



Pravara Rural Education Society's
SIR VISVESVARAYA INSTITUTE OF TECHNOLOGY, NASHIK
A/P. - Chincholi - 422102, Tal. Sinnar, Dist - Nashik (M.S.)

"Affiliated to University of Pune" Letter No. CA/1379 dt. 18/08/1998
Approved by AICTE, New Delhi Letter No. F-740-89-308(E) / ET/96 dtd. 15/10/1996
University ID No. 052 Institute Code 5125

Ref. No.

Date : / /

Date: 27/08/2021

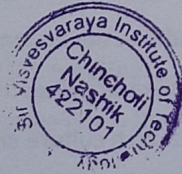
Agenda of the IQAC Meeting

The Internal Quality Assurance cell (IQAC) meeting is scheduled for 27th August, 2021 at 1.30pm in the board room and the agenda of the meeting is as follows-

AGENDA

1. Review and action taken on previous meeting i.e. 26th Feb .2021
2. Academic Planning and implementation with academic Audit
3. Implementation of major and minor project activities, Internship, training, and fieldwork project of the students
4. Improvement of academic and other activities
5. Improvement of teaching & learning process.
6. Any other points

Dr. Rajendrakumar M. Abhang



(Dr. G.B. Shinde)

Principal

Principal

Sir Visvesvaraya Institute of Technology
Chincholi, Nashik-422102



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MINUTES OF MEETING	27/08/2021	01.30 HOURS	CONFERENCE HALL
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CHAIRMAN OF MEETING	Prof. Dr. G.B. Shinde
TYPE OF MEETING	IQAC Meeting
MOM BY	Dr. Rajendrakumar M. Abhang
ATTENDED BY	Mr. S.M. Rokade
	Mr. Kadlag Vijay
	Mr. K.P. Tambe
	Mrs. Hatkar
	Mr. Nadeem B. Shaikh
	Mr. Rushikesh S. Bhalerao
	Mr. Amol P. Kare
	Mr. D.K. Chandre
	Mr. Rahul D. Patil
	Mr. Rana Mahajan
	Dr. Rajendrakumar M. Abhang

1. Review and action taken on previous meeting (26/02/2021)	Presenter : IQAC coordinator- Dr. Rajendrakumar M. Abhang
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1. Review and Action Taken on Previous Meeting (26/02/2021)

Discuss and review the progress made on the action points from the previous meeting.

Evaluate the implementation of online activities related to project-based learning, major and minor projects to promote a research culture among students.

Assess the effectiveness of planning and execution of online activities through Alumni.

Evaluate the progress made in developing relations with industries through MOUs and collaborations.

Review the updates made on the Alumni portal database.

2. Implementation of Research Culture Initiatives

Discuss and finalize strategies to further enhance research culture among students.

Review the effectiveness of the undertaken online activities and propose improvements if necessary.



Identify additional measures to encourage and support students' research involvement.

3. Collaboration with Industries

Share updates on the progress made in establishing collaborations with industries.

Discuss potential areas for collaboration and ways to strengthen existing partnerships.

Identify specific goals and action steps to foster meaningful industry-academia relationships.

4. Alumni Engagement

Evaluate the outcomes of online activities involving alumni.

Discuss ways to further engage alumni in promoting the institution and supporting student development.

Brainstorm ideas for upcoming alumni events or initiatives.

5. Database Update on Alumni Portal

Assess the current status of the Alumni portal database.

Discuss challenges, if any, faced during the update process.

Explore strategies to ensure the accuracy and completeness of alumni data.

6. Any Other Points

Provide an opportunity for members to raise additional points or concerns related to the IQAC's activities.

Discuss any urgent matters or upcoming events that require attention.

7. Next Meeting Date and Adjournment

Decide on the date and time for the next IQAC meeting.

Summarize the key discussion points and action items from the current meeting.

Adjourn the meeting.

Conclusion :-

- Reviewed activities and initiatives taken by IQAC cell.
- Planning and steps need to be taken to improve the quality of academics and overall institution growth.

Action Taken	Person Responsible	Deadline
Implementation and planning of activities for this	IQAC coordinator and HODs, Est. section, and all	30 th November, 2021



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semester.	section heads	
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2. Academic Planning and Implementation:

a. The IQAC members discussed the current academic planning process and identified areas for improvement. b. It was suggested to conduct regular meetings with the heads of various departments to ensure the effective implementation of academic plans. c. The importance of aligning the academic plans with the overall institutional goals and objectives was emphasized. d. The members discussed the need for a comprehensive academic audit to assess the effectiveness of the implemented plans and to identify areas of improvement.

