




SVIT/IQAC/2019-20/21

Date: 20/02/2020

Agenda of the IQAC Meeting


The meeting of Internal Quality Assurance cell (IQAC) is scheduled on 20th February, 2020 at 3.00pm in board room and the agenda of the meeting is as follows-

1. Review and action taken on previous meeting.
2. Undertaking activities and minor projects to inculcate research culture among the students.
3. Planning of student activities and monitoring system.
4. Up-gradation of skills of faculties and promote them for higher studies to improve quality of teaching-learning.
5. Develop relation with the industries through MOU & collaboration.
6. To update the database on Alumni portal to share their experience and expertise to build the strong technical bonding with current students.


Dr. R.M. Ashang
NAAC/IQAC coordinator

IQAC
Sir Visvesvaraya Institute of Technology
Chincholi, Nashik-422103.




Dr. Y.R. Kharde
Principal

Principal
Sir Visvesvaraya Institute of Technology
Chincholi, Nashik-422102



MINUTES OF MEETING	20 th February, 2020	03.00 HOURS	CONFERENCE HALL
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CHAIRMAN OF MEETING	Prof. Dr. Y.R. Kharde
TYPE OF MEETING	IQAC Meeting
MOM BY	Dr. Rajendrakumar M. Abhang
ATTENDED BY	Mr. Ulhas V Patil
	Dr. Bhausaheb L Pangarkar
	Mr. Kishor N. Shedge
	Mr. Nadeem B Shaikh
	Mr. Rushikesh S Bhalerao
	Mr. Amol P Kare
	Mr. Mahindra Guddad
	Mr. Rahul D Patil
	Mr. Kishor N. Shedge
	Dr. Rajendrakumar M. Abhang

1. Review and action taken on previous meeting		Presenter : IQAC coordinator- Dr. Rajendrakumar M. Abhang
<ul style="list-style-type: none"> ➤ Discussion on review of last IQAC meeting which was held on 7th September, 2019 and informed all authorities about the further focus on the major issues raised by peer team and ATR of peer team report. The new suggestions given for all HODs to further weakness of the department. Also discussion on planning of activities of in the current semester. ➤ Internship, training and field work project of the students 		
Conclusion :- <ul style="list-style-type: none"> ➤ 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 this semester.	IQAC coordinator and HODs, Est. section and all section heads	12 Jan 2020



2. Undertaking activities and minor projects to inculcate research culture among the students		Presenter : Dr. Y.R. Kharde
<ul style="list-style-type: none">➤ Proper Planning and implantation of research activities like minor and Major projects for the students as well as faculty.➤ Make a compulsory for BE students and faculties field trips and minor and major projects .		
Conclusion :- <ul style="list-style-type: none">➤ Improve the quality research and students involvement in the research activities.➤ Guidelines given for execution of the activities.		
Action Taken	Person Responsible	Deadline
<ul style="list-style-type: none">➤ Focus on monitor internship, Training in-between the semester, and allot the industry based minor research project continuously.➤ Planning and implementation minor research for students.	HOD , & Departmental Coordinators, NAAC and IQAC Committee	Monthly updates and action taken report needs to submit to the authorities.

3. Planning of student activities and monitoring system.		Presenter : Dr. Y.R. Kharde
<ul style="list-style-type: none">➤ Proper Planning and implantation of student's activities at micro level and monitoring needs to be required to uplift overall growth of each department.➤ Involvement of students during planning.		
Conclusion :- <ul style="list-style-type: none">➤ Improve the quality activities and students involvement in the activities.➤ Guidelines given for execution of the activities.		
Action Taken	Person Responsible	Deadline
<ul style="list-style-type: none">➤ Each department must have its own Planning and implantation of students activities at micro level and monitoring needs to required to uplift overall growth of Department.	HOD , & Departmental Coordinators, NAAC and IQAC Committee	Monthly updates and action taken report needs to submit to the authorities.
4. Up-gradation of skills of faculties and promote them for higher studies to improve quality of teaching-learning.		Presenter : Dr. Y.R. Kharde
<ul style="list-style-type: none">➤ All faculties must try for higher studies and needs to appear PhD entrance exam/ SET/NET etc .➤ It is compulsory for all faculties to do visits/ field trips in nearby area and try for minor and		



major projects . Involve students and alumni in this regard.

