilation for SSS and Stakeholders feedback on curriculum can be carried out with 100% responses. All Heads shall ensure that 100% responses shall be collected. For collecting the Stakeholders feedback on curriculum suggestion given by Shri. Vishwas Deshpande:

  o Collect the student feedback on the last day of end semester examination (ESE).

  o We can collect feedback offline by using OMR sheets or printed forms.

  o We can automate the process of feedback collection by integrating it with the ERP system.

  o The period of Stakeholders feedback collection on curriculum should be reflected in Academic Calendar.

It is also discussed that the system should be such that the Hall Ticket shall not be generated unless the data is submitted by the students.

Item 3	**Criterion 2: Teaching Learning and Evaluation (300)** Prof. Vaibhav Kshirsagar presented this criterion.
Discussion	• It is suggested by Shri. Vishwas Deshpande to verify the data towards Enrolment percentage and percentage of reserved category seats for various categories for benchmark comparison. • All results are to be declared within a week after the exam. For current semester, the results for engineering are to be declared by 06/06/2023 and MMS to be declared by 15/06/2023. • Students applying for revaluation shall be considered as a case of grievance. It is decided to prepare a course wise / faculty wise data base for capturing grievances of the students regarding the exam

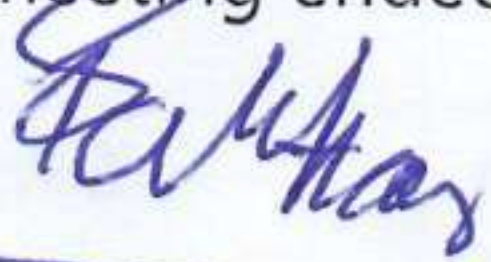|	
	evaluation. Controller of Examination shall devise the mechanism for the same. Faculty Review form shall be amended to include number of the grievances received for each course. • Academic Calendar of the institute shall be floated on the first day of every Semester. All upcoming activities and events to be carried out in the entire semester should be included in this calendar. • CO attainment calculation to be carried out by each faculty before review process. The same shall be reviewed by the Academic review Panel of Experts. • PO attainment to be presented in department preview /review presentation. • IT integration and reforms in exam: IQAC shall take initiative to suggest a appropriate name for TCS iON -ERP software. IQAC may conduct a competition of faculties or students for this purpose.
Item 4	**Criterion 3: Research, Innovations and Extension (150)** Dr. Mapare presented this criterion.

Discussion	• It is decided to setup committee for the screening of proposals received for grant of V-seed money. It is suggested to verify the minimum amount to be given as per the benchmarks and SOP. Matching grant proposal may be considered. By 1st June, the sanction letters for the same should be issued. Timeline and disbursement policy needs to be decided. The following committee constitution is suggested
	  1. CAO- Chief Academic Officer
	  2. IQAC member
	  3. HOD – Head of Department
	  4. R & D Convenor
	  5. Subject matter expert
	• R&D policy shall be revised and presented in the C2 meeting by R&D Convenor. R&D convenor shall also review the R&D targets given to each faculty and present the same in the C2 meeting.
	• All Associate Professors and Professors shall keep ready research /MODROB proposal by the end of June 2023
	• To strengthen the external funding /grants, R & D convenor shall identify such agencies giving funding with their deadlines and details about the application process. The information shall be disseminated to the faculty and it is ensured that significant number of faculty contribute towards it.
	➢ Professors and Associate professors should submit their proposal by the end of June,2023.
	• In criteria 3.2.2.1 Clarity is required from NAAC point of view. (Calculation is done by considering a count or percentage).
	• To increase the Percentage of teachers recognized as research guides, it is suggested to that R&D Convenor shall conduct a drive wherein it

	is ensured that all Ph.D. faculties have applied for recognition as Ph.D. guide in any university across the country.
	• Publication targets given to faculty shall be reviewed periodically by Heads of the departments.
	• Based on the benchmarks for consultancy, department wise targets needs to be set in the C2 meeting. R&D Convenor shall take initiative and present it in the C2 meeting.
	• NSS activities shall be published in newspapers and social media through Corporate Communication committee. NSS incharge shall co-ordinate the same with incharge, CC committee.
	• To enhance student and faculty internship numbers, MOUs need to be signed with companies. Placement and Industry-Institute-Interaction committee will help to coordinate with companies for signing the MoUs.
Item 5	**Criterion 4: Infrastructure and Learning Resources (100)** Prof. Sneha Annapanawar presented this criterion.
Discussion	• It is suggested to cross verify the expenditure (excluding salary component) break up on Infrastructure development and augmentation, library and maintenance of physical and academic support facilities for comparison with benchmarks.
	• It is suggested by Shri. Vishwas Deshpande to communicate the expected benchmarks on expenditure excluding salary to Ms. Apoorva so that the budget provisions can be done accordingly.
	• It is suggested to increase the expenditure on Library resources for the A.Y. 2023-24 to achieve a benchmark of 10% of total expenditure
Item 6	**Criterion 5: Student Support & Progression (100)** Prof. Pankaj Wanvari presented this criterion.
Discussion	• To enhance the percentage of students benefited by scholarships and free ships provided by the institution, it has been decided to frame a policy for the student scholarship. Prof. Rohit Barve shall propose the policy and present it in C2 meeting.
	• To strengthen the percentage of students benefitted by scholarships and free ships provided by the Government, its suggested to verify the data with Mr. Kulkarni, Accounts officer. Students benefiting by the Social Welfare department shall be considered.
	• CCC committee department co-ordinators shall facilitate for collection of higher studies data. Data of the Students interested in higher studies can be captured on the graduation day and subsequently follow up can be taken on the Degree Distribution Day. During D2 meetings, the CCC coordinator shall present the data related to higher studies.
	• To achieve benchmark of 10 lacks (for 1 weightage), it is decided to have a policy for financial contribution from Alumni. Prof. Rohit Barve shall propose the same in