3. Academic Audit: a. The IQAC members discussed the purpose and objectives of the academic audit. b. It was decided to form a subcommittee within the IQAC to oversee the academic audit process. c. The subcommittee will develop an audit framework and guidelines for conducting the audit. d. The members discussed the importance of involving external experts or peer reviewers in the audit process for an unbiased assessment. e. It was suggested to conduct the academic audit on a periodic basis to ensure continuous improvement in academic practices.

4. Action Plan: a. The IQAC members agreed to develop a detailed action plan for implementing

Presenter : Dr.G.B. Shinde



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the suggestions discussed during the meeting. b. The action plan will include timelines, responsible parties, and measurable outcomes. c. The plan will be circulated among all stakeholders for feedback and suggestions.



Conclusion :-

- Identified the weaknesses of their own department for further improvement
- Conduct monthly departmental meetings to further improvements.

Action Taken	Person Responsible	Deadline
Focus on identified weak points to monitor continuously	All committee heads & HODs	Throughout semester
Improvement and scheduling of Academic activities and their planning and implementation	All HODs, concerned authorities	Review taken at end of each month

3. Implementation of major and minor project activities, Internship, training, and fieldwork projects of the students

Presenter : Dr. R.M. Abhang

- Presenter initiated the discussion by presenting an overview of the current status of project activities, internships, training, and fieldwork projects of the students. The following key points were discussed:
- The status of ongoing major and minor projects was reviewed.
- The progress and feedback received from students regarding their internships were discussed. Overall, it was observed that improvement is required for few departments.
- The effectiveness of the training programs conducted for the students was



evaluated. The participants shared their insights and suggested areas improvement.

- The fieldwork projects undertaken by the students were discussed.

Conclusion :-

- Based on the course-wise feedback and action taken for further improvement were discussed and decided to make a plan of action.
- Guidelines were given for the execution of the activities.

Action Taken	Person Responsible	Deadline
<ul style="list-style-type: none">➤ Focus on monitor internships, Training in-between the semester, and allot the industry-based minor research project continuously.➤ Planning and implementation	HOD , & Departmental Coordinators, NAAC and IQAC Committee	Monthly updates and action taken report needs to submit to the authorities.

4. Improvement of academic and other activities

Presenter : IQAC Coordinator

- Following points were considered during the discussion of meeting
 - List of Cross-Cutting issues and social activities
 - Innovation & Creativity in Teaching learning
 - Focus of Unit test examination
 - Effectiveness of various committees & implementation.
 - Departmental strategies for optimal utilization of resources for further improvement
 - Online video lecture series implement
 - Outcome-based teaching and learning
 - Social responsibilities



- Green initiatives
- Financial transparency
- Implementation of best practices
- The overall growth of the students and institute based on SWOT analysis.

Conclusion :-

- ATR must be generated based on the above-mentioned points by coordinators and submitted to the higher authorities for further improvements.

Action Taken	Person Responsible	Deadline
➤ Effective implementation of the above said points	All allotted faculty mentors, Coordinators, & HODs	Review monthly the progress of the work.

5. Improvement of teaching & learning process.

Any other point

Presenter: Dean Academics

Presentation on Teaching & Learning Process: A presentation was conducted by [Name of Presenter] to highlight the current status of the teaching and learning process. The presentation covered various aspects, including pedagogical approaches, student engagement, the use of technology, and feedback mechanisms.

Identification of Challenges: The attendees discussed the challenges faced in the teaching and learning process. Some of the key challenges identified were:

- a. Lack of interactive teaching methods
- b. Insufficient utilization of technology for effective learning
- c. Inadequate student participation and engagement
- d. Limited faculty development programs
- e. Inadequate assessment and feedback mechanisms



Brainstorming Solutions: The attendees engaged in a brainstorming session to generate potential solutions to address the identified challenges. Several ideas were proposed, including:

- Encouraging faculty members to incorporate interactive teaching methods such as case studies, group discussions, and role plays.
- Promoting the use of technology in the classroom, such as multimedia presentations, online learning platforms, and virtual simulations.
- Implementing student-centered learning approaches to enhance active participation and engagement.
- Organizing faculty development programs and workshops to enhance teaching skills and update pedagogical practices.
- Establishing a robust assessment and feedback system to provide timely and constructive feedback to students.

Action Plan: Based on the brainstorming session, an action plan was formulated. The responsibilities, timelines, and resources required for each action item were discussed and assigned to the relevant individuals or teams.