Conclusion :-

- Improve the quality research and students involvement in the project activities.
- Guidelines given for execution of the activities.

Action Taken	Person Responsible	Deadline
<ul style="list-style-type: none"> ➤ Senior faculty must Support and motivate them for higher studies and needs to appear PhD entrance exam/ SET/NET etc . ➤ It is compulsory for all faculties to do visits/ field trips in nearby area and try for minor and major projects . ➤ Involve students and alumni in this regard. 	HOD , & Departmental Coordinators, Senior faculties	Monthly updates and action taken report needs to submit to the authorities.

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

Presenter : Dr. R.M. Abhang
IQAC coordinator

- Each department should do the collaboration through MOU through Alumni
- Start the T& PC activities to department and institute level
- Keep Expert lectures / seminar and workshop for new current students

Conclusion :-

- Involve each faculty of department , arrange visits to industries
- Enhance T& PC activities
- Guidelines given for execution of the activities.

Action Taken	Person Responsible	Deadline
<ul style="list-style-type: none"> ➤ Each department should do the collaboration through MOU through Alumni ➤ Start the T& PC activities to department and institute level ➤ Keep Expert lectures / seminar and workshop for new current students 	HOD , & Departmental Coordinators, T& PC institute and departmental coordinator	Monthly updates and action taken report needs to submit to the authorities.



7. To update the database on Alumni portal to share their experience and expertise to build the strong technical bonding with current students.		Presenter : Dr. Rajendrakumar M. Abhang (IQAC Coordinator)
<ul style="list-style-type: none">➤ PRAVARA Alumni portal started➤ Develop database of Alumni of all department, Start online activities like Job opportunities, Start ups , Current research etc.➤ Sharing of Alumni experience online to current batch students.		
Conclusion :- <ul style="list-style-type: none">➤ Improve the relation with alumni and their contribution through various programs.➤ Guidelines given for execution of the activities.		
Action Taken	Person Responsible	Deadline
<ul style="list-style-type: none">➤ PRAVARA Alumni portal started➤ Develop database of Alumni of all department, Start online activities like Job opportunities, Start ups , Current research etc.➤ Sharing of Alumni experience online to current batch students.	HOD , & Departmental Coordinators, Institute and departmental Alumni coordinator.	Monthly updates and action taken report needs to submit to the authorities.

Dr. Rajendrakumar M. Abhang

IQAC Coordinator

IQAC

Sir Visvesvaraya Institute of Technology
Chincholi, Nashik-422103.



(Dr.Y.R. Kharde)

Principal
Principal

Visvesvaraya Institute of Technology
Chincholi, Nashik-422102



Pravara Rural Education Society's
SIR VISVESVARAYA INSTITUTE OF TECHNOLOGY, NASHIK
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"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

Ref. No.

SVIT/IQAC/2019-20/19CA

Date

07/09/2019

The meeting of Internal Quality Assurance cell (IQAC) is scheduled on 7th Sept, 2019 at 2.00pm in board room and the agenda of the meeting is as follows-

AGENDA

1. Review and action taken on previous meeting i.e. 16th August 2019
2. Action taken report of SSR and peer team
3. Internship, training and field work project of the students
4. Improvement of academic and other activities
5. Any other point

Dr. Rajendrakumar M. Abhang

IQAC

Sir Visvesvaraya Institute of Technology
Chincholi, Nashik-422103.



(Dr. K T V Reddy)

Principal

Principal

Sir Visvesvaraya Institute of Technology
Chincholi, Nashik-422102



MINUTES OF MEETING	7 th Sept, 2019	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. Kishor N. Shedge
	Mr. Nadeem B Shaikh
	Mr. Rushikesh S Bhalerao
	Mr. Amol P Kare
	Mr. Mahindra Guddad
	Mr. Rahul D Patil
	Mr. Kishor N. Shedge
	Dr. Rajendrakumar M. Abhang

