Agenda of IQAC meeting (IQAC_4) dated 3rd July 2015

1) Review of minutes of previous meeting

2) Discussions on Academic Review conducted

3) Discussions on Academic Preview conducted

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

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

6) Discussion on Final Year Projects and monitoring the progress of such projects

7) ICT Initiative of Lecture Capture facility for FE students to be implemented from August 2015

8) FE workshop Reconstruction

9) Preplacement training for students by SMARTWAYZ

10) Activities to encourage research:

   a) Book, Technical & Paper Review by faculty from each department

   b) Planning of STTP on "Effective Research Methodology for Ph.D. Aspirant of Engineering & Technology" in the month of December 2015

11) Social Initiative through Vidyalankar Service Scheme: Recycling campaign

Minutes of Meeting – Internal Quality Assurance Cell

The IQAC meeting was conducted on Friday, 3rd July 2015 at 5.00 pm in Board Room, M Block 7th Floor. Dr. Sunil Patekar chaired the meeting.

Item	Summary
Item 1	Dr. Sunil Patekar 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 Academic Review conducted**
Discussion	IQAC Director Dr. Sangeeta Joshi initiated the discussion about Academic Review process. She shared the report on Academic Review conducted for the semesters ended on Nov'14 and April'15. IQAC members suggested measures to strengthen the process. It is decided that these suggestions will be discussed in next meeting to revise the Review guidelines for the upcoming academic year.
Item 4	**Discussions on Academic Preview conducted**
Discussion	After the first cycle of Preview conducted in the month of Jan 2015, the report of the same discussed during IQAC meeting. It is decided that the suggestions of IQAC will be discussed in next meeting to revise the Preview guidelines and Academic Administration Plan for the upcoming academic year.
Item 5	**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 stakeholders suggestion, it was decided that the institute will encourage faculty to participate in training programs to stay abreast with the current trends.
Item 6	**Train the trainer – Discussion on participation of academic and administrative staff in Workshops/ STTPs/ FDPs for upcoming semester held within as well as outside the institute**
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	Summary
Item 7	**Discussion on Final Year Projects and 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 monitoring the students progress at regular interval.
Item 8	**ICT Initiative of Lecture Capture facility for FE students to be implemented from August 2015**
Discussion	Director, VDT Mr. Milind Tadvalkar updated IQAC members on the readiness of special infrastructural arrangements required for Lecture Capture. It is decided that the facility will be implemented for FE students from August 2015
Item 9	**FE workshop Reconstruction**
Discussion	An initiative proposed by IQAC to improve the quality of first year engineering workshop by giving small project- based experiments to students.
Item 10	**Preplacement training for students by SMARTWAYZ**
Discussion	Special invitee Prof. D Krishna briefed about the placement statistics and activities carried out. It was also proposed that the preplacement training will be done by external agency (Smartways) to improve the placement number as well as to improve the salary offered.
Item 11	**Activities to encourage research:** • **Book, Technical & Paper Review by faculty from each department** • **Planning of Research Symposium in the month of December 2015**
Discussion	Special Invitee, Dr.Varsha Turkar briefed about the need of Book, Technical & Paper Review among the faculty to remain update with current technology. It was proposed by IQAC that all the faculty from each department to participate in Book Review, Technical Review and Paper review and the activity will spread across the semester. Dr. Sangeeta Joshi initiated the discussion on planning and organisation of the National Research Symposium in the month of December. The objective of this symposium is to provide a platform for participants to share ideas, present their research findings in Engineering and Management, to improve the quality of research and to provide opportunities to Ph.D. aspirants to understand research trends across reputed institutes such as IITs and NITs.

Item	Summary
Item 12	**Social Initiative through Vidyalankar Service Scheme: Recycling campaign**
Discussion	In order to create awareness about the environment issues, it is proposed by Prof.Varsha Bhosale to organize Recycle Campaign in collaboration with IIT Mumbai
Item 13	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_5) dated 27th November 2015

1. Review of minutes of previous meeting

2. Revision in Academic Review

3. Revision in Academic Preview

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

5. Result Analysis and discussion on Result Improvement initiatives – Remedial Lectures for drop outs and ATKT students

6. Job Fair to be organised by MMS

7. Activities to encourage research:

    a. Book Review/Tech Review/ Paper Review to be held on each 1st and 3rd Monday by each department

    b. Inviting Minor Research Proposals to be funded by University of Mumbai and Vidyalankar Dnyanpeeth Trust

