LOKNETE DR. BALASAHEB VIKHE PATIL
(PADMA BHUSHAN AWARDEE)
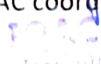PRAVARA RURAL EDUCATION SOCIETY
SIR VISVESVARAYA INSTITUTE OF TECHNOLOGY
PRAVARA TECHNICAL EDUCATION CAMPUS NASHIK
NASHIK

Date:22/08/2023

Agenda of the IAQC Meeting

The meeting of the Internal Quality Assurance cell (IQAC) is scheduled on 22nd August,, 2023 at 2.00 pm in the board room and the agenda of the meeting is as follows-

1. Review and action taken on previous meeting-16/02/2023

2. Effective implementation of the NEP

3. Implementation of major and minor research project activities and grants

4. Improvement of Training and placement of students and alumni activities

5. Action Plan and Next Steps and any other points

Dr. R.M. Abhang
NAAC/IQAC coordinator

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Chincholi,Nashik-422103.

(Dr.G.B. Shinde)
Principal
Sir Visvesvaraya Institute of Technology
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MINUTES OF MEETING	22nd August, 2023	02.00 HOURS	BOARD ROOM

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 Archana Hatkar
	Mr. Palde Satish
	Mr. Rushikesh S Bhalerao
	Dr. P.V. Waje
	Dr. Amol P Kare
	Mr. D.K. Chandre
	Mr. Rahul D Patil
	Dr. Rana Mahajan
	Mr. Pravin Tambe
	Dr. Rajendrakumar M. Abhang

1. Review and action taken on previous meeting 16/02/2023	Presenter: IQAC coordinator- Dr. Rajendrakumar M. Abhang

The IQAC meeting was conducted to discuss and review various aspects related to academic planning and Implementation, Effective implementation of the Mentoring scheme, project activities, improvement of academic and other activities, Implementation of best practices , Improvement of Training and placement and alumni activities

The meeting covered the following key points:

- **Academic Planning and Implementation:**
  Clear strategies outlined for academic planning and implementation.
- Inclusion of academic and administrative audits ensures comprehensive assessment.
  Need for regular reviews by HOD and updates to ensure alignment with objectives.
- **Discussion on Current Mentoring Practices**
- Review of the existing mentoring framework.
- Challenges faced in the current implementation.
- Feedback from mentors and mentees.
- ➤ **Overview of FDP Objectives**
- Enhancing faculty skills and knowledge.
- Encouraging interdisciplinary learning and teaching innovation.

- ➢ **Departmental Needs Assessment**
- • Discussion on specific FDP needs for each department.
- • Identification of priority areas for faculty development.
- ➢ **FDP Planning and Scheduling**
- • Proposal for FDP topics and resource persons.
- • Tentative scheduling for department-specific programs.
- ➢ **Resource Allocation**
- • Budget considerations and resource availability.
- • Allocation of necessary materials and support staff.
- ➢ **Monitoring and Feedback**
- • Establishment of a system for ongoing evaluation.
- • Collection of feedback from faculty participants.
- ➢ **Action Items**
- • Finalization of FDP plan for each department.
- • Delegation of tasks for implementation.
- ➢ **Discussion on Best Practices**
- • Presentation of industry-standard best practices.
- • Evaluation of the applicability of these practices to the organization.
- ➢ **Implementation Strategies**
- • Development of a step-by-step plan for adopting best practices.
- • Assignment of roles and responsibilities for implementation.

Conclusion :- Overall, the IQAC meeting minutes reflect a proactive approach towards academic enhancement, research promotion, and student development. The outlined strategies and discussions indicate a commitment to continuous improvement and quality assurance within the institution.

Action Taken	Person Responsible	Deadline
Implementation and planning of activities for current semester.	IQAC coordinator and HODs, Est. section, and all section heads	12 Nov, 2023

2. Effective implementation of the NEP	Presenter : Dr.G.B. Shinde)

- ➢ **Overview of NEP Goals**
- • Key highlights and objectives of the NEP.
- • Importance of aligning current educational practices with NEP directives.
- ➢ **Implementation Strategies**
- • Proposed steps for integrating NEP into the curriculum.
- • Focus on multidisciplinary learning, skill development, and holistic education.
- ➢ **Departmental Roles**
- • Clarification of responsibilities for each department.
- • Collaboration strategies for seamless implementation.
- ➢ **Resource Allocation**

- Discussion on the resources required for NEP implementation.
- Budget approval and allocation of teaching aids and materials.
- ➢ **Monitoring and Evaluation**
- Setting up mechanisms for tracking progress.
- Periodic assessment and feedback to ensure compliance with NEP goals.

