

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

MINUTES OF MEETING

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

Date: 1st December 2018

Time: 10.30AM

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
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)
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 29th June, 2018

Resolution #1: The minutes of the meeting held on 29th June, 2018 were read by Mr. Sagar Nimbalkar (IQAC-Coordinator) and approved unanimously by all the members.

Agenda #2: To introduce new members of IQAC,

Resolution#2: As decided in the previous meeting of IQAC, through discussions with staff members, alumni and student representatives were nominated as follows,

| Sr. No. | Level of representation | In place of |
|----------------|--------------------------------|------------------------|
| 1. | Alumni Representative (MCA) | Ms. Vaishnavi Tilekar |
| 2. | Alumni Representative (MBA) | Ms. Gauri Surve- Pawar |
| 3. | Student Representative (MCA) | Mr. Pravin Bagal |
| 4. | Student Representative (MBA) | Ms. Shradha Jamdade |

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

Resolution #3: As per NAAC, AQAR 2017-18 was prepared for the period 1st July 2017 to 30th June 2018. The said report is uploaded on the institute's website and submitted to NAAC through e-mail. Academic and Administrative Audit report was also presented in the meeting and areas to work in for improvement have been identified.

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 were reviewed and accordingly following was resolved,

- i. Appropriate constitution of IQAC
- ii. Frequency of meetings: Four meetings in an academic year. It was decided that IQAC should meet once in a quarter. Accordingly it was decided that the meetings would 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 were discussed with the permission of chair,

- a. Mr. Pallod suggested some website related things, such as differentiating staff recruitment from students, importance to placement, fees, infrastructure and NAAC ranking tab. Students profiling should be done in order to match skill sets and industry. International Internship Opportunities should be tapped especially with SAARC. Institute should think of providing CAT guidance to the aspirants from engineering college (VPKBCOE, Baramati). He also suggested to Dr. R M Shah for liberal funding policy of Institute to student organized events. As far funding is concerned, there should be a sponsorship committee of the students. In academics individual assignments should be given to the students. More interaction sessions of alumni should be kept for present students. Expectations of present students and alumni feedback should be given importance for improvement in present practices. Students should speak in English. In that concern he suggested some activities such as ban on Hindi and Marathi for seven days etc.
- b. Mr. Dhananjay Jamdar suggested focusing on organization of job fairs in the institute.
- c. Ms. Vaishnavi Tilekar (Alumni Representative) and Ms. Shradha Jamdade (Student Representative) expressed their views on student driven activities conducted by the institute.

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