



SVIT/IQAC/2020-21/24/01

Date: 26/02/2021

Agenda of the IQAC Meeting

The meeting of Internal Quality Assurance cell (IQAC) is scheduled on 26<sup>th</sup> February, 2021 at 3:00pm in board room and the agenda of the meeting is as follows-

1. Review and action taken on previous meeting i.e. 7<sup>th</sup> Aug 2020.
2. Undertaking online activities w. r. t. project-based learning and Major/ minor projects to inculcate research culture among the students.
3. Planning of student online activities through Alumni and monitoring system.
4. Develop relation with the industries through MOU & collaboration.
5. 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. Wagh  
NAAC/IQAC coordinator



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



|                    |                                 |             |                 |
|--------------------|---------------------------------|-------------|-----------------|
| MINUTES OF MEETING | 26 <sup>th</sup> February, 2021 | 03.00 Hours | CONFERENCE HALL |
|--------------------|---------------------------------|-------------|-----------------|

|                     |                             |
|---------------------|-----------------------------|
| CHAIRMAN OF MEETING | Dr. G.B. Shinde             |
| TYPE OF MEETING     | IQAC Meeting                |
| MOM BY              | Dr. Rajendrakumar M. Abhang |
| ATTENDED BY         | Mrs. Hatkar Archana         |
|                     | Dr. Kadlag Vijay            |
|                     | Dr. Chandre D.K.            |
|                     | Mr. Rokade Sharad           |
|                     | Mr. Nadeem B.Shaikh         |
|                     | Mr. Rushikesh S Bhalerao    |
|                     | Mr. Amol P Kare             |
|                     | Mr. Mahindra Guddad         |
|                     | Mr. Tambe Kailash           |
|                     | Dr. Rajendrakumar M. Abhang |

| 1. Review and action taken on previous meeting   | Presenter : IQAC coordinator-<br>Dr. Rajendrakumar M. Abhang  |                             |  |  |
|--|---|-----------------------------|--|--|
| <ul style="list-style-type: none"> <li>✓ Discussion on review of last IQAC meeting which was held on 7<sup>th</sup> Aug., 2020 and informed all 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 online activities of in this year.</li> </ul> |   |                             |  |  |
| <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>   |   |                             |  |  |
| Action Taken   | Person Responsible  | Deadline                    |  |  |
| Implementation and planning of activities of this semester.  | IQAC coordinator and HODs, Est. section and all section heads | 30 <sup>th</sup> April 2021 |  |  |



| <p><b>2. Undertaking online activities w. r. t. project-based learning and Major/ minor projects to inculcate research culture among the students.</b></p>  | <p><b>Presenter: Dr. G.B. Shinde</b></p>                       |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>➢ Proper Planning and implantation of research activities like project-based learning, minor and Major projects for the students as well as faculty.</li> <li>➢ Make a compulsory for BE students and faculties field trips and minor and major projects.</li> </ul>                       |  |   |
| <b>Conclusion :-</b>  |  |   |
| <ul style="list-style-type: none"> <li>➢ Improve the quality research and students involvement in the research activities.</li> <li>➢ Guidelines given for execution of the activities.</li> </ul>  |  |   |
| Action Taken  | Person Responsible   | Deadline  |
| <ul style="list-style-type: none"> <li>➢ Focus on monitor project based learning and internship, Training in-between the semester, and allot the industry based minor research project continuously.</li> <li>➢ Planning and implementation minor research for students.</li> </ul>   | HOD , & Departmental Coordinators,<br>NAAC and IQAC Committee  | Monthly updates and action taken report needs to submit to the authorities. |
| <p><b>3. Planning of student online activities through Alumni and monitoring system.</b></p>  | <p><b>Presenter : Dr. Waje Pratibha</b></p>                    |   |
| <ul style="list-style-type: none"> <li>➢ Proper Planning and implantation of student's online activities like seminar, technical training, workshops etc at micro level and monitoring needs to be required to uplift overall growth of each department.</li> <li>➢ Involvement of alumni and students during planning</li> </ul> |  |   |
| <b>Conclusion:-</b>   |  |   |
| <ul style="list-style-type: none"> <li>➢ Improve the quality activities and students' involvement in the activities.</li> <li>➢ Guidelines given for execution of the activities.</li> </ul>  |  |   |
| Action Taken  | Person Responsible   | Deadline  |
| <ul style="list-style-type: none"> <li>➢ Each department must have its own Planning and implantation of student's online activities at micro level and monitoring needs to required to uplift overall growth of Department.</li> </ul>  | HOD , & Departmental Coordinators,<br>NAAC and IQAC Committee  | Monthly updates and action taken report needs to submit to the authorities. |
| <p><b>4. Develop relation with the industries through MOU &amp; collaboration.</b></p>  | <p><b>Presenter : Dr. R.M. Abhang<br/>IQAC coordinator</b></p> |   |



