



Vidya Pratishthan's
Institute of Information Technology

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NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

'A'
GRADE

VIDYA PRATISHTHAN'S
INSTITUTE OF INFORMATION TECHNOLOGY, BARAMATI

MINUTES OF MEETING

Committee: **INTERNAL QUALITY ASSURANCE CELL (IQAC)**
Date: 27th January 2021
Time: 03.00 PM
Venue: VIIT Conference Hall

Following members were present for the meeting.

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|-----------------------------|--|
| 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. Mr. Mayank Kothawade | Teacher Representative (MCA) |
| 8. Ms. Manisha Shelkande | Teacher Representative (MBA) |
| 9. Ms. Vaishnavi Tilekar | Alumni Representative (MCA) Leave of absence |
| 10. Ms. Gauri Surve- Pawar | Alumni Representative (MBA)- Leave of absence |
| 11. Mr. Pravin Bagal | Student Representative (MCA)- Leave of absence |
| 12. Ms. Shradha Jamdade | Student Representative (MBA) Leave of absence |
| 13. Mr. Sagar Nimbalkar | Coordinator, IQAC |



Agenda #1: To read & confirm the minutes of last meeting held on 18th December 2019

Resolution #1: The minutes of the meeting held on 18th December 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 briefed about actions taken on resolutions of the previous meeting.

Meeting: 18/12/2019

Action taken report IQAC meeting

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

Decisions	Actions
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.	The compiled AQAR 2018-19 was submitted to NAAC Bengaluru and uploaded on institute's website simultaneously.
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.	Owing to COVID 19 pandemic, majority of the teaching sessions were online. Even during online sessions, efforts were made to host certain sessions to harness job related skills of the students. For instance Online sessions through Zoom meetings, <ol style="list-style-type: none">1. Opportunities for MBA & MCA students in Agri sector – Ms. Aditi Deshpande2. Session on Project Management for MBA & MCA – Mr. Makrand Hardas, PMP Pune Chapter



	3. Session on How to prepare CV
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.	<p>Appropriate number of journals is subscribed.</p> <p>International – MCA 06 and MBA 06</p> <p>National- MCA 06 and MBA 06</p> <p>Membership of Delnet</p> <p>List of journals is provided as an attachment below.</p>
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.	We are on the verge of facing the NAAC Peer Team Visit scheduled on 25 th and 26 th February 2021 (Thursday and Friday).
<p>Resolution#7: Following matters were deliberated upon,</p> <p>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.</p> <p>b. Dr. R. M. Shah suggested having session for students to improve their English communication skills.</p>	<p>a. TPO of VPKBIET Baramati Mr. Vishal Kore is providing active support for placements in VIIT. After the exit of the previous TPO (Ms. Meghana Sawant), the placement activities are looked after by Mr, Ashok Omase (Alumni of VIIT)</p> <p>b. We have initiated the process but there is a lukewarm response.</p>



Agenda #3: To brief about AQAR 19-20 (online submission)

Resolution #3: It is informed that the Annual Quality Assurance Report for the academic year 2018-19 is submitted and approved by NAAC. The AQAR 2019-20 is in progress and will to be uploaded within a month's time after NAAC Peer Team Visit (Deadline from NAAC is 31st May 2021.)

Agenda #4: To summarize the events for academic year 2020-21

Resolution # 4: Various events, those took place between last and current meeting were briefed by In-charge director to all the honorable members. The Footprint of the academic year 2019-20 was displayed. It is also uploaded on institute's website. Members expressed their gratitude on the events took place.

Some of the important activities of 2020-21 are,

1. Session on Opportunities for MBA & MCA students in Agri sector – Ms. Aditi Deshpande , Axon Agro, Pune
2. Session on Project Management for MBA & MCA – Mr. Makrand Hardas, PMP Pune Chapter, Pune
3. Session on How to prepare CV – Global Talent Track
4. Virtual Industrial Tour – JSW and Infosys

Agenda #5: Briefing about work done on NAAC cycle 2 and preparation for Peer Team Visit scheduled on 25th ad 26th of February 2021.

Resolution#5: In-charge director, Dr. S. P. Joshi and NAAC coordinator, Mr. Sagar Nimbalkar presented a detailed report on the process of second cycle of NAAC accreditation. It is informed that NAAC Peer Team Visit is scheduled on 25th and 26th February 2021. The preparation for the visit is going on.

Agenda #6: Deliberations on building up academic-administration tool kit.

Resolution#6: Dr. S. P. Joshi explained the objectives behind developing the academic-administrative tool kit to all the members. It is decided to use the developed tool kit from upcoming semester for both the programs.

Agenda #7: Reviewing the academic results of MCA and MBA passed out in academic year 2019-20.

Resolution#7: All the members were informed about the result of pass out batches (2019-20) of MCA and MBA programs. Members expressed their gratitude on the 100 % result for both the programs.



