



Ref No.

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 dt. 15/10/1996

University ID No. 052

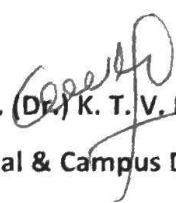
Institute Code 5125

Date : 03/08/2018

The meeting of Internal Quality Assurance cell (IQAC) is scheduled on 3<sup>rd</sup> August, 2018 at 2.00pm in board room and the agenda of the meeting is as follows-

**AGENDA**

1. Review and action taken on previous meeting.
2. Review of academic planning and implementation
3. Continuous Internal Evaluation (CIE)
4. Academic Book
5. Professional body membership of faculties & students
6. Academic Audit
7. Review of NAAC Progress
8. Any other point

(Prof.  K. T. V. Reddy)

Principal & Campus Director



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University ID No. 052

Institute Code 5125

Ref No

Date : / /

MINUTES OF MEETING	3 <sup>RD</sup> AUGUST, 2018	02.00 HOURS	CONFERENCE HALL
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CHAIRMAN OF MEETING	Prof. Dr. K T V Reddy
TYPE OF MEETING	IQAC Meeting
MOM BY	Mr. Rajendrakumar M. Abhang
ATTENDED BY	Mr. Ulhas V Patil
	Dr. Santosh N Shelke
	Dr. Bhausaheb L Pangarkar
	Mr. Nadeem B Shaikh
	Mr. Rushikesh S Bhalerao
	Mr. Amol P Kare
	Mr. Kailas P Tambe
	Mr. Mahindra Guddad
	Mr. Rahul D Patil
	Mr. Rajendra Ankar
	Mr. Satish Palde
	Mr. Sagar N. Shevgaonkar
	Mr. Kishor N. Shedje
	Mr. Rajendrakumar M. Abhang

1. Review and action taken on previous meeting		Presenter : Mr. Rajendrakumar M. Abhang
➤ Discussion on review of last IQAC meeting. Also discussion on planning of activities of current semester.		
Conclusion :-		
➤ Reviewed activities and initiatives taken by IQAC cell.		
➤ Planning and steps needs to be taken to improve the quality of academics and overall institution growth.		
Action Taken	Person Responsible	Deadline
Implementation and planning of activities of current semester.	IQAC coordinator and HODS and all section heads	10 <sup>th</sup> August 2018

## 2. Review of academic planning and implementation

Presenter : Prof. Dr. K. T. V. Reddy

- Preparation of academic calendar, time table, activity calendar before starting of new semester

### Conclusion :-

- Assignment, class test, remedial classes, parents & student interaction, extra activities etc. at department level should reflect in academic calendar of department.

### Preparation of revised academic calendar:

Action Taken	Person Responsible	Deadline
Preparation of institute level revised academic calendar	Mr. Guddad Mahindra	10 <sup>th</sup> August 2018
Revised academic planning and implementation	HODs	10 <sup>th</sup> August 2018

## 3. Continuous Internal Evaluation (CIE)

Presenter : Prof. Dr. K. T. V. Reddy

- Continuous internal Evaluation of attendance, home assignments, class tests, tutorials, audit course, laboratory experiments assessment, remedial classes etc.
- Regular review of Mentoring, counseling and other activities reports and their ATRs, minutes of meeting, industrial visits, internships, Training & placement reports, career guidance schemes and feeds back etc.

### Conclusion :-

- Enhance the overall quality of students their performance regularly reviewed and action taken accordingly for the benefits of all students to develop the skills.

Action Taken	Person Responsible	Deadline
Continuous Internal Evaluation (CIE)	HODs, Dean academic, IQAC	Throughout semester

## 4. Academic Book

Presenter : Prof. Dr. K. T. V. Reddy

Prepare Academic book for each course by all departments containing Teaching Scheme, Course Outcomes, Syllabus, and Evaluation guidelines, Lesson plan with bloom taxonomy, Course Delivery, Objectives, Out-comes, CO-PO, PSO mapping, Question bank, Model question paper of In-sem and university exam papers etc

### Conclusion :-

To enhance the academic performance of the student's academic book for each course should prepare well in advance before starting of semester and make it available for students and uploaded on institute website.