8. Commencement of C. S. Deshpande Memorial Lecture series

9. Awareness about Biomedical Engineering – Organisation of Biomedical Panel Meet

10. Planning of launching app for VIT Alumni

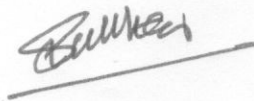## Minutes of Meeting – Internal Quality Assurance Cell

The IQAC meeting was conducted on Friday, 27th November 2015 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 and introduced the invitee members.
Item 2	Dr. Sangeeta Joshi presented the agenda for the meeting and a quick review was done for the points discussed in previous meeting.
Item 3	**Revision in Academic Review**
Discussion	As discussed in previous meeting IQAC members proposed to revise few points in the Academic Review Process. The points included are Faculty Achievements of current semester, initiatives taken by faculty for Interaction with outside world
Item 4	**Revision in Academic Preview**
Discussion	The initiative proposed by IQAC was decided to be implemented from semester beginning from January 2015. 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 5	**Train the trainer – Discussion on participation of academic and administrative staff in Workshops/ STTPs/ FDPs for upcoming semester**
Discussion	The status of staff attending training program reviewed and it is proposed that the reporting heads should motivate and nominate the staff members for various trainings held within the institute as well as outside the institute. If going out for attending training programs all approval forms should be send in advance to the principal's office. Also, similar events should be arranged within institute.
Item 6	**Result Analysis and discussion on Result Improvement initiatives – Remedial Lectures for drop outs and ATKT students**
Discussion	Results of Dec'14 and April'15 exams reviewed and it is observed that student's failure is more in Analytical subjects and results of Second Year is particularly critical. Remedial lectures should be planned at department level for failures and dropout students. Departments to ensure that maximum students attend these remedial sessions before ATKT exam.
Item 7	**Job Fair to be organised by MMS**

Item	Summary
Discussion	Head, Management studies initiated the discussions on planning for organising Job Fair in association with The Times of India in the month of December-2015. This will be a good platform for the institute branding at regional level since participant companies and job seekers will visit the campus for seeking Job. Our students will also get an opportunity to participate in the job fair.

Item 8	**Activities to encourage research:**
	   a. **Book Review/Tech Review/ Paper Review to be held on each 1st and 3rd Monday by each department**
	   b. **Inviting Minor Research Proposals to be funded by University of Mumbai and Vidyalankar Dnyanpeeth Trust**

Discussion	IQAC always strongly supports the activities that imbibe research culture amongst the faculty. It is been decided that Book Review/Tech Review/ Paper Review activity to be held on each 1st and 3rd Monday by each department. The schedule of these activities will be prepared before the commencement of the semester and will be added in the academic calendar. During this review activity faculty can present selected topics in the form of Book Review, Technology Review or a Paper Review. Report of the activity should be submitted to the R&D Coordinator of the respective departments to the Institute R & D convener. Faculty will be encouraged to submit Minor Research Proposals to University of Mumbai and same shall be monitored by the Institute R & D convener.
Item 9	**Commencement of C. S. Deshpande Memorial Lecture series**
Discussion	To celebrate Birth Anniversary of founder of Vidyalankar Dnyanapeeth Trust, it has been proposed by IQAC to commemorate C.S. Deshpande Memorial Lecture Series. This would be conducted every year on 19th May. Eminent Experts in the field of Science & Technology would be invited to enlighten the memorial lecture series.
Item 10	**Awareness about Biomedical Engineering – Organisation of Biomedical Panel Meet**
Discussion	Biomedical Engineering is a Multidisciplinary field and offers great potential for students to make a career in it. To guide the engineering aspirants about prospective potential of this branch head, biomedical department proposed to a Biomedical Panel Meet. Experts from Industry and reputed Academic institute will be invited to guide the

Item	Summary
	students.
Item 11	**Planning of launching app for VIT Alumni**
Discussion	Every year many students pass out from the institute. It is essential to connect with the Alumni for advancement of the institution. It has been proposed that there has to be a dedicated Alumni Portal for connecting the entire Alumni network with current students. Thus, it is decided that VIT in association with an external vendor will develop an app to get connected with VIT Alumni. Suggestions have been taken from Dept. Head and TPO.
Item 12	Next Meeting to be Conducted in month of July in the Academic Year 2016-17

Dr. Sangeeta Joshi gave a Vote of Thanks to end up the meeting.

Dr. Sunil Patekar

Chairperson