Agenda #8: Initiatives – Perspective plan for NAAC cycle 2

Resolution#8: Dr. S. P. Joshi, in-charge director presented the proposed perspective plan to be put during NAAC Peer Team Visit. He requested the members to go through the plan and suggest additions / modifications / changes if any.

Agenda #9: Invitation to grace the occasion during NAAC Peer Team Visit

Resolution#9: Dr. S. P. Joshi in-charge director invited the members for the NAAC Peer Team Visit on 25th and 26th February 2021. All members ensured their presence.

Agenda #10: Any other business with the permission of chair.

Resolution#10: Following matters were deliberated upon,

1. Mr. Ashish Pallod suggested the following,

For final year students mock interview sessions from outside experts should be organized.

Students should register to the placement cell.

Student profiling / skill inventory should be done.

Adequate number of teaching staff members should be ensured (Time being staff should be appointed on adhoc basis)

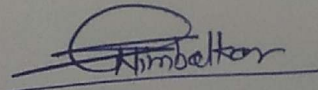
Upload Footprint data in two parts (first 9 months and then remaining 3 months)

Students should be motivated for the use of research journal.

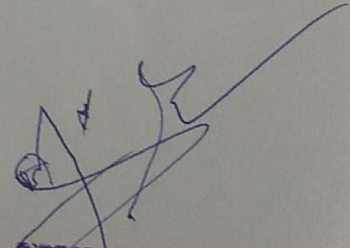
Along with placed students' data, the data of entrepreneurs should be also uploaded on the website.

2. Dr. R. M. Shah suggested in-charge director to put proposal for appointment of faculty members on adhoc basis in management committee meeting.
3. Mr. Dhananjay Jamdar ensured their cooperation for conducting mock interview sessions of the students.
4. Mr. Dhananjay Jamdar suggested to give representation letter to the members of IQAC VIIT, Baramati
5. Dr. Mayank Kothawade and Dr. Manisha Shelkande expressed their views related to training and placement activities for the students in days to come.

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


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**Action taken report - IQAC meeting conducted on 27/01/2021**

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

Decisions	Actions
Resolution #3: It is informed that the Annual Quality Assurance Report for the academic year 2018-19 is submitted and approved by NAAC. The AQAR 2019-20 is in progress and will to be uploaded within a month's time after NAAC Peer Team Visit (Deadline from NAAC is 31 st May 2021.)	The compiled AQAR 2019-20 was submitted on 12/10/2021 to NAAC Bengaluru and uploaded on institute's website simultaneously.
Resolution#5: In-charge director, Dr. S. P. Joshi and NAAC coordinator, Mr. Sagar Nimbalkar presented a detailed report on the process of second cycle of NAAC accreditation. It is informed that NAAC Peer Team Visit is scheduled on 25 th and 26 th February 2021. The preparation for the visit is going on.	NAAC Peer Team visit took place as per schedule on 25 th and 26 th February 2021. The result was declared on 01/03/2021. Institute is accredited with B grade.
Resolution#6: Dr. S. P. Joshi explained the objectives behind developing the academic-administrative tool kit to all the members. It is decided to use the developed tool kit from upcoming semester for both the programs.	The proposed tool kit is in pipeline of development and it would be implemented for the academic year 2021-22.
Resolution#8: Dr. S. P. Joshi, in-charge director presented the proposed perspective plan to be put during NAAC Peer Team Visit. He requested the members to go through the plan and suggest additions / modifications / changes if any.	The finalized perspective plan was presented to the NAAC Peer Team during the visit.
Resolution#9: Dr. S. P. Joshi in-charge director invited the members for the NAAC	All the members of IQAC were present for lunch-on-meeting with NAC Peer Team.

<p>Peer Team Visit on 25th and 26th February 2021. All members ensured their presence.</p>	
<p>Resolution#10: Following matters were deliberated upon,</p> <ol style="list-style-type: none"> 1. Mr. Ashish Pallod suggested the following, For final year students mock interview sessions from outside experts should be organized. Students should register to the placement cell. Student profiling / skill inventory should be done. Adequate number of teaching staff members should be ensured (Time being staff should be appointed on adhoc basis) Upload Footprint data in two parts (first 9 months and then remaining 3 months) Students should be motivated for the use of research journal. Along with placed students' data, the data of entrepreneurs should be also uploaded on the website. 2. Dr. R. M. Shah suggested in-charge director to put proposal for appointment of faculty members on adhoc basis in management committee meeting. 3. Mr. Dhananjay Jamdar suggested giving representation letter to the members of IQAC VIIT, Baramati. 	<p>Related to the training and placement, Vidya Pratishthan Sanstha has appointed central Training and Development Officer. In coordination with that VIIT has formed a placement team to carry out all the activities related to training and placement.</p> <p>As per suggestions appointment of faculty members on adhoc basis was done for academic year 2019-20.</p> <p>It is decided that representation letters to the members of IQAC will be given during the next meeting IQAC.</p>



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