

**VIDYA PRATISHTHAN'S  
INSTITUTE OF INFORMATION TECHNOLOGY, BARAMATI**

**MINUTES OF MEETING**

Committee: **INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
Date: 29<sup>th</sup> June 2018  
Time: 11.30AM  
Venue: VIIT Conference Hall

Following members were present for the meeting.

- |                             |                                   |
|-----------------------------|-----------------------------------|
| 1. Dr. Amol C. Goje         | Chairman, Head of the Institution |
| 2. Mr. Sanjay Jagtap        | Admin Officer                     |
| 3. Mrs. Asmita Argade       | Admin Officer (Accounts)          |
| 4. Mr. Dhananjay Jamdar     | Nominee of Employer               |
| 5. Mr. Ashish Pallod        | Nominee of Industry               |
| 6. Dr. R. M. Shah           | Member from Management            |
| 7. Dr. Sateeshchandra Joshi | Teacher Representative (MBA)      |
| 8. Ms. Rohini Gaikwad       | Teacher Representative (MCA)      |
| 9. Mr. Mayank Kothawade     | Teacher Representative (MCA)      |
| 10. Ms. Manisha Shelkande   | Teachers Representative (MBA)     |
| 11. Ms. Meghana Sawant      | Training and Placement officer    |
| 12. Mr. Sagar Nimbalkar     | Coordinator, IQAC                 |

**Agenda #1: To read & confirm the minutes of last meeting held on 7<sup>th</sup> October, 2017**

**Resolution #1:** The minutes of the meeting held on 7<sup>th</sup> October, 2017 are read by Mr. Sagar Nimbalkar (IQAC-Coordinator) and approved unanimously by all the members.

**Agenda #2: To introduce new members of IQAC,**

**Resolution#2:** According to new guidelines of NAAC regarding composition of IQAC, following members are proposed and approved unanimously by all.

<b>Sr. No.</b>	<b>New Member</b>	<b>In place of</b>
1.	Ms. Manisha Shelkande (Teacher Representative)	Dr. R. R. Gaikwad
2.	Mr. Mayank Kothawade (Teacher Representative)	Dr. R.D. Choudhari
3.	Mrs. Asmita Argade (Admin. Representative)	Newly Proposed
4.	Ms. Meghana Sawant (TPO)	Newly Proposed
5.	Need to propose Alumni Representative (MCA)	Mr. Vijay Jambunathan
6.	Need to propose Alumni Representative (MBA)	Ms. Meghana Sawant
7.	Need to propose Student Representative (MCA)	Newly Proposed
8.	Need to propose Student Representative (MBA)	Newly Proposed
9	Mr. Sagar Nimbalkar (Coordinator)	Mr. P. N. Mohite

It is decided that alumni representative and student representative should be decided through discussion in staff meeting.

**Agenda #3: To review and discuss AQAR for 2017-18.**

**Resolution #3:** As per NAAC, AQAR 2017-18 should be prepared for the period 1<sup>st</sup> July 20017 to 30<sup>th</sup> June 2018. Accordingly the work is initiated for drafting of AQAR with the help of footprint (A comprehensive document with record of all the activities conducted through the said period). It is proposed that the draft of AQAR should be ready by 31<sup>st</sup> July 2018 against the deadline of 31 Dec. 2018 laid by NAAC, Bengluru.

It is also decided to review the AQAR-2017-18 in the next meeting of IQAC scheduled in the month of September 2018.

**Agenda #4: To discuss the new guidelines for composition of IQAC and submission of AQAR from July 2018 laid down by NAAC.**

**Resolution # 4:** The new guidelines for composition of IQAC and submission of AQAR from July 2018 laid down by NAAC are reviewed and accordingly following points are decided,

- i. Composition of IQAC
- ii. Frequency of meetings: Four meetings in a academic year. It is decided that IQAC should meet once in a quarter. Accordingly it is decided the meetings will be scheduled in last week of month of September, December, March and June on a convenient day for all members.
- iii. The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

**Agenda #5: AOB with the permission of Chair.**

**Resolution#5:** The following things are suggested by Mr. Ashish Pallod,

- a. Institute's Website: Institute's website should be updated and user friendly.
- b. Needs assessment activity should be carried out before training programs (either for students or staff), through surveys.
- c. Profiling of the students should be done in order to identify their needs and prepare action plans accordingly.
- d. More number of students should be encouraged to take internship in the companies in the vicinity.
- e. Staff members should develop rapport with the HR managers of the companies in the vicinity.
- f. Activities should be conducted to develop analytical thinking skills among students.
- g. NIRF should be taken seriously
- h. In case of efforts related to the admissions, engineering student of VP, should be surveyed for their choice for MBA, Institute and reasons for their choice.
- i. During parents meeting, focus should be on career guidance
- j. In case of student activities (like 15 and 17 Marketers), part of the funding should be done by Institute.

Director sir, the teacher's representatives, training and placement officer informed about the kind of activities taken place in the institute in the last academic year.

The meeting ended with vote of thanks by Dr. Sateeshchandra Joshi