1. Review and action taken on previous meeting		Presenter : IQAC coordinator- Dr. Rajendrakumar M. Abhang
<p>➤ Discussion on review of last IQAC meeting which was held on 16th Aug , 2019 and informed all authorities about the further focus on the major issues raised by peer team and ATR of peer team report. The new suggestions given for all HODs to further weakness of the department. Also discussion on planning of activities of in the current semester.</p>		
<p>Conclusion :-</p> <p>➤ Reviewed activities and initiatives taken by IQAC cell.</p> <p>➤ Planning and steps needs to be taken to improve the quality of academics and overall institution growth.</p>		
Action Taken	Person Responsible	Deadline
Implementation and planning of activities of this semester.	IQAC coordinator and HODs, Est. section and all section heads	30 th November, 2019

2. Action taken report of SSR and peer team	Presenter : Prof. (Dr.) K. T. V. Reddy
<p>➤ Review of Strength and weaknesses of each department.</p> <p>➤ Each department should do the analysis as per the criteria wise and make planning of activities throughout the year. Needs to faculty meeting for and do the micro-planning of activities.</p>	



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Date / /

Conclusion :-

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

Action Taken	Person Responsible	Deadline
Focus on indentified week points to monitor continuously	All committee heads & HODs	Throughout semester
Improvement and scheduling of Academic activities and its planning and implementation	All HODs, concern authorities	Review taken end of each month

3. Internship, training and field work project of the students

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

- Meeting of NAAC/IQAC Coordinator HOD and departmental T& PC coordinator were taken. Make compulsory the internship, Training in-between the semester, and allot the industry based minor research project and take action to improve the overall skill set of students.

Conclusion :-

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

Action Taken	Person Responsible	Deadline
➤ Focus on monitor internship, Training in-between the semester, and allot the industry based minor research project continuously.	HOD, & Departmental Coordinators, NAAC and IQAC Committee	Monthly updates and action taken report needs to submit to the authorities.
➤ Planning and implementation		

4. Improvement of academic and other activities

Presenter : IQAC Coordinator

- Following points considered during 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



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Date: / /

<ul style="list-style-type: none">➤ Implementation of best practices➤ Overall growth of the students and institute based on SWOT analysis.		
Conclusion :- <ul style="list-style-type: none">➤ ATR must be generated based on the above mentioned points by coordinators and submit 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.

3. Any other point		Presenter : Prof. Dr. K. T. V. Reddy
➤ Discussion on strategic plan for further improvement		
Conclusion :-		
➤ Decided to do overall growth institution.		
Action Taken	Person Responsible	Deadline
Strategic plan.	All HODs and faculties	From 10 th November 2019

Meeting concluded with thanks to chair.

Dr. Rajendra Kumar M. Abhang

IQAC

Sir Visvesvaraya Institute of Technology
Chincholi, Nashik-422103.



(Prof. (Dr.) K T V Reddy)

Principal & Campus Director

Principal
Sir Visvesvaraya Institute of Technology
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Ref. No. SVIT/IQAC/2019-20/15

Date 16/8/2019

The meeting of Internal Quality Assurance cell (IQAC) is scheduled on 16th August, 2019 at 3.00pm in board room and the agenda of the meeting is as follows-

AGENDA

1. Review and action taken on previous meeting
2. List of Cross Cutting issues
3. Innovation & creativity in Teaching learning
4. Practices of decentralization and participative management
5. Departmental strategies for optimal utilization of resources
6. Implementation of best practices
7. Any other points.

Dr. Rajendrakumar M. Abhang

NAAC/ IQAC Coordinator

Sir Visvesvaraya Institute of Technology
Chincholi, Nashik-422102.



(Prof. (Dr.) K T V Reddy)

Principal

Principal

Visvesvaraya Institute of Technology
Chincholi, Nashik-422102



Ref. No.

Date / /

MINUTES OF MEETING	16 th August, 2019	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. Shedge
	Mr. Rajendrakumar M. Abhang

1. Review and action taken on previous meeting		Presenter : IQAC coordinator- Dr. Rajendrakumar M. Abhang
<p>➤ Discussion on review of last IQAC meeting and informed all HODs and Section In-charges authorities about the further improvement of academics and make a policies of creativity in teaching and learning. The discussion on planning of activities of next semester as per the shortfalls of Peer team.</p>		
<p>Conclusion :-</p> <p>➤ Reviewed activities and initiatives taken by IQAC cell.</p> <p>➤ Planning and steps needs to be taken to improve the quality of academics and overall institution growth.</p>		
Action Taken	Person Responsible	Deadline
Implementation and planning of activities of next semester.	IQAC coordinator and HODs, Est. section and all section heads	10 th December, 2019