	the C2 meeting.
Item 7	**Criterion 6: Governance, Leadership and Management (100)** Dr. Trupti Naik presented this criterion.

Discussion	• To increase the percentage of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies, it is decided to have a policy by which Every faculty shall get some fixed amount and faculty can utilize the same for attending academic programs like conferences or workshops, membership of professional bodies, registration fees of MOOCs, research work etc. In case, if the faculty fails to do the research work in the stipulated time or fails to utilize the given amount, then the faculty has to return the entire amount.
	• Dr. Trupti emphasized that as per the SOP of NAAC, it is essential that the amount should be reflected in the audited balance sheet.
	• Dr. Oak, COO, suggested to verify the data relevant to Funds / Grants received from government bodies, non-government bodies, and philanthropists. It is suggested to finalize this data in consultation with Dr. Amit Oak, Prof. Varsha Maheshwari, Mr. Naresh, and Ms. Apurva.
	• Shri. Vishwas Deshpande suggested conducting an Academic and Administrative Audit (AAA) in the month of July 2023. The data of last 5 years in the SSR format shall be considered for this audit.
	• It is discussed that while selecting case studies of decentralization, academic, administrative, and financial domains shall be considered.
	• The institutional Strategic/ Perspective plan is to be effectively deployed. It is suggested that Dr. Trupti shall present this plan in the C2 meeting. Following points may be considered while preparing the plan.
	    ○ The lab development committee shall create and present a plan for procurement of various equipment.
	    ○ A variety of courses shall be floated by departments for academic enrichment.
	    ○ It is decided to empower Heads of the departments for decision on distribution of department funds for various activities as well as to the faculty for the purpose of faculty development.
	    ○ Pre-placement training activities need to be highlighted in the plan.
	    ○ Procurement of library resources in accordance with the requirements of revised Autonomy curriculum. The budget may be extended up to 20 lakhs.
	    ○ C2 members shall contribute to developing the Strategic Plan
	• To facilitate deployment data, it is suggested to maintain Centralized data by departments and faculty.

	• Performance Appraisal System: Competency based Performance Appraisal form is to be designed for nonteaching staff. Dr. Oak, Head H.R. shall propose the same. While framing it, three categories, namely Administrative Staff, Technical Staff and Support Staff shall be considered. For each parameter, the criterion may be decided in three forms namely exceeds expectations, meets expectations and below expectations. • While discussing incremental improvements in the processes / systems, it is decided that, Internal Quality Assurance Cell (IQAC) shall contribute for modification in the Review, Preview, and Performance Appraisal forms. • A SOP audit must be conducted periodically by COO office. This includes review of targets set for the processes along with its audit.
Item 7	**Criterion 7: Institutional Values and Best Practices (100)** Prof. Ameya Nyadhish and Prof. Meenakshi Nandula presented this criterion.
Discussion	• Gender equity Survey is carried out amongst faculty and final year students. Prof. Ameya Nyayadhish presented the inferences drawn from received responses. Report of the survey shall be submitted to ICC and WDC for necessary action, if any. • It is suggested by Shri. Vishwas Deshpande to have Solar based M415 lab. The energy conserved shall be fed to the grid by installing meter for the same. It is also suggested to propose sensor-based energy conservation system by installing motion-based sensors in campus. • It is also suggested to have automated water sprinkling system for promoting the green campus initiatives. • It is decided to continue with ban on one time used plastic bottles. This will help us to strengthen the plastic-free campus policy. • It is also decided to replace all CFL bulbs on campus with LED bulbs. • As BMC officials have appreciated our efforts towards composting plant, it is suggested to initiate the communication with BMC officials for getting recognition towards "Clean and green campus awards". Prof. Nilesh Deshpande is requested to initiate the process. • Cultural events shall be spread over the entire year and be listed in the calendar of college activities. • Discussion on which Best Practices should be presented in the AQAR 2022-23 / SSR is carried out. It is suggested to highlight one academic and one administrative best practice. However, as the quorum could not conclude, it is decided to take this point in the C2 meeting.
Item 8	**Mrs. Sonaali Borkar, presented Implementation of Autonomy with respect to Academic Flexibility for First Year Students**
Discussion	• During ODD semester of the A.Y, 2022-23, following significant reforms were implemented. o Choice of faculty for all offered courses