- **Conclusion:**
- Appointment of Coordinator for NEP.
- Summary of tasks to be undertaken and deadlines.
- Plan for faculty training to adapt to NEP guidelines.
- ⬚ Scheduling workshops and seminars for skill enhancement.

Action Taken	Person Responsible	Deadline
The IQAC was tasked with developing a plan for regular monitoring and evaluation of the NEP scheme. This plan would include timelines, responsibilities, and a mechanism for gathering feedback, ATR etc.	HOD, & Institute level & Departmental Mentoring Coordinators, IQAC Committee	Monthly updates and action-taken report needs to be submitted to the authorities and IQAC Cell.

3. Implementation of major and minor research project activities and grants	Presenter: R & D coordinator (Prof. Rahul Patil)

- ➢ **Overview of Research Project Guidelines**
- Explanation of the framework for major and minor research projects.
- Emphasis on the importance of research for academic and institutional development.
- ➢ **Grant Application Process**
- Steps for applying for research grants.
- Criteria for grant eligibility and selection.
- ➢ **Project Implementation Strategies**
- Discussion on effective execution of research projects.
- Timeframes and milestones for project completion.
- ➢ **Resource Allocation**
- Allocation of funds for approved projects.
- Discussion on additional resources required.
- ➢ **Monitoring and Reporting**
- Establishing protocols for monitoring project progress.
- Requirements for periodic reporting and documentation..

Conclusion:
The meeting concluded with the decision to form a committee to review and refine assessment practices.

Support and Collaboration
- Encouraging inter-departmental and external collaborations.
- Availability of support services for research activities.
- Summary of tasks to be completed, including deadlines.
- Assignment of responsibilities to team members.

Action Taken	Person Responsible	Deadline
Needs to do the micro-level planning of organizing Major and Minor Research Projects by each department.	HOD, & R& D Coordinator Dean Academics, Departmental Coordinators, NAAC and IQAC Committee	Monthly updates and action-taken report needs to be submitted to the authorities.
4. Improvement of Training and placement and alumni activities	**Presenter: T & PC and Alumni coordinator**	

> **Enhanced Industry Partnerships:**
> - Strengthening ties with industry partners to expand internship and placement opportunities for students.
> - Collaborating with alumni working in various industries to facilitate networking and mentorship programs.
>
> **Career Development Programs:**
> - Developing customized career development workshops and seminars to equip students with essential job-seeking skills.
> - Offering specialized training sessions on resume writing, interview techniques, and professional networking.
>
> **Alumni Engagement Initiatives:**
> - Implementing alumni outreach programs to foster stronger connections between current students and graduates.
> - Organizing alumni networking events, webinars, and mentorship programs to facilitate knowledge sharing and career guidance.
>
> **Placement Assistance Services:**
> - Providing comprehensive placement assistance services, including job postings, interview preparation, and employer connections.
> - Offering personalized career counselling and guidance to students based on their individual interests and career goals.
>
> **Feedback Mechanisms and Continuous Improvement:**
> - Establishing feedback mechanisms to gather input from both students and alumni on the effectiveness of training and placement initiatives.
> - Using feedback to identify areas for improvement and implementing necessary changes to enhance the overall quality of training and placement activities.

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Conclusion: -

➢ The coordinator's commitment to improving training and placement, as well as alumni activities, is crucial for preparing students for successful careers and fostering long-term relationships with alumni.

➢ By enhancing industry partnerships, offering tailored career development programs, engaging alumni, providing placement assistance services, and soliciting feedback for continuous improvement, the institute demonstrates a proactive approach toward enhancing student employability and alumni engagement.

➢ These efforts contribute to creating a supportive and thriving ecosystem that benefits both current students and graduates alike.