2. List of Cross Cutting issues		Presenter : Prof. (Dr.) K. T. V. Reddy
<p>➤ Review of cross cutting issues undertaken</p> <p>➤ Faculty and students meeting needs to conducted to review the analysis based on cross cutting issues.</p> <p>➤ Enhancement of activities on cross cutting issues</p>		
Conclusion :-		



<ul style="list-style-type: none"> ➤ Identified the cross cutting issues for further improvement ➤ Guideline given to the faculties for further improvement. 		
Action Taken	Person Responsible	Deadline
Focus on identified cross cutting issues to monitor continuously	All committee heads & HODs	Throughout semester
Improvement and scheduling of cross cutting issues and its planning and implementation	All HODs, concern authorities	Review taken end of each month

3. Innovation & creativity in Teaching learning		Presenter : Prof. (Dr.) K. T. V. Reddy
<ul style="list-style-type: none"> ➤ Review of activities conducted throughout semester. ➤ Needs to start the activities w.r.t. Innovative & creativity in Teaching learning ➤ Apply the Bloom Taxonomy and set target accordingly 		
Conclusion :- <ul style="list-style-type: none"> ➤ Identified the course wise list for further improvement ➤ Guideline given to the faculties for further improvement. 		
Action Taken	Person Responsible	Deadline
Focus on identified bloom taxonomy for its implantation and monitor continuously	All committee heads & HODs	Throughout semester
Improvement and scheduling of creative and innovative activities and its planning and implementation	All HODs, concern authorities	Review taken end of each month

4. Practices of decentralization and participative management		Presenter : Rajendrakumar Abhang (IQAC Cell Coordinator)
<ul style="list-style-type: none"> ➤ Review of involvement of HODs, Section in charges and faculties, student's, Students council, departmental associations etc in the decision and departmental policies making. ➤ Involvement of students class representative in the departmental routine activities. 		
Conclusion :- <ul style="list-style-type: none"> ➤ Overall skill development of students by giving opportunities in decision making. ➤ Guideline given to the faculties for further involvement & improvement. 		
Action Taken	Person Responsible	Deadline
Focus must give its implantation and monitor the involvements of students and faculties continuously	All committee heads & HODs	Throughout semester
Improvement in planning and implementation	All HODs, concern authorities	Review taken end of each month



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Prof. No.

Date

5. Departmental strategies for optimal utilization of resources		Presenter : Prof. (Dr.) K. T. V. Reddy
<ul style="list-style-type: none"> ➤ Make SOP for departmental strategies for optimal utilization of resources. ➤ Use of all laboratories throughout year for minor project, practical work, demonstrations etc. ➤ Use with full capacity software/ Computer laboratory for soft skill development & hands on practice for the students. Also sue for their project work , online courses like NPTEL etc. 		
Conclusion :- <ul style="list-style-type: none"> ➤ Overall skill development of students by giving opportunities and utilization of software's available in each department through coaching. ➤ Guideline given to the faculties for further involvement & improvement. 		
Action Taken	Person Responsible	Deadline
Focus must give its implantation and monitor the involvements of students and faculties continuously	All committee heads & HODs	Throughout semester
Improvement in utilization of computer labs for the students through the proper planning	All HODs, concern authorities	Review taken end of each month

6. Implementation of best practices		Presenter : Dr. Rajendrakumar Abhang (IQAC Coordinator)
<ul style="list-style-type: none"> ➤ All departments must identify and implement the at least two to three best practices in the department. ➤ At institute level also identify the best practices and implement. 		
Conclusion :- <ul style="list-style-type: none"> ➤ The students gets benefitted from the best practices. Make these practices throughout year. ➤ Guideline and sample are given to the departments and faculties for further involvement & improvement. 		
Action Taken	Person Responsible	Deadline
Focus must given on best practices for the benefit of the students. Keep feedback on its implantation and monitor continuously	All committee heads & HODs	Throughout semester
Continuous identification and Improvement of best practices through the proper planning	All HODs, concern authorities	Review taken end of each month

Meeting concluded with thanks to chair.

Dr. Rajendrakumar M. Abhang
IQAC
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(Prof. (Dr.) K T V Reddy)
Principal & Campus Director
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