



LODGE OF BALAKRISHNA VISHWAMI  
INDIANA AWARD  
PRAYAG RURAL EDUCATION SOCIETY'S  
**SIR VISVESVARAYA INSTITUTE OF TECHNOLOGY**  
PRAYAG TECHNICAL EDUCATION CAMPUS NASHIK  
NASHIK

Date: 16/02/2023

Agenda of the IAQC Meeting

The meeting of the Internal Quality Assurance cell (IQAC) is scheduled on 16<sup>th</sup> February, 2023 at 2.00pm in the board room and the agenda of the meeting is as follows-

1. Review and action taken on previous meeting-25/08/2022
2. Effective implementation of the Mentoring scheme
3. Implementation of FDP for each department
4. Implementation of best practices
5. Improvement of Training and placement and alumni activities
6. Action Plan and Next Steps and any other points

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



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



MINUTES OF MEETING	16 <sup>th</sup> February, 2023	03.00 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 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 25/08/2022	Presenter: IQAC coordinator- Dr. Rajendrakumar M. Abhang
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:	
<ul style="list-style-type: none"><li>• <b>Academic Planning and Implementation:</b><ul style="list-style-type: none"><li>• Clear strategies outlined for academic planning and implementation.</li><li>• Inclusion of academic and administrative audits ensures comprehensive assessment.</li><li>• Need for regular reviews and updates to ensure alignment with objectives.</li></ul></li><li>• <b>Implementation of Research Projects:</b><ul style="list-style-type: none"><li>• Notable progress in implementing both major and minor research projects.</li><li>• Allocation and management of grants appear effective.</li><li>• Emphasis on fostering a research-oriented environment is evident.</li></ul></li><li>• <b>Training, Placement, and Internship:</b><ul style="list-style-type: none"><li>• Effective execution of Training and Placement activities.</li><li>• Internship and fieldwork projects show satisfactory progress.</li></ul></li></ul>	



CHIEFTAIN DR. BALASUBRAHMANYAM RAO,

HOD DEPARTMENT OF COMPUTER SCIENCE

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- Continuous improvement measures could be explored for better student engagement.
- **Improvement of Academic and Other Activities:**
- Tangible efforts visible towards enhancing academic activities.
- Suggestions for diversifying extracurricular initiatives could enhance the overall student experience.
- Consideration of feedback mechanisms for continuous improvement is recommended.
- **Enhancement of Teaching & Learning Process:**
- Acknowledgment of the importance of improving teaching and learning.
- Implementation strategies for pedagogical advancements discussed.
- Monitoring mechanisms to track the impact of implemented changes suggested.

**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 this semester.	IQAC coordinator and HODs, Est. section, and all section heads	20 April 2023

## 2. Effective implementation of the Mentoring scheme (Presenter : Dr.G.B. Shinde)

- **Establishment of Mentoring Scheme:**
  - Introduction of mentoring scheme discussed and confirmed.
  - Clear objectives and goals of the scheme outlined.
  - Structure and roles of mentors and mentees defined.
- **Selection and Training of Mentors:**
  - Criteria for selecting mentors deliberated upon.
  - Training sessions for mentors discussed for effective guidance.
  - Emphasis on mentorship skills and techniques highlighted.
- **Assignment of Mentees:**
  - Process of assigning mentees to mentors clarified.
  - Consideration of compatibility and expertise in pairing mentors and mentees.
  - Fair distribution of mentees among mentors ensured.
- **Regular Monitoring and Feedback:**
  - Mechanisms for monitoring mentor-mentee interactions discussed.
  - The importance of regular feedback from both mentors and mentees is emphasized.
  - Provision for addressing challenges and concerns in the mentoring process outlined.
- **Evaluation and Assessment:**
  - Criteria for evaluating the effectiveness of the mentoring scheme presented.



- Methods for assessing mentee progress and mentor performance discussed.
- Incorporation of feedback into scheme improvement highlighted.

**Conclusion :**

- The IQAC meeting minutes underscore a comprehensive approach towards the effective implementation of the mentoring scheme. By addressing key aspects such as mentor selection, training, monitoring, and evaluation, the institution demonstrates a commitment to providing valuable guidance and support to its students.
- The emphasis on continuous improvement through feedback mechanisms reflects a proactive stance toward enhancing the mentoring experience for both mentors and mentees.

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.

**3. Implementation of FDP for each department**

Presenter: IQAC coordinator

- **Customized Curriculum Design:**
  - Tailoring FDP content to address specific needs and challenges within each department.
  - Incorporating department-specific case studies, examples, and best practices into the curriculum.
  - Ensuring relevance and applicability of FDP topics to the teaching and research requirements of the department.
- **Expert-Led Workshops and Seminars:**
  - Inviting renowned experts and industry practitioners to conduct workshops and seminars.
  - Covering cutting-edge developments and emerging trends relevant to the department's field of study.
  - Providing opportunities for faculty members to interact with and learn from leaders in their respective domains.
- **Hands-on Training and Skill Enhancement:**
  - Offering practical sessions and hands-on training to enhance technical skills and pedagogical techniques.
  - Providing access to resources, tools, and technologies necessary for effective teaching and research.
  - Empowering faculty members with the latest methodologies and approaches to enrich their classroom practices.