- Each department should do and improve the collaboration through MOU through Alumni
- Start the T& PC activities to department and institute level
- Keep online 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"> <li>➤ Each department should do the collaboration through MOU through Alumni</li> <li>➤ Start the T&amp; PC activities to department and institute level</li> <li>➤ Keep Expert lectures / seminar and workshop for new current students</li> </ul> | HOD, & Departmental Coordinators, T& PC institute and departmental coordinator | Monthly updates and action taken report needs to submit to the authorities. |

6. 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)

- 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:** -

- 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"> <li>➤ PRAVARA Alumni portal</li> <li>➤ Develop database of Alumni of all department, Start online activities like Job opportunities, Start ups, Current research etc.</li> <li>➤ Sharing of Alumni experience online to current batch students</li> </ul> | 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

(Dr. G.B. Shinde)

Principal

Sir Visvesvaraya Institute of Technology  
Chincholi,Nasik-422102





Ref. No:  
SVIT/IQAC/2020-21/24/102

Date: 7/8/2020

The online zoom meeting of Internal Quality Assurance cell (IQAC) is scheduled on 7<sup>th</sup> August, 2020 at 2.00pm and the agenda of the meeting is as follows-

### AGENDA

1. Review and action taken on previous meeting i.e. 20<sup>th</sup> February, 2020
2. Action taken progress report of SSR and peer team
3. Placement, Internship, training and project-based learning of the students
4. Plans of improvement of academic and other activities
5. Any other point

Dr. Rajendrakumar M. Abhang

(Dr. G.B. Shinde)

Principal  
Principal

Sir Visvesvaraya Institute of Technology  
Chincholi, Nasik-422102





## MINUTES OF MEETING

7<sup>th</sup> August, 2020

02.00 HOURS

ONLINE ZOOM MEETING

|                     |                             |
|---------------------|-----------------------------|
| CHAIRMAN OF MEETING | Prof. Dr. G.B. Shinde       |
| TYPE OF MEETING     | IQAC Meeting                |
| MOM BY              | Dr. Rajendrakumar M. Abhang |
| ATTENDED BY         | Mrs. Hatkar Archana         |
|                     | Dr. Kadlag Vijay            |
|                     | Dr. Chandre D.K             |
|                     | Mr. Rokade Sharad           |
|                     | Mr. Nadeem B Shaikh         |
|                     | Mr. Rushikesh S Bhalerao    |
|                     | Mr. Amol P Kare             |
|                     | Mr. Mahindra Guddad         |
|                     | Mr. Tambe Kailash           |
|                     | Mr. Thosar Devidas          |
|                     | 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 which was held on 20<sup>th</sup> February, 2020 and informed all 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 online activities of in this year.

## 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 this semester. | IQAC coordinator and HODs, Est. section and all section heads | 30 <sup>th</sup> Dec, 2020 |

## 2. Action taken report of SSR and peer team

Presenter: Dr. G.B. Shinde

- Review of Strength and weaknesses of each department.
- 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.



**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 identified weak 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 |

|  |                             |
|--|-----------------------------|
| <b>3. Placement, Internship, training and project based learning of the students</b> | Presenter : Dr. G.B. Shinde |
|--|-----------------------------|

- Make compulsory all departmental faculty to take efforts of placement and target given 100% placement of the students.
- 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  |
|--|---|---|
| <ul style="list-style-type: none"> <li>➤ Faculty involvement for placement</li> <li>➤ Focus on monitor internship, Training in-between the semester, and allot the industry based minor research project continuously.</li> <li>➤ Planning and implementation</li> </ul> | HOD , & Departmental Coordinators,<br>NAAC and IQAC Committee | Monthly updates and action taken report needs to submit to the authorities. |

|   |   |
|---|---|
| <b>4. Improvement of academic and other activities</b>  | Presenter: IQAC Coordinator and Dean Academic |
| <ul style="list-style-type: none"> <li>➤ Following points considered during discussion of meeting</li> <li>➤ Must conduct Online activities during Covid pandemic</li> <li>➤ List of Cross Cutting issues and social activities</li> <li>➤ Innovation &amp; creativity in Teaching learning</li> <li>➤ Focus of Online Unit test examination</li> <li>➤ Effectiveness of various committees &amp; implementation</li> <li>➤ Departmental strategies for optimal utilization of resources for further improvement</li> </ul> |   |



- Online video lecture series implement
- Outcome based teaching and learning
- Social responsibilities
- Green initiatives
- Financial transparency
- Implementation of best practices
- 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 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**

- Discussion on execution of online activities during covid pandemic
- Discussion on department wise strategic plan for further improvement

**Conclusion :-**

- Decided to do overall growth institution.

| Action Taken   | Person Responsible     | Deadline                   |
|----------------|------------------------|----------------------------|
| Strategic plan | All HODs and faculties | 30 <sup>th</sup> Dec, 2020 |

Meeting concluded with thanks to chair,

Dr. RajendraKumar M. Abhang

Dr. G.B. Shinde

Principal

Sir Visvesvaraya Institute of Technology  
Chincholi,Nasik-422102