Action Taken	Person Responsible	Deadline
Action points were identified, including establishing good relationships with Alumni & industry to conduct the various activities. Responsibilities were assigned, and deadlines were set.	HOD , & Departmental Coordinators, Alumni coordinator and T& PC of institute and departmental coordinator	Monthly updates and action taken report needs to submit to the authorities.
5. Action Plan and Next Steps and any other points	Presenter : Dr. Rajendrakumar M. Abhang (IQAC Coordinator)	

- **Effective Implementation of NEP Scheme:**
- Key focus areas of NEP: holistic and multidisciplinary education, skill development, and equitable access to education.
- Steps to integrate NEP into current educational frameworks.
- Emphasis on flexible curricula and innovative teaching methods.
- Faculty development programs for effective NEP delivery.
- Scheduling workshops and training sessions
- **Implementation of major and minor research project activities and grants**
- Explanation of guidelines for major and minor research projects.
- Importance of research in academic growth and innovation.
- Detailed steps for applying for research grants.
- Criteria for selection and approval of grants.
- Encouraging intra and inter-departmental collaborations.
- Providing necessary support and mentorship for researchers.
- **Improvement of Training and Placement and Alumni Activities:**
- Strengthen industry partnerships for more opportunities.
- Develop career development programs for students.

- Organize alumni engagement initiatives.
- Enhance placement assistance services.
- Collect feedback for continuous improvement.

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.	HODs , & Departmental Coordinator, All Committee Members and Faculties	Monthly updates and action taken report needs to submit to the authorities.

Dr. Rajendrakumar M. Abhang

IQAC Coordinator

IQAC
Sir Visvesvaraya Institute of Technology
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Principal

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Date:23/01/2024

Agenda of the IAQC Meeting

The meeting of the Internal Quality Assurance cell (IQAC) is scheduled on 23rd January, 2024 at 2.00 pm in the board room and the agenda of the meeting is as follows-

1. Review and action taken on previous meeting-16/02/2023

2. Effective implementation of the Mentoring scheme

3. Effective implementation of SOP

4. Develop relation with the industries through MOU & collaboration.

5. Innovation & creativity in Teaching learning

6. Action Plan and Next Steps and any other points

Dr. R.M. Abhang
NAAC/IQAC coordinator
IQAC
Sir Visvesvaraya Institute of Technology
Chincholi,Nashik-422103.

(Dr.G.B. Shinde)
Principal
Principal
Sir Visvesvaraya Institute of Technology
Chincholi,Nasik-422102

MINUTES OF MEETING	23rd January, 2024	02.00 HOURS	BOARD ROOM

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 Archana Hatkar
	Mr. Palde Satish
	Mr. Rushikesh S Bhalerao
	Dr. P.V. Waje
	Dr. Amol P Kare
	Mr. D.K. Chandre
	Mr. Rahul D Patil
	Dr. Rana Mahajan
	Mr. Pravin Tambe
	Dr. Rajendrakumar M. Abhang

1. Review and action taken on previous meeting 22/08/2023	Presenter: IQAC coordinator- Dr. Rajendrakumar M. Abhang

The IQAC meeting was conducted to discuss and review various aspects related to academic planning and Implementation, Effective implementation of the NEP scheme, Major and Minor project activities, Improvement of Training and placement and alumni activities

The meeting covered the following key points:

1. Effective Implementation of the NEP

The effective implementation of the National Education Policy (NEP) focuses on transforming the educational landscape to promote holistic and multidisciplinary learning. Key strategies include revising curricula to be more flexible and inclusive, adopting innovative teaching methodologies, and emphasizing skill development. Effective monitoring and feedback mechanisms are crucial for tracking progress and ensuring alignment with NEP objectives. Overall, a well-coordinated approach involving all stakeholders is essential to successfully embed NEP guidelines into the education system.

2. Implementation of Major and Minor Research Project Activities and Grants

The implementation of major and minor research projects aims to bolster academic research through structured activities and grants. A clear application process, effective project planning,

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and resource allocation are vital components. Regular monitoring ensures projects stay on track, while collaborations enhance the research outcomes. Grants facilitate necessary funding, supporting the pursuit of innovative ideas and fostering a research-intensive environment that contributes to academic and societal advancement.