Action Taken	Person Responsible	Deadline
Academic Book	HODs, Dean academic and all faculties	Before starting of each semester

5. Professional body membership of faculties & students		Presenter : HODs
<ul style="list-style-type: none"> <li>➤ Every faculty should be the member of Professional Bodies.</li> <li>➤ Maxima size student membership for professional bodies.</li> </ul>		
<b>Conclusion :-</b> <ul style="list-style-type: none"> <li>➤ It is decided to take a membership of professional body is mandatory for faculty &amp; students  i.e. Computer &amp; IT      - CSI ;      Electrical &amp; ETC      - IETE  Mechanical      - ASHRE ;      Chemical      - IICChE</li> </ul>		
Action Taken	Person Responsible	Deadline
➤ Faculty membership for professional bodies	HODs	16 <sup>th</sup> August 2018

6. Academic Audit		Presenter : Dean Academic
<ul style="list-style-type: none"> <li>➤ Syllabus must be update and it should not be as it is of SPPU.</li> <li>➤ Copy or notes should be in departmental Library</li> <li>➤ HOD should be check and sign the attendance book.</li> <li>➤ Vision mission should be including in course file.</li> <li>➤ Suggestions raises in department meeting should be implementing.</li> </ul>		
<b>Conclusion :-</b> <ul style="list-style-type: none"> <li>➤ Audit of academic needs to be taken semester wise and prepare ATR and implement.</li> </ul>		
Action Taken	Person Responsible	Deadline
Syllabus must be update on or before commencement of semester or year	IQAC, Dean academic & All HOD & Subject Teacher	Before commencement of semester or year

7. Review of NAAC work		Presenter : Mr. Rajendrakumar M. Abhang
<ul style="list-style-type: none"> <li>➤ It was decided to submit criteria related files to IQAC cell.</li> <li>➤ All the departments are instructed to maintain criteria wise files for cross verification which is scheduled on 29<sup>th</sup> October 2018 onward. In addition, it was instructed to all the HOD's to Prepare criteria wise PowerPoint presentation as per SSR in unique format till 5<sup>th</sup> November 2018.</li> <li>➤ Self-audit one page report must be keep by each faculty. Academic and administrative audit report each department should be uploaded on website.</li> <li>➤ Vision mission of each department must be inclined with institute vision mission and it should be display in each class and laboratory.</li> <li>➤ Classroom and lab utilization timetable must be display in respective class and lab.</li> <li>➤ All HOD's are instructed to verify floor plan and sign board required for respective department within two working days.</li> <li>➤ Departmental seminar hall must be upgraded with PA system, cupboards, white board by submitting the requirement as earliest.</li> </ul>		

- Laboratory display board must be updated with details such as – name of laboratory, name of lab in-charge, lab instruction, lab time table, list of equipment with cost.

**Conclusion :-**

- It is decided to update the SSR and submit in time and complete all procedure of application.
- It is also decided to complete the departmental documentation work of NAAC simultaneously.

Action Taken	Person Responsible	Deadline
Document verification	Respective HOD	From 29 <sup>th</sup> October 2018 to end of Dec 2018

**8. Any other point**

**Presenter : Prof. Dr. K. T. V. Reddy**

- Discuss on improvement of utilization of ICT facilities

**Conclusion :-**

- Decided to improve and provided ICT facilities to faculty and students.

Action Taken	Person Responsible	Deadline
Improvement of ICT Facilities	HODs	Before 29 <sup>th</sup> August 2018

Meeting concluded with thanks to chair.

