

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

**MINUTES OF MEETING**

Committee: **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date: 16th May 2019

Time: 03.00 PM

Venue: VIIT Conference Hall

Following members were present for the meeting.

1. Dr. Sateeshchandra Joshi I/C, Director
2. Mr. Sanjay Jagtap Admin Officer
3. Mrs. Asmita Argade Admin Officer (Accounts)
4. Mr. Dhananjay Jamdar Nominee of Employer Leave of absence
5. Mr. Ashish Pallod Nominee of Industry
6. Dr. R. M. Shah Member from Management
7. Ms. Rohini Gaikwad Teacher Representative (MCA)- Leave of absence
8. Mr. Mayank Kothawade Teacher Representative (MCA)
9. Ms. Manisha Shelkande Teachers Representative (MBA)
10. Ms. Meghana Sawant Training and Placement officer
11. Ms. Vaishnavi Tilekar Alumni Representative (MCA) Leave of absence
12. Ms. Gauri Surve- Pawar Alumni Representative (MBA)- Leave of absence
13. Mr. Pravin Bagal Student Representative (MCA)- Leave of absence
14. Ms. Shradha Jamdade Student Representative (MBA)
15. Mr. Sagar Nimbalkar Coordinator, IQAC

**Agenda #1: To read & confirm the minutes of last meeting held on 1<sup>st</sup> December, 2018**

**Resolution #1:** The minutes of the meeting held on 1st December 2018 were read by Mr. Sagar Nimbalkar (IQAC-Coordinator) and approved unanimously by all the members.

**Agenda #2: To brief about action taken on resolutions of the previous meeting**

**Resolution#2:** Dr. Sateeshchandra Joshi, In charge Director, briefed about the actions taken on the resolutions of the previous meeting such as,

New members, (student representatives and alumni representatives) are incorporated.

AQAR and AAA for 2017-18 uploaded and submitted to NAAC through e-mail.

AQAR for 2018-19 will be compiled as per new guidelines.

Institute has already created space for uploading various reports such as AQAR, AAA etc. on its website.

Suggestions of Mr. Pallod are being implemented in a phased manner, owing to the dearth of faculties.

Job fairs as suggested by Mr. Jamdar will be organised in the forthcoming academic year.

**Agenda #3: Inform the committee about the updates of events took place since last meeting**

**Resolution #3:** All the events took place since last IQAC meeting (01/12/2018) were briefed by Dr. Sateeshchandra Joshi. The events took place are like,

Staff meeting for subject allocation and internal FDP- 14/12/2018

Governing Council Meeting- 24/12/2018

Career counseling campaign- an outreach activity- 24/12/2018

Commencement of academic sessions for MBA and MCA- 01/01/2019

Pandharpur School Children Visit to VIIT- 04/01/2019

Expert Talk on "Digital Marketing- Avenues, facets and business opportunities" at VIIT, Baramati- 08/01/2019

Baramati Industrial Estate (MIDC) Employers' Survey- 08/01/2019

Chandrapur – mobile computing van project visit- 14<sup>th</sup> to 18<sup>th</sup>Jan 2019

Brainwave 2019- 17/01/2019

Pariksha pe charcha- PM Mr. Narendra Modi's interaction live- 29 Jan 2019

Budget Session- live telecast- 1 Feb 2019

"Facets of cyber security"- by Mr. Mayank Kothwade- 1<sup>st</sup> and 2<sup>nd</sup>February 2019

Mr. Suren Kulkarni' interaction with students- 6 Feb. 2019

Foundation day/ Vardhapan Din of VIIT- 12 Feb. 2019

IC3 regional forum Baramati-12 Feb. 2019

Six sigma green belt certification programme-22<sup>nd</sup> to 24<sup>th</sup> February 2019

How to crack CET workshop-23 Feb. 2019

Industrial visit-12 march 2019

e-ITBM- 2019- 14<sup>th</sup> and 15<sup>th</sup> March 2019

Guest Session on Emotional Intelligence-22 March 2019

Rubicon Experts Session-6<sup>th</sup> and 7<sup>th</sup> mar 2019

Session for heads of departments and institutions within Vidya Pratishthan's campus- C-DAC and other courses being offered by VIIT- 30 March 2019

Farewell party for seniors-12 April 2019

#### **Agenda #4: Regarding preparation for second cycle of NAAC**

**Resolution # 4:** As preparation for the second cycle of NAAC, Academic files as required by NAAC are being compiled (Last date 30<sup>th</sup> June 2019)

Plan to compile events (Chapter wise). File used for the purpose is respective year's "Footprint"

Necessary staff members are being recruited.

#### **Agenda #5: Plans for next academic year**

**Resolution#5:** Dr. Sateeshchandra Joshi proposed following plans to be implemented from next academic year,

1. To ensure that every teaching session has a last 10 minutes content ensuring a take away skill.
2. The skills imparted would be practised at skill lab designated at 4<sup>th</sup> floor and supervised by TPO.
3. The students will be warned to compulsorily attending
  - a. Class sessions (8.30 to 1.30)
  - b. Lab sessions (8.30 to 1.30)
  - c. Library sessions (8.30 to 1.30)
  - d. Skill sessions (2.30 to 4.30) or the student must work part time and produce relevant certificate to that effect.
4. Three phased Action plan
  - i. To connect with city based institutions for student and faculty exchange as a result of MOU
  - ii. To connect with other state based institutions for student and faculty exchange as result of

MOU

iii. To liaise with foreign universities and institutions for student and faculty exchange through MOU

**Agenda #6: Review of admission process for academic year 2019-20**

**Resolution#6:** The efforts taken for admissions of next academic year 2019-20 are briefed by Dr. Sateeshchandra Joshi.

Around 20 undergraduate colleges are visited by teams of faculty members for career counseling after MBA and MCA, awareness of MH-CET and details of interested candidates. Through this activity, we have database of **1072** undergraduate students.

1. Details of registration for MH-CET 2019

Sr. No	Program	No of registered students
1	MBA	76
2	MCA	55

2. One day workshop “How to crack MH-CET”

- A workshop was organized on 23<sup>rd</sup> Feb 2019 to guide students aspiring for MBA and MCA.
- Resource persons were in-house faculty members.
- Total 85 students registered for the workshop

3. Promotional activities for MH-CET and one day workshop.

- Through Vasundhara Community Radio, a message is broadcasted for creating awareness of MH-CET 2019 for both the courses.
- Through Multi-sms software, students are communicated about CET registration schedule.

4. Bridge course is designed to facilitate MBA and MCA aspirants and it is scheduled on 17<sup>th</sup> May 2019.

**Agenda #7: AOB with the permission of chair**

**Resolution#7:** The following things were discussed with the permission of chair,

a. Mr. Pallod suggested that special counseling sessions of engineering graduates who are aspiring for MBA should be organized.

He also suggested the placements of the institute should get wide publicity so that talented students will aspire for MBA/MCA programs of VIIT.

He suggested after workshops or seminars, students should be asked to complete related assignments.

- b. Dr. R. M. Shah suggested in order to improve communication skills of the students, separate classes of English language should be taken.
- c. Ms. Meghna Sawant (TPO) informed about the placement received by MBA (66%) and MCA (63%) students.

The meeting ended with vote of thanks by Mr. Sagar Nimbalkar.