3. Improvement of Training and Placement of Students and Alumni Activities

Improving training and placement programs involves enhancing student readiness for the job market through robust training initiatives and strengthened industry partnerships. Effective placement strategies include internships, workshops, and mentoring by industry professionals and alumni. Alumni engagement plays a pivotal role in mentoring current students and providing networking opportunities. Continuous feedback and assessment help refine these programs, ensuring that graduates are well-prepared for their careers and remain connected to their alma mater through active alumni networks.

Conclusion :- Overall, the IQAC meeting minutes reflect a proactive approach towards academic enhancement, research promotion, and student development. The outlined strategies and discussions indicate a commitment to continuous improvement and quality assurance within the institution.

Action Taken	Person Responsible	Deadline
Implementation and planning of activities for current semester.	IQAC coordinator and HODs, Est. section, and all section heads and Faculties	20 April, 2024

2. Effective implementation of the Mentoring Scheme	Presenter : Dr.G.B. Shinde)

- **Review of Current Mentoring Practices**
- Overview of the existing mentoring structure and challenges faced.
- **Proposed Enhancements**
- Suggestions for improving mentor-mentee matching.
- Introduction of regular feedback mechanisms to track progress.
- Use of digital platforms for better communication.
- **Resource Allocation**
- Identification of necessary resources such as training materials for mentors.
- Discussion on support systems for mentors and mentees.
- **Monitoring and Evaluation**
- Setting clear objectives and measurable outcomes for the mentoring process.
- Establishment of periodic reviews to assess effectiveness.

- **Conclusion:**
- Assigning tasks for updating the mentoring framework.
- Establishment of timelines for implementing proposed changes.

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Action Taken	Person Responsible	Deadline
The IQAC was tasked with developing a plan for regular monitoring and evaluation of the Mentoring scheme. This plan would include timelines, responsibilities, and a mechanism for gathering feedback, ATR etc.	HOD, & Institute level & Departmental Mentoring Coordinators, IQAC Committee	Monthly updates and action-taken report needs to be submitted to the authorities and IQAC Cell.

3. Effective implementation of SOP	Presenter: IQAC coordinator- Dr. Rajendrakumar M. Abhang

➢ **Current SOP Status**
- Review of existing SOPs and gaps in implementation.

➢ **Implementation Plan**
- Steps to ensure uniformity and adherence to SOPs across all departments.
- Training programs for faculty and staff on SOP compliance.
- Development of a clear communication strategy for the distribution of SOPs.

➢ **Resource Allocation**
- Allocation of resources, including time and personnel, to support SOP implementation.

Conclusion:
The meeting concluded with the decision to form a committee to review and refine assessment practices.

➢ **Monitoring and Evaluation**
- Establishment of monitoring mechanisms to assess the adherence to SOPs.
- Regular audits and feedback systems for continuous improvement.

➢ **Action Items**
- Assignment of responsibilities for rolling out the SOP plan.
- Setting timelines for review and implementation phases.

Action Taken	Person Responsible	Deadline
Needs to do the micro-level planning and implementation of SOP by each department.	HOD , & R& D Coordinator Dean Academics, Departmental Coordinators, NAAC and IQAC Committee	Monthly updates and action-taken report needs to be submitted to the authorities.

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4. Develop relation with the industries through MOU & collaboration.	Presenter : T & PC and Alumni coordinator and HODs

> Establishing strong relationships with industries through Memorandums of Understanding (MOUs) and collaborations plays a key role in enhancing educational outcomes and fostering practical learning opportunities. By entering into MOUs with industry partners, institutions can facilitate internships, industry-specific training, guest lectures, and research collaborations. These partnerships help bridge the gap between academia and industry, ensuring that students gain relevant skills and experience. Additionally, collaborations can lead to funding opportunities, joint research projects, and better placement prospects for graduates, ultimately contributing to the growth and reputation of the institution. Regular communication and mutual benefit-oriented agreements are essential for successful long-term industry relationships.

