

Agenda of IQAC meeting (IQAC_8) dated 6th July 2017

- 1) Review of minutes of previous meeting**
- 2) Focus on Outcome Based Learning: Reaccreditation of NBA, NIRF Participation and NACC Accreditation**
- 3) Discussions on Academic Review conducted**
- 4) Discussions on Academic Preview conducted**
- 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) Centre of Excellence for Academic excellence**
- 8) Formation of Senate and Board of Advisors for MMS**
- 9) Formation of Board of Studies for Engineering**
- 10) Discussion on Final Year Projects theme and plan for monitoring the progress of such projects.**
- 11) Research Initiatives: Research Symposium in December 2017 to encourage research among faculty and student**
- 12) Placement Activities**
- 13) Enhancing Industry Institute Interaction**
- 14) Social Initiatives: NSS Reregistration**
- 15) Environmental Initiatives: Composting Plant for Bio Degradable waste**

Minutes of Meeting - Internal Quality Assurance Cell

The IQAC meeting was conducted on Thursday, 6th July 2017 at 5.00 pm 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 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	Focus on Outcome Based Learning: Reaccreditation of NBA, NIRF Participation and NACC Accreditation
Discussion	Chairperson, IQAC reviewed the status of preparations towards reaccreditation of NBA and NIRF Participation. NAAC convener shared the status towards NAAC preparations and updated IQAC that the institute will file NAAC SSR in the year 2018 and initiated the discussions on Academic Administrative Audit.
Item 4	Discussions on Academic Review conducted
Discussion	Chief Academic Officer initiated the discussion about Academic Review process. The reports and grades of Review are discussed for the semester ended on Nov'16 and April'17. It is decided that suggestions will be discussed in next meeting to revise the Review guidelines for the current academic year.
Item 5	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 2016-17 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 6	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 stakeholder's suggestion, it was decided that the institute will encourage faculty to participate in training programs to stay abreast with the current trends.

Item 7	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 8	Centre of Excellence for Academic excellence
Discussion	The discussions are held during IQAC meeting to finalise the Centre of Excellence for academic excellence with GE healthcare.
Item 9	Formation of Senate and Board of Advisors for MMS
Discussion	In order to enhance the industry institute interactions and formalised the specialisation wise activities it is proposed in the IQAC meeting that Senate and Board of Advisors to be formulated for MMS. The Senate to play an instrumental role in enriching the MMS curriculum by offering focused Industry oriented trainings and certifications for students.
Item 10	Formation of Board of Studies for Engineering
Discussion	The IQAC has proposed to formulate the Board of studies for the engineering courses for mapping the existing syllabus of engineering with that of one state level, national level and international level institute.
Item 11	Discussion on Final Year Projects theme and plan for monitoring the 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 12	Research Initiatives: Research Symposium in December 2017 to encourage research among faculty and student
Discussion	Institute R & D Convener 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 13	Placement Activities
Discussion	Training and Placement officer Prof. D Krishna briefed about the placement statistics and activities carried out. He proposed to have tie ups with external vendor for support in providing internships for engineering students to get the hands on experience during vacations.
Item 14	Enhancing Industry Institute Interaction
	In order to enhance Industry Institute Interaction it was decided to form MOUs with good organisations. IQAC proposed the MOU for MMS with CII Yi which is an integral part of the Confederation of Indian Industry (CII), a non-government, not-for-profit, industry managed organisation playing a proactive role in student development.
Item 15	Social Initiatives: NSS Reregistration
Discussion	Keeping in mind the sole aim of the social initiatives it has been decided by IQAC to apply for reregistration of NSS
Item 16	Environmental Initiatives: Composting Plant for Bio Degradable waste
Discussion	The Director VDT proposed to have composting plant at VIT to support the Green initiatives. The talks initiated with ECO-ROX, an NGO which works towards environmental conservation creating awareness among stakeholders and motivating them to participate in environmental conservation and protection.
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.

Sunil Patekar

Dr. Sunil Patekar
Chairperson

Agenda of IQAC meeting (IQAC_9) dated 30th November 2017

- 1. Review of minutes of previous meeting**
- 2. Brainstorming session for revisiting the Institute Vision and Mission**
- 3. Planning for Academic administrative audit – Preparation for NAAC**
- 4. Revision in Academic Review**
- 5. Revision in Academic Preview**
- 6. Train the trainer – Discussion on participation of academic and administrative staff in Workshops/ STTPs/ FDPs for upcoming semester**
- 7. Result Analysis and discussion on Result Improvement initiatives of preliminary exams for SE and DSY**
- 8. Discussion on organising 1st Tedx at VIT**
- 9. Enhancing Industry Institute Interaction: Establishment of centre of excellence for Biomedical department**
- 10. Encouragement to the start-ups on campus: case study of “Digital Experience Design and Transformation”**
- 11. Environment related Initiative: MOU with EcoRox for composting Plant for Bio Degradable waste**
- 12. Launch of Alumni App with Alma Shines**

Minutes of Meeting – Internal Quality Assurance Cell

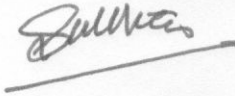
The IQAC meeting was conducted on Friday, 30th November 2017 at 5.00 pm in Board Room, M Block 7th Floor. Dr. Sunil Patekar chaired the meeting.

Item	Summary
Item 1	Chairperson Dr. Sunil Patekar welcomed all and introduced the invitee members.
Item 2	Director, 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	Planning for Academic administrative audit – Preparation for NAAC
Discussion	Convener NAAC updated the IQAC members with the preparation of Academic Administrative Audit and the dates and itinerary of the same is finalised.
Item 4	Revision in Academic Review
Discussion	The revised review guidelines discussed during IQAC meeting for academic year 2017-18. It was proposed by IQAC that following details will be added in review forms: Marks assign for the handwritten solution of University paper, extra sessions conducted for regular students and revised course file etc.
Item 5	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 6	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 7	Result Analysis and discussion on Result Improvement initiatives for slow learners and advance learners
Discussion	Results of Dec'16 and April'17 exams reviewed by IQAC members. It is observed that result is required to be improved by fter 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 and
Item 8	Discussions on organising 1st Tedx at VIT
Discussion	The IQAC members approved the idea of organising the 'Tedx Talk' at VIT, it is decided that the talk will be delivered in the field of technology that is now the buzz word for the millennials giving understanding of application of technology. The finalised details and itinerary of the event is discussed during the meeting .
Item 11	Enhancing Industry Institute Interaction: Establishment of centre of excellence for Biomedical department
Discussion	As per the discussion on Industry institute interactions and setting up laboratories matching the industry standard, IQAC proposed the MOU of Bio Medical with GE Healthcare.
Item 12	Encouragement to the start-ups on campus: case study of "Digital Experience Design and Transformation"
Discussion	It is essential to encourage the start-ups and entrepreneurial activities on campus. The IQAC proposed to formalised the efforts towards the developing the case of Digital experience and transformation in the first formal start up for the Institute.
Item 13	Environment related Initiative: MOU with EcoRox for composting Plant for Bio Degradable waste
	With the successful implementation of composting plant and training to housekeeping staff about bio degradable waste. The IQAC proposed to have MOU with EcoRox for more such green initiatives.
Item 14	Launch of Alumni App with Alma Shines

Discussion	It has been proposed by the IQAC to launch the Alumni app in association with Alma Shines in the month of December 2016 during winter Alumni Meet, it will be the connector between Institute and Alumni and will provide the platform to exchange information through this portal, 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