Agenda of IQAC meeting (IQAC_1) dated 05th June 2014

1. Introduction of Committee Members
2. Rationale behind IQAC formation
3. Discussions about the Agenda to be discussed in next meeting

Minutes of Meeting - Institute Quality Assurance Committee

The first IQAC meeting was conducted on Thursday, 5th June 2014 at 10.00 am in Board Room, M Block 7th Floor. Dr. Sunil Patekar chaired the meeting.

Agenda:

- Introduction of Committee Members
- Agenda formation for the next meeting

Principal, Dr. Sunil Patekar, welcomed all members. He briefed the members about the IQAC. The rationale behind formation of the IQAC and objective of the IQAC was presented before all the members.

Director IQAC, Dr. Sangeeta Joshi, explained the composition of the IQAC. The importance of having IQAC in institute was highlighted. It was proposed by her to conduct the next meeting in July first week to streamline the process and suggestions were invited from members to decide the agenda for the next meeting.

Meeting ended with vote of thanks by Prof. Varsha Bhosale.

Dr. Sunil Patekar

Chairperson

Agenda of IQAC meeting (IQAC_2) dated 4th July 2014

1) Discussions on Perspective Plan and Strategic Plan of the Institute for next 5 years (2015 to 2020)

2) Focus on Outcome Based Learning and NBA Accreditation

3) Discussions on Academic Review conducted

4) Discussions about 'Academic Preview' to check the academic preparedness of faculty before semester beginning

5) Discussion on Stakeholders' Feedback analysis and Remedial Solutions/ Action Plan

6) Train the trainer – Discussion on participation of academic and administrative staff in Workshops/ STTPs/ FDPs for upcoming semester

7) Discussion on Final Year Projects and plan for monitoring the progress of such projects

8) Initiative to establish Tejas Lab at VIT for imparting practical training to students

9) Value Added Courses for UG and PG students

10) Career Counselling of students

11) Preplacement training for students to improve final placement –
    a) Mock Aptitude Test – by AMCAT
    b) Mock Group Discussions
    c) Mock Personal Interviews

12) Establishment of Vidyalankar Consultancy Services to encourage consulting activities on campus

13) Research initiatives: Research Conference/Symposium every alternate year to encourage research among faculty and student

14) Social Initiative through Vidyalankar Service Scheme: Swachh VIT Abhiyan

Minutes of Meeting – Internal Quality Assurance Cell

The IQAC meeting was conducted on Friday, 4th July 2014 at 11.00 am in Board Room, M Block 7th Floor. Dr. Sunil Patekar chaired the meeting.

Item	Summary
Item 1	Dr. Sunil Patekar, Head IQAC welcomed and introduced the invitee members.
Item 2	Dr. Sangeeta Joshi, Director IQAC displayed the agenda and gave brief introduction of points in the agenda.
Item 3	**Discussions on Perspective Plan and Strategic Plan of the Institute for next 5 years (2015 to 2020)**
Discussion	It was proposed by IQAC members that the institute should have Perspective plan for next five years from 2015 to 2020. It was further proposed that the institute should also prepare strategic plan to lay down strategy for the period of five years to achieve the perspective plan.
Item 4	**Focus on Outcome Based Learning and NBA Accreditation**
Discussion	Dr. Sunil Patekar highlighted the need of Outcome Based Education. Further it was discussed that departments to formulate the Program Evaluation Objectives, Program Outcomes and Course Outcomes. The readiness of the engineering departments was reviewed appearing for NBA. He also initiated the discussion on institute appearing for NAAC.
Item 5	**Discussions on Academic Review conducted**
Discussion	IQAC coordinator Dr. Sangeeta Joshi initiated the discussion about Academic Review process. She shared the report on Academic Review conducted for the semester ended on April'14. The IQAC members suggested measures to strengthen the process. It was decided that these suggestions will be discussed in next meeting to make revise the review guidelines for the current semester.
Item 6	**Discussions about 'Academic Preview' to check the academic preparedness of faculty before next semester beginning based on Academic Administration Plan**
Discussion	Since the process of academic review has set in the institute The IQAC has proposed to check the academic preparedness of faculty based on preparation of Academic Administration Plan customised as per the subject requirement. It is proposed that the Academic Previews will be conducted before the commencement of new semester.
Item 7	**Discussion on Stakeholders' Feedback analysis and Remedial Solutions/ Action Plan**
Discussion	Feedback on design and review of curriculum is taken from different stakeholders such as students, teachers, employers, alumni and parents. In order to incorporate the