(Prof.  K T V Reddy)

**Principal & Campus Director**



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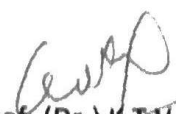
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Date: 29/11/2018

The meeting of Internal Quality Assurance cell (IQAC) is scheduled on 29<sup>th</sup> November, 2018 at 2.00pm in board room and the agenda of the meeting is as follows

**AGENDA**

1. Review and action taken on previous meeting
2. Improvement of Teaching - Learning process
3. Introduction of additional two experiment for each course
4. Effective implementation of Mentoring scheme
5. Review of Academic Audit
6. Institutional policies and framework with regard to quality assurance
7. Alumni Contribution
8. Implementation of Faculty Development program for each department
9. Review of NAAC Progress
10. Any other point

  
(Prof. (Dr.) K.T.V. Reddy)  
Principal & Campus Director



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 University ID No. 052 Institute Code 34125

Ref. No.

Date

MINUTES OF MEETING	29 <sup>TH</sup> NOVEMBER, 2018	02.00 HOURS	CONFERENCE HALL
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CHAIRMAN OF MEETING	Prof. Dr. K T V Reddy
TYPE OF MEETING	IQAC Meeting
MOM BY	Dr. Rajendrakumar M. Abhang
ATTENDED BY	Mr. Ulhas V Patil
	Dr. Santosh N Shelke
	Dr. Bhausaheb L Pangarkar
	Mr. Nadeem B Shaikh
	Mr. Rushikesh S Bhalerao
	Mr. Amol P Kare
	Mr. Kailas P Tambe
	Mr. Mahindra Guddad
	Mr. Rahul D Patil
	Mr. Vishal Kulkarni
	Mr. Pritam Sawwalekar
	Mr. Sagar N. Shevgaonkar
	Mr. Kishor N. Shedge
	Dr. Rajendrakumar M. Abhang

1. Review and action taken on previous meeting		Presenter : IQAC coordinator- Dr. Rajendrakumar M. Abhang
➤ Discussion on review of last IQAC meeting and informed all concerned about the further improvement of academics. The new suggestions given by the members were considered in this meeting. Also discussion on planning of activities of next semester.		
<b>Conclusion :-</b> <ul style="list-style-type: none"> <li>➤ Reviewed activities and initiatives taken by IQAC cell.</li> <li>➤ Planning and steps needs to be taken to improve the quality of academics and overall institution growth.</li> </ul>		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Implementation and planning of activities of next semester.	IQAC coordinator and HODs, Est. section and all section heads	17 <sup>th</sup> December, 2018

<b>2. Improvement of Teaching learning process</b>		<b>Presenter : Prof. (Dr.) K. T. V. Reddy</b>
➤ On the basis of previous semester feedback, the academic monitoring committee & HODs should implement lesson plan, academic calendar, time table, activity calendar and academic book effectively in the departments. Also decided to conduct the academic audit to assess the course delivery and monitor the continuous evaluation of academic work as per plan.		
<b>Conclusion :-</b> ➤ Continuous assessment of Assignment, class test, remedial classes, in-sem, online exam etc. for each department. Also parents & student interaction, extra activity at department level, mentoring and counseling of students to improve course outcome of each department.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Monitoring of academic activities	Academic monitoring committee & HODs	Throughout semester
Academic planning and implementation	All HODs	17 <sup>th</sup> Dec 2018

<b>3. Introduction of additional two experiment for each course</b>		<b>Presenter : Prof. (Dr.) K. T. V. Reddy</b>
➤ Additional two experiments must be conducted for each course to enhance more practical knowledge of the subjects based on the curriculum.		
<b>Conclusion :-</b> ➤ The additional experiments for each course nurture the students practical orientated skill and they are enable to clear their fundamental concepts which will be benefitted for them to apply further for their research skill development.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Introduction of additional two experiment for each course	HODs and Laboratory coordinator & subject faculties	Before starting of semester

<b>4. Effective implementation of mentoring scheme</b>		<b>Presenter : HODs</b>
➤ All faculties should be the mentor for the students of all classes. ➤ Weekly counseling report must be generated by the faculty and submit to mentor coordinator.		
<b>Conclusion :-</b> ➤ The guidance to the students provided to support them to solve their technical as well as non technical difficulties. ➤ To motivate and enhance the confidence among the students. ➤ ATR must be generated by coordinator and submit to the higher authorities for further improvements.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
➤ Effective implementation of mentoring scheme	All allotted faculty mentors, Coordinator, & HODs	24 <sup>th</sup> December 2018