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- **Peer Learning and Collaboration:**
  - Facilitating peer-to-peer learning opportunities through group discussions, collaborative projects, and knowledge-sharing sessions.
  - Encouraging interdisciplinary collaboration and cross-departmental exchange of ideas and experiences.
  - Fostering a culture of continuous learning and professional development among faculty members.
- **Evaluation and Feedback Mechanisms:**
  - Implementing robust evaluation mechanisms to assess the impact and effectiveness of FDP initiatives.
  - Soliciting feedback from participants to identify strengths, areas for improvement, and future training needs.
  - Using data-driven insights to refine and enhance the design and delivery of FDPs for sustained faculty development across departments.

**Conclusion:**

- The meeting concluded with the decision to form a committee to review and refine assessment practices. The implementation of Faculty Development Programs tailored to each department's needs is pivotal for enhancing the overall quality of education and research within the institution.
- By customizing training modules, targeting skill enhancement, fostering collaboration, ensuring continuous assessment, and allocating necessary resources, the institution demonstrates a commitment to fostering a culture of lifelong learning and academic excellence among its faculty members.

Action Taken	Person Responsible	Deadline
Needs to do the micro-level planning of organizing FDP by each department.	HOD, & Dean Academics, Departmental Coordinators, NAAC and IQAC Committee	Monthly updates and action-taken report needs to be submitted to the authorities.
4. Implementation of best practices		Presenter : Dr. G.B. Shinde

- **Benchmarking Against Industry Standards:**
  - Regularly benchmarking institute practices against industry standards and peer institutions.
  - Identifying and adopting best practices prevalent in the field to enhance institutional effectiveness and efficiency.
- **Continuous Improvement Culture:**
  - Fostering a culture of continuous improvement where feedback mechanisms are in place to solicit input from stakeholders.
  - Encouraging faculty and staff to propose innovative ideas and solutions for process optimization.
- **Training and Capacity Building:**
  - Providing training sessions and workshops to familiarize faculty and staff with



- best practices in their respective domains.
- Equipping employees with the necessary skills and knowledge to implement and sustain best practices effectively.
- **Performance Monitoring and Evaluation:**
  - Establishing robust performance monitoring systems to track the implementation of best practices.
  - Conducting regular evaluations to assess the impact and efficacy of adopted practices and making adjustments as needed.
- **Cross-Functional Collaboration:**
  - Promoting cross-functional collaboration and knowledge sharing among different departments and units.
  - Facilitating interdisciplinary teams to collaborate on projects and initiatives to leverage diverse expertise and perspectives.

**Conclusion:-**

- The points were concluded with a shared commitment to implementing best practices is evident through its proactive approach towards benchmarking, fostering a culture of continuous improvement, providing training and capacity building, monitoring performance, and promoting cross-functional collaboration.
- These efforts are crucial for enhancing institutional efficiency, effectiveness, and competitiveness in today's dynamic educational landscape.

Action Taken	Person Responsible	Deadline
Specific action points were identified to improve the best practices that are to be implemented in the institute. Responsibilities were assigned to the Institute level coordinator to implement the proposed improvements. Deadlines and a follow-up mechanism were established to track progress.	HOD, & Institute level coordinators, Departmental Coordinators, and all Senior faculties	Monthly updates and action-taken report needs to be submitted to the authorities.

5. Improvement of Training and placement and alumni activities	Presenter : T&PC and and Alumni coordinator
<ul style="list-style-type: none"><li>• Enhanced Industry Partnerships:<ul style="list-style-type: none"><li>• Strengthening ties with industry partners to expand internship and placement opportunities for students.</li><li>• Collaborating with alumni working in various industries to facilitate networking and mentorship programs.</li></ul></li></ul>	



- **Tailored 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 counseling 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.

**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 and T& PC institute and departmental coordinator	Monthly updates and action taken report needs to submit to the authorities.



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<b>6. Action Plan and Next Steps and any other points</b>	Presenter : Dr. Rajendrakumar M. Abhang ( IQAC Coordinator)
<b>1. Effective Implementation of Mentoring Scheme:</b>	
<ul style="list-style-type: none"> <li>Identify mentors based on expertise and willingness.</li> <li>Develop a structured training program for mentors.</li> <li>Pair mentors and mentees based on compatibility.</li> <li>Establish monitoring and feedback mechanisms.</li> <li>Implement adjustments based on feedback.</li> </ul>	
<b>2. Implementation of FDP for Each Department:</b>	
<ul style="list-style-type: none"> <li>Conduct needs assessment in each department.</li> <li>Design tailored FDP modules.</li> <li>Organize regular training sessions.</li> <li>Evaluate effectiveness and gather feedback.</li> <li>Refine FDP curriculum based on evaluation.</li> </ul>	
<b>3. Implementation of Best Practices:</b>	
<ul style="list-style-type: none"> <li>Review current practices and benchmarks.</li> <li>Select and prioritize best practices aligned with goals.</li> <li>Develop action plans with clear strategies and timelines.</li> <li>Provide training and support for adoption.</li> <li>Monitor progress and make adjustments.</li> </ul>	
<b>4. Improvement of Training and Placement and Alumni Activities:</b>	
<ul style="list-style-type: none"> <li>Strengthen industry partnerships for more opportunities.</li> <li>Develop career development programs for students.</li> <li>Organize alumni engagement initiatives.</li> <li>Enhance placement assistance services.</li> <li>Collect feedback for continuous improvement.</li> </ul>	

**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 CoordinatorDepartmental Coordinators.	Monthly updates and action taken report needs to submit to the authorities.

Dr. Rajendrakumar M. Abhang

IQAC Coordinator

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(Dr.G.B. Shinde )

**Principal**

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