

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

MINUTES OF MEETING

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

Date: 18th December 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. Mr. Mayank Kothawade Teacher Representative (MCA)
8. Ms. Manisha Shelkande Teacher Representative (MBA)
9. Ms. Meghana Sawant Training and Placement officer Leave of absence
10. Ms. Vaishnavi Tilekar Alumni Representative (MCA)
11. Ms. Gauri Surve- Pawar Alumni Representative (MBA)- Leave of absence
12. Mr. Pravin Bagal Student Representative (MCA)-
13. Ms. Shradha Jamdade Student Representative (MBA)
14. Mr. Sagar Nimbalkar Coordinator, IQAC

Agenda #1: To read & confirm the minutes of last meeting held on 16th May 2019

Resolution #1: The minutes of the meeting held on 16th May 2019 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: The IQAC coordinator gave a brief detailing of actions taken on resolutions of the previous meeting.

Meeting: 16/05/2019

Action taken report IQAC meeting

To implement decision of the above mentioned meeting of the IQAC the following actions taken

Decisions	Actions
To upload and submit AQAR and AAA for 2017-18 to NAAC through e-mail. To create space for uploading various reports such as AQAR, AAA etc. on its website.	AQAR and AAA for 2017-18 uploaded and submitted to NAAC through e-mail. Institute has already created space for uploading various reports such as AQAR, AAA etc. on its website.
To prepare for the second cycle of NAAC, Plan to compile events (Chapter wise). File used for the purpose is respective year's "Footprint" Necessary staff members are being recruited.	Academic files as required by NAAC are being compiled (Last date 30 th September 2019) Footprint being compiled for 2018-19. Ad-hoc appointments are being made in accordance to the requirements.
To prepare plan for next academic year 2019-20	Plan for next academic year has been formulated.
To review admission process for 2019-20	The scenario is being continuously reviewed.
To consider and implement suggestions given by IQAC members from time to time. (In view of improvement in overall quality and creation of institutional brand)	Suggestions of honourable members on activities such as counseling to engineering students to seek admissions for programs offered, publicity of placements etc. were being seriously implemented. Placement record has been regularly published through institution's website.

Agenda #3: To consider and approve AQAR 18-19 (online submission)

Resolution #3: AQAR for 2018-19 is to be submitted online as per the guidelines of NAAC. The report is compiled and is ready for upload. However in view of IIQA submission for second cycle the link for upload is not activated yet.

Agenda #4: To summarize the events for first term of academic year 2019-20

Resolution # 4: Various events, those took place between last and current meeting were briefed by In-charge director to all the honorable members. Members expressed their gratitude on the vents took place, they suggested more such events must take place to enhance job related skills. Some of the important activities are viz. Campus Drive- Infosys and L&T Finance Ltd., Teacher's day, Reading Hour, Induction Program, 'Hunnar' Soft-Skill development program.

Agenda #5: To consider and approve proposal for subscribing online journals and e-books for academic year 2019-20

Resolution#5: The matter was discussed and after deliberations it was suggested that after reviewing the quantum of budget to be spent, appropriate proportion be spent on online journals and/or e-books, it should be in line with the recommendations of appropriate authorities like AICTE, DTE etc.

Agenda #6: Regarding preparation for second cycle of NAAC

Resolution#6: In-charge director and IQAC coordinator gave a brief about second cycle of NAAC. The preparation stage is on. All the staff members are actively participating in documentations required to support second cycle of NAAC.

Agenda #7: AOB with the permission of chair

Resolution#7: Following matters were deliberated upon,

- a. Mr. Ashish Pallod suggested related to appointment of permanent staff, inputs for the students apart from syllabus, centralized placement cell and library facilities (for selected online resources such as research journals and databases) for Vidya Pratishthan.
- b. Dr. R. M. Shah suggested having session for students to improve their English communication skills.

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