

Agenda of IQAC meeting (IQAC_6) dated 1st July 2016

- 1. Review of minutes of previous meeting**
- 2. Deployment of Strategic Plan for the academic year 2015-16**
- 3. Focus on Outcome Based Learning: Reaccreditation of NBA and NACC Accreditation**
- 4. Discussions on Academic Review conducted**
- 5. Discussions on Academic Preview conducted**
- 6. Discussion on Stakeholders' Feedback analysis and Remedial Solutions/ Action Plan**
- 7. Train the trainer – Discussion on participation of academic and administrative staff in Workshops/ STTPs/ FDPs for upcoming semester**
- 8. Revision in Performance Appraisal of teaching staff**
- 9. Discussion on Final Year Projects and progress of such projects**
- 10. Placement Activities : To encourage Internships**
- 11. ICT initiative: Development of Digital Content – E-Flip Book**

Minutes of Meeting – Internal Quality Assurance Cell

The IQAC meeting was conducted on Friday, 1st July 2016 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 all 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	Deployment of Strategic Plan for the academic year 2015-16
Discussion	It is proposed by IQAC members that at the end of each academic year 2015-16, deployment document for the academic year to be prepared to map the target with the actual achievements.
Item 4	Focus on Outcome Based Learning: Reaccreditation of NBA and NACC Accreditation
Discussion	The Chairperson IQAC highlighted the importance of Institute level NAAC Accreditation and it is decided that the NAAC preparation should be started in the current academic year. It is also important to consider the reaccreditation of NBA for the accredited as well as non-accredited departments.
Item 5	Discussions on Academic Review conducted
Discussion	IQAC Director initiated the discussion about Academic Review process. The report on Academic Review conducted for the academic year 2015-16 is discussed. It is decided that suggestions will be discussed in next meeting to revise the Review guidelines for the current academic year.
Item 6	Discussions on Academic Preview conducted
Discussion	Chief Academic Officer initiated the discussion about Academic Preview process. The report on Academic Preview conducted for the academic year 2015-16 is discussed. It is decided that suggestions will be discussed in next meeting to revise the Academic Administration Plan and Preview guidelines for the current academic year.
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 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	Revision in Performance Appraisal of teaching staff
Discussion	Director IQAC initiated the discussions on the revision in Performance Appraisal system of teaching staff. The revised process to foster individual development and identify opportunities for additional support where required.
Item 10	Discussion on Final Year Projects and progress of such projects
Discussion	The report of evaluation of Final year project is reviewed by IQAC. The action plan for current academic year is discussed and finalised.
Item 11	Placement Activities: To encourage Internships
Discussion	Training and Placement officer Prof. D Krishna briefed about the placement statistics and activities carried out. He proposed to implement the internships for engineering students to get the hands on experience during vacations.
Item 12	ICT initiative: Development of Digital Content – E-Flip Book
Discussion	The Vice Principal initiated the discussions by reviewing the status of Digital Content development of previous semester. It was decided to develop eFlip Book for upcoming semester so that students can view the same on their mobile devices. It was also proposed by IQAC to strengthen the uploads on vRefer – an in house developed knowledge repository to upload study material by VIT faculty as ICT initiative.
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_7) dated 28th November 2016

1. Review of minutes of previous meeting
2. Discussion on Accreditation received and new NBA guidelines for non-accredited departments
3. PSO formulation for Outcome Based Education for engineering departments
4. Creation of Institute Clusters: Identifying industry and academic mentors
5. Revision in Academic Review
6. Revision in Academic Preview
7. Train the trainer – Discussion on participation of academic and administrative staff in Workshops/ STTPs/ FDPs for upcoming semester
8. Result Analysis and discussion on Result Improvement initiatives – Special coaching for caustic subjects in Week0 and Week1
9. Centralized structured conduction of Oral and Practical Examination for the upcoming academic years
10. Internal Internships for students
11. Awareness about Biomedical Engineering – Organisation of Biomedical Panel Meet
12. Launch of Alumni App in association with Alma Shines

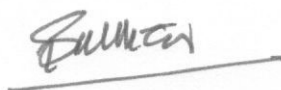
Minutes of Meeting – Internal Quality Assurance Cell

The IQAC meeting was conducted on Friday, 28th November 2016 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 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	Discussion on Accreditation received and new NBA guidelines for non-accredited departments
Discussion	The members IQAC congratulated the accredited departments and discussions are held to take necessary steps to be taken for non-accredited departments.
Item 4	PSO formulation for Outcome Based Education for engineering departments
Discussion	
Item 5	Creation of Institute Clusters: Identifying industry and academic mentors
Discussion	The practice of department cluster mentoring has resulted in the effective Gap Mitigation for course delivery. For further curriculum enrichment it has been decided by IQAC to create institute clusters of same subject domain and Identifying industry and academic mentors to improve industry and academic interaction
Item 6	Revision in Academic Review
Discussion	It was 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 7	Revision in Academic Preview
Discussion	As discussed in previous meeting IQAC members proposed to revise points in the Academic Administrative Plan and Preview guidelines to include specific targets to be achieved by faculty in upcoming semester. These targets include, publishing research papers, participation in Training Programs/Refresher Courses etc.
Item 8	Train the trainer – Discussion on participation of academic and administrative staff in Workshops/ STTPs/ FDPs for upcoming semester
Discussion	It was proposed by IQAC that at least fifty percent of staff should attend the training programme each semester. 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.
Item 9	Result Analysis and discussion on Result Improvement initiatives – Special coaching for caustic subjects in Week0 and Week1
Discussion	After analysing the results caustic subjects are identified and decided to start special coaching for these subjects one week before the term commencement and Week 1. The time table committee has been informed accordingly to reflect the changes in the time table.
Item 10	Centralized structured conduction of Oral and Practical Examination for the upcoming academic year
Discussion	Our director suggested to conduct centralized oral and practical examination to improve quality.
Item 11	Internal Internships for students
Discussion	It has been decided that before entering the working world an opportunity should be given to apply for internal internships to gain the hands on experience for third year students.
Item 12	Awareness about Biomedical Engineering – Organisation of Biomedical Panel Meet
Discussion	
Item 13	Launch of Alumni App with Alma Shines
Discussion	It has been decided to launch the Alumni app in association with Alma Shines in the month of December 2016 so that an increasingly mobile-connected alumni population is more likely to be engaged by apps that can serve as a central hub for their continued campus connection.
Item 14	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. Varsha Bhosale



Dr. Sunil Patekar

Chairperson