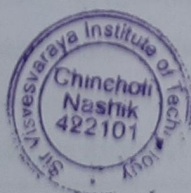
Conclusion:-

- Decided to do overall growth institution. Other minor points were discussed for further improvements.

Action Taken	Person Responsible	Deadline
Strategic plan	All HODs and faculties	From 20 th November 2021

The meeting concluded with thanks to the chair.

Dr. Rajendrakumar M. Abhang



(Dr. G.B. Shinde)

Principal
Principal
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(PADMA BHUSHAN AWARDEE)
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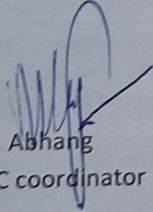
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Date:10/02/2022

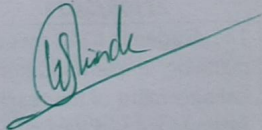
Agenda of the IQAC Meeting

The meeting of Internal Quality Assurance cell (IQAC) is scheduled on 10th February, 2022 at 2.00pm in board room and the agenda of the meeting is as follows-

1. Review and action taken on previous meeting-27/08/2021
2. Updates on Accreditation and Quality Assurance Processes
3. Assessment and Evaluation of Academic Programs
4. Student Support Services and Learning Resources
5. Research, Publications, and Collaborations
6. Action Plan and Next Steps and any other points


Dr. R.M. Abhang
NAAC/IQAC coordinator




(Dr.G.B. Shinde)
Principal
Principal
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		Dr. Rajendrakumar M. Abhang	
MINUTES OF MEETING	10 th February, 2022	03.00 HOURS	CONFERENCE HALL

CHAIRMAN OF MEETING	Prof. Dr. G.B. Shinde
TYPE OF MEETING	IQAC Meeting
MOM BY	Dr. Rajendrakumar M. Abhang
ATTENDED BY	Mr. S.M. Rokade
	Mr. Kadlag Vijay
	Mr. K.P. Tambe
	Mrs Hatkar
	Mr. Nadeem B Shaikh
	Mr. Rushikesh S Bhalerao
	Mr. Amol P Kare
	Mr. D.K. Chandre
	Mr. Rahul D Patil
	Mr. Rana Mahajan

1. Review and action taken on previous meeting 27/08/2021	Presenter: IQAC coordinator- Dr. Rajendrakumar M. Abhang
<p>The Academic IQAC meeting was conducted to discuss and review various aspects related to academic planning, implementation, project activities, improvement of academic and other activities, and the enhancement of the teaching and learning process. The meeting covered the following key points:</p> <p>Attendance and Participation:</p> <p>The meeting saw active participation from all members of the IQAC. The attendance was encouraging, and the diverse representation of faculty members, administrative staff, and student representatives ensured comprehensive discussions and valuable insights.</p> <p>Academic Planning and Implementation with Academic Audit:</p> <p>The IQAC reviewed the academic planning process and its implementation across departments and programs. The discussion revolved around aligning the curriculum with industry needs, ensuring the relevance of courses, and incorporating emerging trends. The ongoing academic audit process was also discussed to assess the effectiveness of the implementation and identify areas for improvement.</p> <p>Implementation of Major and Minor Project Activities, Internship, Training, and Fieldwork Projects of Students:</p> <p>The IQAC evaluated the implementation of major and minor project activities, internships, training programs, and fieldwork projects undertaken by the students. The emphasis was on assessing the quality and relevance of these activities, ensuring adequate resources and support, and providing valuable experiential learning opportunities to the students. Suggestions were made to strengthen industry-academia collaborations and expand internship opportunities.</p>	



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Improvement of Academic and Other Activities:

The meeting focused on identifying areas for improvement in academic and other activities. Feedback from faculty, students, and stakeholders was reviewed to pinpoint specific challenges and propose solutions. Discussions were held on streamlining administrative processes, enhancing student support services, and fostering a conducive learning environment. Strategies were formulated to address the identified areas of improvement.

Improvement of Teaching and Learning Process:

The IQAC deliberated on ways to enhance the teaching and learning process. The discussions centered around incorporating innovative teaching methodologies, encouraging interactive and participatory learning, and leveraging technology for effective instruction. Faculty development programs and training initiatives were suggested to equip educators with the necessary skills and knowledge to deliver high-quality education.

Conclusion :- The Academic IQAC meeting proved to be a productive platform for assessing and improving various academic aspects. The discussions and insights shared during the meeting will contribute to the ongoing efforts to enhance academic planning and implementation, promote quality project activities and internships, improve overall academic activities, and refine the teaching and learning process. The recommendations and action points generated from the meeting will be instrumental in driving positive changes and elevating the academic standards of the institution.