Conclusion:-

- The coordinator's commitment to improving the relation with industries through MOU, training and placement cell, as well as alumni activities etc is crucial for preparing students for successful careers and fostering long-term relationships with alumni.
- By enhancing industry partnerships, offering tailored career development programs, engaging alumni, providing placement assistance services, and soliciting feedback for continuous improvement, the institute demonstrates a proactive approach toward enhancing student employability and alumni engagement.

Action Taken	Person Responsible	Deadline
Action points were identified, including establishing good relationships with Alumni & industry to conduct the various activities. Responsibilities were assigned, and deadlines were set.	HOD , & Departmental Coordinators, Alumni coordinator and T& PC of institute and departmental coordinator	Monthly updates and action taken report needs to submit to the authorities.

5. Innovation & creativity in Teaching learning	Presenter : Dean Academics

- Innovation and creativity in teaching and learning are crucial for fostering an engaging and effective educational experience in engineering institutes. By incorporating innovative teaching methodologies, such as project-based learning, and digital tools, educators can make complex engineering concepts more accessible and relatable to students. Creativity in curriculum design, combining theoretical knowledge with practical applications, can enhance problem-solving skills and critical thinking. Additionally, integrating modern technologies like virtual labs, simulations, and collaborative platforms can encourage interactive learning, making the process more dynamic and adaptable to students' needs. Promoting a culture of innovation within

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- the institution empowers both faculty and students to think outside the box, driving continuous improvement in education.
- By integrating modern technologies like virtual labs, simulations, and collaborative platforms can encourage interactive learning, making the process more dynamic and adaptable to students' needs. Promoting a culture of innovation within the institution empowers both faculty and students to think outside the box, driving continuous improvement in education.

Conclusion:-

- In conclusion, fostering innovation and creativity in teaching and learning within institute is essential for adapting to the rapidly evolving educational landscape. By embracing new teaching methods, incorporating technology, and promoting interactive learning experiences, institutions can better prepare students for real-world challenges.
- Encouraging a culture of creativity not only enhances student engagement but also equips them with the critical thinking and problem-solving skills needed in the engineering field. Ultimately, innovative teaching approaches contribute to a more dynamic, inclusive, and effective learning environment, ensuring students are well-prepared for future industry demands.

Action Taken	Person Responsible	Deadline
The IQAC was tasked with developing a plan for regular monitoring and evaluation of the academic Activities This plan would include timelines, responsibilities, and a mechanism for gathering feedback, ATR etc.	HOD , & Departmental Coordinators, and departmental academic 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)

- **Effective Implementation of the Mentoring Scheme**

The effective implementation of a mentoring scheme requires clear guidelines for matching mentors with mentees based on specific academic and career needs. Regular interactions, personalized advice, and feedback loops ensure the success of the program. Providing mentors with proper training and resources enhances the mentoring experience. Monitoring progress and making adjustments based on feedback helps in keeping the scheme relevant and impactful for both mentors and mentees.

- **Effective Implementation of SOP**

Standard Operating Procedures (SOP) are vital for maintaining consistency, efficiency, and quality across operations. For successful implementation, SOPs must be communicated

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clearly to all stakeholders, and regular training should be provided to ensure adherence. Establishing a monitoring system for compliance and periodically reviewing SOPs for necessary updates are crucial for maintaining effectiveness and alignment with industry best practices.

- **Develop Relations with Industries Through MOU & Collaboration**

Building strong relationships with industries through MOUs and collaborations offers mutual benefits, including internships, joint research, and placement opportunities for students. These partnerships help align academic programs with industry requirements, keeping the curriculum up to date. Regular communication and fostering collaborative initiatives ensure long-term, fruitful relationships that benefit both the academic institution and the industry.

- **Innovation & Creativity in Teaching-Learning**

Innovation and creativity in teaching-learning methods are essential for enhancing student engagement and improving learning outcomes. Incorporating technology, project-based learning, and interactive teaching strategies helps students understand complex concepts better. Encouraging critical thinking, problem-solving, and hands-on experiences allows students to apply their knowledge in real-world scenarios. Promoting creative approaches in curriculum design and teaching methods can make the learning process more engaging and impactful.

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.	HODs , & Departmental Coordinator, All Committee Members and Faculties	Monthly updates and action taken report needs to submit to the authorities.

Dr. Rajendrakumar M. Abhang

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