<b>5. Review of Academic Audit</b>		<b>Presenter : Dean Academic- Mr. Mahendra Guddad</b>
Academic Audit Committee check Course files, theory and practical attendance sheets, continuous assessment sheet, Lesson plan, Lab manuals, staff feedback, syllabus coverage, Utilization of ICT, make-up classes, expert lectures / seminar conducted, assessment etc. in each semester and submit the report of same to the Principal and IQAC coordinator for corrective actions if required.		
<b>Conclusion :-</b> ➤ Audit of academic needs to be taken semester wise and prepare ATR and implement effectively.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Academic Audit	IQAC, Dean academic & All HOD & Subject Teacher	Each semester

<b>6. Institutional policies and framework with regard to quality assurance</b>		<b>Presenter : IQAC Coordinator- Dr. Rajendrakumar Abhang</b>
The institute has a well defined standard operating procedure (SOP) prepared by PRES and implemented in the institute, which stated the procedure to follow & to take efforts for maintaining the standards of excellence in all our endeavors, such as teaching-learning, consultancy, R&D etc. and overall management of institution & other day to day activities, through the process of self evaluation and continuous improvement.		
<b>Conclusion :-</b> ➤ All concern must follow SOP and maintain routine operations to achieve efficiency and quality output to avoid the failure of overall performance.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Institutional policies and framework with regard to quality assurance	IQAC, Dean academic & All HOD & Section heads and Subject Teachers	Throughout year

<b>7. Alumni contribution</b>		<b>Presenter : Alumni Coordinator- Ms. Pratibha Waje</b>
Enhance the alumni contribution by continuously contact with the top alumni to conduct expert lectures, seminars, Providing training for students, R&D and consultancy, interaction via video conferencing etc. by for current year TE & BE students.		
<b>Conclusion :-</b> ➤ Enhance the employability & overall personality of students, all faculties must try to build-up good relations with industry through alumni for the benefit of current students.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Alumni contribution	Alumni coordinators, Dean academic & All HOD & Section heads and faculties	Throughout year

<b>8. Implementation of Faculty Development program for each department</b>		<b>Presenter : Principal, (Dr.) K. T. V. Reddy</b>
Conduct Faculty development program by each department separately or by combination of two departments during starting of each semester to enhance and update current knowledge of the		

faculties. So faculty skill will be improve and automatically students gets benefitted.

**Conclusion :-**

- To enhance skill set and update current knowledge of faculties so students get benefitted.

Action Taken	Person Responsible	Deadline
Implementation of Faculty Development program for each department	All HODs & Section heads and faculties of departments.	Organize at the starting of each semester

**9. Review of NAAC progress**

**Presenter : NAAC coordinator-  
Dr. Rajendrakumar M. Abhang**

- After successful submission of SSR It was decided to complete the pending departmental work.
- All the departments are instructed to maintain criteria wise files for cross verification.
- Self-audit one page report must be carried out by each faculty.
- Prepare and keep ready the course files of each semester.
- Laboratory maintenance work must be carried out if any in-between semester and keep laboratories up to date.

**Conclusion :-**

- It is decide to update the files, and complete department pending work if any.
- It is also decided to complete the departmental documentation work of NAAC simultaneously.

Action Taken	Person Responsible	Deadline
NAAC work and Document verification and other laboratory work if any	Respective HODs and faculties	From 1 <sup>st</sup> to 15 <sup>th</sup> December 2018.

**10. Any other point**

**Presenter : Prof. Dr. K. T. V. Reddy**


- Discussion on continuous assessment and improvement of utilization of ICT facilities

**Conclusion :-**

- Decided to do continuous assessment and improve utilization of ICT facilities by faculties and students.

Action Taken	Person Responsible	Deadline
Improvement of continuous assessment and ICT Facilities	All HODs and faculties	From 17 <sup>th</sup> December 2018

Meeting concluded with thanks to chair.

  
 (Prof. Dr.) K T V Reddy  
 Principal & Campus Director