Action Taken	Person Responsible	Deadline
Implementation and planning of activities of this semester.	IQAC coordinator and HODs, Est. section and all section heads	12 April 2022

2. Updates on Accreditation and Quality Assurance Processes

Presenter : Dr.G.B. Shinde)

The meeting commenced with a discussion on the updates regarding the institution's accreditation and quality assurance processes.

The chairperson provided an overview of the current accreditation status of the institution and any recent developments or changes related to quality assurance processes at the institutional, regional, or national level.

It was noted that the institution had successfully completed the accreditation process, and the accreditation status was reviewed and found to be satisfactory. The members expressed appreciation for the efforts made by various departments and stakeholders involved in the accreditation process.

The chairperson shared information about any upcoming evaluations, audits, or reviews that the institution needed to prepare for. The members were briefed on the timelines, requirements, and documentation needed for the upcoming assessments.

The members discussed the importance of quality assurance and the need to maintain high standards in all aspects of the institution's functioning. They emphasized the significance of continuous improvement and the role of the IQAC in facilitating the same.

Conclusion :- It was suggested that a comprehensive review of quality assurance processes be conducted periodically to ensure compliance with the latest guidelines and standards. The chairperson assigned the responsibility of coordinating this review to a designated member of the IQAC.

The members were encouraged to stay updated on the latest developments and best practices in accreditation and quality assurance. It was proposed that relevant training and workshops be organized to enhance the understanding and knowledge of the IQAC members in this domain.



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Action Taken	Person Responsible	Deadline
Action Point: The IQAC was tasked with developing a plan for regular monitoring and evaluation of the institution's quality assurance processes. This plan would include timelines, responsibilities, and a mechanism for gathering feedback from stakeholders. The meeting concluded with a reminder of the next IQAC meeting and the need for all members to prepare and contribute actively to the agenda items related to accreditation and quality assurance.	HOD , & Departmental Coordinators, NAAC and IQAC Committee	Monthly updates and action taken report needs to submit to the authorities.

3. Assessment and Evaluation of Academic Programs	Presenter : Dean Academic
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The meeting focused on the assessment and evaluation of academic programs. The members discussed the existing assessment processes and their effectiveness. The need for aligning assessment methods with program objectives was emphasized. The importance of collecting and analyzing data to evaluate program outcomes was highlighted. It was suggested to incorporate feedback mechanisms from students, alumni, and employers. The members discussed strategies for the continuous improvement of academic programs. The meeting concluded with the decision to form a committee to review and refine assessment practices.

Action Taken	Person Responsible	Deadline
Needs to do the micro level planning of Assessment and Evaluation of Academic Programs	HOD , & Departmental Coordinators, NAAC and IQAC Committee	Monthly updates and action-taken report needs to submit to the authorities.

4. Student Support Services and Learning Resources

Presenter : Dr. G.B. Shinde

Student Support Services:

The current student support services were evaluated for their effectiveness and accessibility. Suggestions were made to enhance counseling, mentoring, and career guidance services for students. The importance of fostering a supportive and inclusive environment for students was emphasized. It was proposed to explore additional avenues to provide academic and emotional support to students.

Learning Resources:

The availability and accessibility of learning resources, including library facilities and digital resources, were reviewed.

Suggestions were made to expand the collection of books, journals, and other relevant materials.

The need for up-to-date research infrastructure to support student projects and academic pursuits was discussed.

Enhancing access to online learning platforms and digital resources was emphasized.



Research Opportunities:

The meeting highlighted the importance of providing research opportunities for students.

Suggestions were made to encourage student involvement in research projects and promote interdisciplinary collaborations.

The need to create a research-friendly environment and facilitate access to funding opportunities was discussed.

Strategies to promote student research publications and presentations were proposed.

Feedback Mechanism:

It was discussed to establish a robust feedback mechanism to gather student input on support services and learning resources.

The importance of regularly seeking student feedback to identify areas for improvement was emphasized.

Suggestions were made to conduct surveys, focus group discussions, and exit interviews to collect feedback from students.

The implementation of a user-friendly feedback system that ensures anonymity and confidentiality was recommended.

Conclusion :-

The point were concluded with a shared commitment to enhancing student support services and learning resources. The action points and recommendations discussed during the meeting will guide the institution in implementing improvements that cater to the needs of students and provide them with a supportive and enriching learning environment.