	o Time slot flexibility o Blended mode of learning (Few courses online and few offline) o Course delivery by International faculty o Offering of higher semester courses to lower semester students • Challenges faced while implementing the above reforms were like Mindset of students – Resistance to change, Time table scheduling, delivery of GE courses, student co-ordination due to lack of class concept, carving out free Time slot for faculty for any event organization etc. • Some of the suggestions discussed to overcome the challenges faced: o On the first day of college, counsel and educate the students about the new system. o Faculty should create MS-teams for their courses to ensure proper communication between them and the students. o To establish a connection with the students, encourage the faculty to remember the names of every student enrolled in their course. o Start the lectures in the morning around 8 am to accommodate GE courses and Mindfulness sessions in the schedule. Keep the lab session going after the lecture slot. Aim to finish labs by 3 pm so that the GE session can start at 4 pm. • It is suggested to take feedback from the students regarding above reforms and thus suggest suitable changes for improving student experience.
Item 9	It is decided to conduct the next meeting in the Month of July-2023 with agenda of Department presentation (preview and review of Departments) and presenting action plan on SSS and Stakeholders' feedback on curriculum by deaprtments.

The meeting ended with a vote of thanks by Dr. Sangeeta Joshi.

Dr. Sunil Patekar
Chairperson

2 September 2023

Notice
Implementation of My Timetable for FE students

VIT is implementing The National Education Policy (NEP) framework in its curriculum for the students admitted in AY 2023-24. This framework empowers learners with flexibility in terms of choosing courses across different faculties and modes of learning. This enhances the scope for diverse learning opportunities, strengthens their toolset, skillset, and mindset and aims for their holistic personality development.

My Timetable is a unique initiative of VIT wherein students can design their own schedule. This flexibility will encourage learners to follow their passion and inherent interests, and learn at a pace that they are comfortable with, as we believe that "one size does not fit all". Learners can make informed choices about:

- Courses they would like to enroll for
- Days of the week for learning
- Timing slot of learning
- Faculty they wish to learn from

Plan of Action

1. On Monday, 4 September 2023, **Evolve through Education** booklets will be distributed to all the students of 11 divisions of First Year at 11 AM
2. Students will have regular lecture schedule from 9 AM -1.15 PM
3. 'MY TIMETABLE' process will start from 2 PM onwards.
4. Attendance is mandatory.
5. The process includes programme specific credits details session by Faculty advisors, Dry run on Moodle of MY TT with the help of FE faculty coordinators and senior students.
6. Actual Implementation of MY TT will be from 8 PM on Monday to 8 AM on Tuesday (online process from home for FE students with mentoring by SE students).
7. Grievances in TT will be solved from Tuesday, 5 September 2023 to Thursday, 7 September 2023 from 4 PM to 6 PM (D 103).
8. Gaps within the timetable can be utilized for private study exercises.
9. Students should not enroll for multiple slots of the same faculty. If this happens, the Department will take a final call on which slot to retain.
10. If any student does not fill up the My Timetable, the Department will allocate the slots as per availability at our discretion, and no further requests shall be entertained.
11. Students are advised to initially fill up the My Timetable page with pencil, as in the process of creating schedule, there may be multiple modifications.
12. Each student will get his My Timetable page signed by SE student mentor and academic coordinator.

Schedule for MY TIMETABLE 2023-24·

	INFT A	INFT B	INFT C	CMPN A	CMPN B	CMPN C	EXCS A	EXCS B	EXTC A	EXTC B	BIOM
Classrooms	D202	D201	E303	D105	D301	M608	D204	M202	D302	D304	M607
Faculty advisors	Dr. Vidya Chitre	Prof. Ajitkumar Khachane	Prof. Neha Kudu	Dr. Sachin Bojewar	Prof. Pankaj Vanwari	Dr. Mandar Sohani	Dr. Arun Chavan	Dr. Sangeeta Joshi	Prof. Pravin Patil	Dr. Dhananjay Patel	Prof. Geeta Narayanan
Academic Coordinators/ Mentors	USK	RMP	NAA	GM	MSM	ICU	AVD	PGH	MBB	NSM	ANY
Number of Student mentors (SE)	8	8	8	8	8	8	8	8	8	8	8

Sonaali Borkar
In-Charge, First Year Engineering