Item	Summary
	stakeholders suggestion, it was decided that the institute will float the value added courses for students to make them industry ready.
Item 8	**Train the trainer – Discussion on participation of academic and administrative staff in Workshops/ STTPs/ FDPs for upcoming semester**
Discussion	Based on feedback of the stakeholders it was discussed that faculty should also undergo the training every semester to upgrade the technical skills at par with industry. Also, it is essential to train the administrative and technical staff of the institute to handle the work effectively. It was proposed by IQAC that at least fifty percent of staff should attend the training programme each semester.
Item 9	**Discussion on Final Year Projects and plan for monitoring the progress of such projects**
Discussion	It was discussed by IQAC members that the final year project monitoring is essential to develop the application based projects. It is very important to brief students about the emerging areas to make the selection of the preferred disciplines. Thus, Final Year Project Quality Committee (FYPQA) to lay the guidelines for students to improve the quality of projects.
Item 10	**Initiative to establish Tejas Lab at VIT for imparting practical training to students**
Discussion	IQAC has proposed to have MOU to set up the Tejas Lab for imparting practical training to the students of Electronics department to give them hands on experience.
Item 11	**Value Added Courses for UG and PG students**
Discussion	Feedback received from the stake holders has insisted on industry readiness of students through value addition. Special Invitee, Prof. Anand Paralkar briefed about the need of Value added Courses to bridge the gap between industry and academia. All the members gave suggestions in support to this. It was decided to float value added courses to students and for the same department heads were requested to motivate and encourage the students to enrol for the same.
Item 12	**Career Counselling of students**
Discussion	Prof. Shrikant Velankar suggested that there is a need to make students aware about the career options available. The need for higher studies for the benefit of students was highlighted. Everyone agreed that there should be special cell which perform these activities for the benefit of students. It was decided that new committee will be composed which will take care of the Career Counselling for students.

Item	Summary
Item 13	Preplacement training for students to improve final placement – a) Mock AMCAT b) Mock Group Discussions c) Mock Personal Interviews
Discussion	Prof. D Krishna – Training and Placement officer briefed about the placement statistics and activities carried out. The preplacement training process was discussed, and changes were suggested to improve the placement. The emphasis was given on Mock Aptitude Test for which it was decided that practice AMCAT will be conducted for students. Also, Mock GD and PI sessions to be conducted for students by faculty to make them ready for final placement process.
Item 14	Establishment of Vidyalankar Consultancy Services to encourage consulting activities on campus
Discussion	In terms of encouraging the consulting activities the IQAC proposed to establish Vidyalankar Consultancy Services.
Item 15	Research initiatives: Research Conference/Symposium every alternate year to encourage research among faculty and student
Discussion	It is discussed that it is required to encourage and improve the research among faculty and students. Further the decision is made that every alternate year research conference or Symposium will be conducted in the Institute. The committee will be formed to work on RACEM 2015 – research Symposium.
Item 16	Social Initiative through Vidyalankar Service Scheme: Swachh VIT Abhiyan
Discussion	It is proposed by IQAC that the Institute to be part of Prime Minister's Swachh Bharat Abhiyan as Swachh VIT Abhiyan to evoke the sense of responsibility among the people through this movement.
Item 17	It was decided to conduct next meeting in the Month of November and discuss the progress of the current agenda items.

Meeting ended with vote of thanks by Prof. Varsha Bhosale.

Dr. Sunil Patekar

Chairperson

Agenda of IQAC meeting (IQAC_3) dated 7th November 2014

1. Review of minutes of previous meeting

2. Discussions on draft Perspective plan and Strategic plan of the institute

3. Revision in Academic Review

4. Discussions to initiate 'Academic Preview' from term beginning from January 2015.

5. Train the trainer – Discussion on participation of academic and administrative staff in Workshops/ STTPs/ FDPs for upcoming semester

6. Academic Induction Programme by each department in every Semester

7. Result Analysis and Result Improvement initiatives - Preliminary Examinations for FE AM-I/II and direct second year AM-III (Mission 100)

8. Strengthening Examination Module on ERP

9. ICT Initiatives:

   a. Discussions to create infrastructure for Lecture capture

   b. Discussions to use tab for capturing student attendance

   c. Promoting Virtual Lab in association with IIT Mumbai and making VIT ready as nodal centre