Action Taken	Person Responsible	Deadline
Specific action points were identified to improve student support services and learning resources. Responsibilities were assigned to relevant stakeholders to implement the proposed improvements. Deadlines and a follow-up mechanism were established to track progress. The need for periodic reviews and evaluations to assess the impact of implemented improvements was emphasized.	HOD , & Departmental Coordinators, Senior faculties	Monthly updates and action taken report needs to submit to the authorities.

5. Research, Publications, and Collaborations

Presenter : R & D coordinator

Key Points Discussed:

Research Activities: The meeting highlighted ongoing research activities within the institution, including projects, studies, and experiments. The importance of promoting a research culture among faculty and students was emphasized.

Publications: The focus was on reviewing the publication record of faculty members and students. The need to encourage and support the publishing of research findings in reputed journals and conferences



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was discussed.

Collaborations: Opportunities for collaborations with other institutions, industry partners, and research organizations were explored. The aim was to foster interdisciplinary collaborations and leverage external expertise for research initiatives.

Research Funding: The meeting touched upon the availability of research funding and grants. Strategies to secure additional funding and establish partnerships with funding agencies were discussed.

Intellectual Property: The meeting addressed the protection of intellectual property rights arising from research activities. Strategies for patenting, licensing, and commercializing research outputs were explored.

Research Infrastructure: The availability and enhancement of research infrastructure, such as laboratories, equipment, and software, were discussed. The meeting highlighted the need to ensure adequate resources to support research endeavors.

Faculty Development: The importance of providing faculty members with opportunities for professional development in research methodologies, data analysis, and publication techniques was emphasized.

Conclusion :-

The meeting served as a platform to discuss research, publications, and collaborations. The minutes reflect the key points addressed, highlighting the significance of research activities, the importance of publications, and the potential for collaborations. The minutes also capture the actionable items and next steps that were identified during the meeting. These discussions and action points will guide the institution's efforts to foster a vibrant research ecosystem and promote impactful collaborations in the future.

Action Taken	Person Responsible	Deadline
Action points were identified, including establishing research collaborations, promoting research publications, securing research funding, and organizing research dissemination events. Responsible parties were assigned, and deadlines were set.	HOD , & Departmental Coordinators, T& PC institute and departmental coordinator	Monthly updates and action taken report needs to submit to the authorities.

6. Action Plan and Next Steps and any other points

Presenter : Dr. Rajendrakumar M. Abhang (IQAC Coordinator)

Key Decisions and Action Points:

Curriculum Alignment and Relevance:

Assign the responsibility to the Curriculum Committee to review and align the curriculum with industry needs and emerging trends.

Set a deadline for the completion of the curriculum review process.

Follow up with the Curriculum Committee to track progress and ensure timely implementation.

Faculty Development Programs:

Assign the responsibility to the Faculty Development Cell to organize workshops and training programs for faculty members to enhance teaching skills and incorporate innovative pedagogical methods.

Set a deadline for the identification and scheduling of faculty development initiatives.

Establish a follow-up mechanism to track the execution and effectiveness of the faculty development



programs.

Student Support Services:

Assign the responsibility to the Student Affairs Department to enhance student support services, including counseling, mentoring, and career guidance.

Set a deadline of [Insert Deadline] for the implementation of new support services and the improvement of existing ones.

Review the progress during the next IQAC meeting and evaluate the impact on student satisfaction and success.

Quality Assurance Mechanisms:

Assign the responsibility to the Quality Assurance Committee to develop and implement effective quality assurance mechanisms, including regular academic audits and assessments.

Set a deadline of [Insert Deadline] for the establishment of the quality assurance framework and the conduct of the first academic audit.

Establish a follow-up mechanism to monitor the implementation and effectiveness of the quality assurance mechanisms.

Next IQAC Meeting:

Confirm that the next IQAC meeting will be held in the month of July.

Share the agenda for the upcoming meeting and request members to prepare relevant inputs and reports.

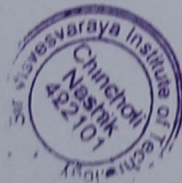
Conclusion:-

The meeting concluded with the establishment of clear action points, assignment of responsibilities, and setting deadlines for the implementation of various tasks and initiatives. The IQAC will follow up on the progress made, track the execution of the action plan, and ensure that the decisions and recommendations are implemented effectively to enhance academic quality and institutional effectiveness.

Action Taken	Person Responsible	Deadline
➤ Overall Quality assurance, its mechanism, Audits and assessments etc	HOD , & Departmental Coordinators,	Monthly updates and action taken report needs to submit to the authorities.

Dr. Rajendrakumar M. Abhang

IQAC Coordinator



(Dr.G.B. Shinde)

Principal

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