10. Social Initiative through Vidyalankar Service Scheme: Discussions on Adoption of Vadala Road station

Minutes of Meeting – Internal Quality Assurance Cell

The IQAC meeting was conducted on Friday, 7th November 2014 at 11.00 am in Board Room, M Block 7th Floor. Dr. Sunil Patekar chaired the meeting.
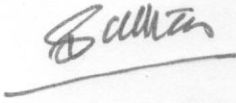
Item	Summary
Item 1	Dr. Sunil Patekar welcomed all. He welcomed and introduced the invitee members.
Item 2	Dr. Sangeeta Joshi displayed the agenda and gave brief introduction of points in the agenda. Initial discussion started with minutes of the previous meeting and action taken.
Item 3	**Discussions on draft Perspective plan and Strategic plan of the institute (2015-2020)**
Discussion	The first draft of Perspective Plan and Strategic plan made by Steering committee and suggestions for the same are discussed.
Item 4	**Revision in Academic Review**
Discussion	It is proposed by IQAC to revise the academic review process to incorporate the leaves availed by faculty, academic and administrative engagements, targets for upcoming semester for better evaluation of faculty.
Item 5	**Discussions to initiate 'Academic Preview' from term beginning from January 2015**
Discussion	It is decided IQAC to implement the Academic Preview for the semester beginning from January 2015. It is decided that Chief Academic Officer will circulate the draft Academic plan to faculty along with the guidelines of preview and all the faculty will appear for the preview to show the academic preparedness before commencement of the semester.
Item 6	**Train the trainer – Discussion on participation of academic and administrative staff in Workshops/ STTPs/ FDPs for upcoming semester**
Discussion	It is discussed that faculty should undergo the training every semester to upgrade the technical skills at par with industry. It is proposed by IQAC members that at least fifty percent of staff should attend the training programme each semester. Also, it is essential to train the administrative and technical staff of the institute to handle the work effectively.
Item 7	**Academic Induction Programme by each department in every Semester**
Discussion	VDT Director suggested that the Induction program should be held in the beginning of each semester to make students ready for the semester and to make them aware

Item	Summary
	about the academic initiatives taken by the department. Prof. Varsha Bhosale highlighted that students will be more serious about the academic initiatives and thus may lead to serious involvement in academic activities. Thus, it is resolved that the same will be incorporated from the next semester.
Item 8	**Result Analysis and Result Improvement initiatives - Preliminary Examinations for FE AM-I/II and direct second year AM-III (Mission 100)**
Discussion	Prof. Varsha Bhosle discussed the results and initiated the discussion about result improvement. It was decided to improve the results of first year engineering by providing students with extra practice hours. The efforts can be named as Mission 100 and the guidelines will be laid by the FE In charge. It was also suggested that the Preliminary examinations to be conducted for FE AM-I/II and direct second year AM-III to understand the student preparation before their final exams.
Item 9	**Strengthening Examination Module on ERP**
Discussion	It was discussed during IQAC meetings that the examination module to be strengthen on ERP to streamline the process of examination on ERP from Exam enrolment to result analysis.

Item 10	**ICT Initiatives:**
	    a. **Discussions to create infrastructure for Lecture capture**
	    b. **Discussions to use tab for capturing student attendance**
	    c. **Promoting Virtual Lab in association with IIT Mumbai and making VIT ready as nodal centre**

Discussion	It was proposed by IQAC to create the infrastructure to implement the Lecture Capture facility for First year. It was also proposed by Mr. Milind Tadwalkar, Director VDT to use Tab with biometric device to capture student attendance and generate attendance records effectively. Special Invitee, Prof. Geetha Narayanan, made everyone aware about the Virtual Lab initiative of IIT Mumbai. She briefed about the VIT association with this institution of eminence. She further suggested that VIT must become nodal centre for this initiative. Everyone agreed on this and necessary steps were discussed.
Item 11	**Social Initiative through Vidyalankar Service Scheme: Discussions on Adoption of Vadala Road station**
Discussion	IQAC members approved the proposal of adopting Vadala Road Railway Station for

Item	Summary
	cleanliness as per the appeal made by Governor of Maharashtra to educational institutes. It was decided to make a formal request through Vidyalankar Service Scheme to the Governor of Maharashtra and General Manager (C.R) for adoption of Wadala Railway Station for cleanliness and overall Infrastructure development.
Item 12	It was decided to conduct next meeting in the Month of July and discuss the progress of the current agenda items.

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

Dr. Sunil Patekar

Chairperson