



Date: 25/08/2022

Agenda of the IAQC Meeting

The Internal Quality Assurance Cell (IQAC) meeting is scheduled for 25th August, 2022 at 3:00 pm in the board room and the agenda of the meeting is as follows:-

AGENDA

1. Review and action taken on previous meeting i.e. 10th Feb .2022
2. Academic Planning and implementation with academic and administrative audit
3. Implementation of major and minor research project activities and grants
4. Effective implementation of Training and Placement, Internship, and fieldwork projects of the students.
5. Improvement of academic and other activities
6. Improvement of teaching & learning process.
7. Any other points

Dr. Rajendrakumar M. Abhang

IQAC

Sir Visvesvaraya Institute of Technology
Chincholi,Nashik-422103.



(Dr. G.B. Shinde)

Principal
Sir Visve...
Chincholi, Nashik-422102



MINUTES OF MEETING	25/08/2022	3.00 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 (10/02/2022)	Presenter : IQAC coordinator- Dr. Rajendrakumar M. Abhang
1. Review and Action Taken on Previous Meeting (10/02/2022) Discuss and review the progress made on the action points from the previous meeting. 1. Reviewed accreditation and quality assurance processes for compliance and effectiveness. Action Taken: Implemented regular audits, enhanced documentation, and staff training and established task forces for oversight and improvement initiatives. Conclusion: Committed to maintaining high standards, ensuring compliance, and continuous improvement in accreditation and quality assurance processes.	2. Conducted assessment of academic programs for alignment and effectiveness. Action Taken: Implemented standardized assessment framework, Enhanced data analysis capabilities. Scheduled regular program reviews incorporating stakeholder feedback. Conclusion: Dedicated to ensuring academic program quality, fostering alignment with goals, and continuous improvement to meet evolving educational needs.



3. Evaluated student support services and learning resources for effectiveness and accessibility.

Action Taken: Expanded services such as counseling, tutoring, and career guidance. Invested in enhancing learning resources including libraries and online databases. Implemented awareness campaigns to improve utilization.

Conclusion: Committed to providing comprehensive support services and accessible learning resources to facilitate student success and holistic development.

4. Assessed research output, publication impact, and collaborative efforts.

Action Taken: Supported research excellence through funding and infrastructure. Facilitated interdisciplinary collaborations with external stakeholders. Promoted dissemination of research findings.

Conclusion: Dedicated to fostering a culture of research excellence, promoting collaboration, and contributing impactful research outcomes to advance knowledge and address societal challenges.

5. Any Other Points.

Provide an opportunity for members to raise additional points or concerns related to the IQAC's activities. Discuss any urgent matters or upcoming events that require attention.

6. Next Meeting Date and Adjournment.

Decide on the date and time for the next IQAC meeting. Summarize the key discussion points and action items from the current meeting. Adjourn the meeting.

Conclusion :-

- Reviewed activities and initiatives taken by IQAC cell.
- Planning and steps need to be taken to improve the quality of academics and overall institution growth.

Action Taken	Person Responsible	Deadline
Implementation and planning of activities for this semester.	IQAC coordinator and HODs, Est. section, and all section heads	30 th November, 2022

2. Evaluated academic planning and implementation processes, including academic and administrative audits.

Action Taken: Implemented regular academic and administrative audits to ensure compliance and effectiveness. Enhanced coordination between academic departments and administrative units to streamline processes and improve

Presenter : Dr.G.B. Shinde



efficiency. Developed a comprehensive academic planning framework with clear goals and objectives.

Action Plan:

- The IQAC members agreed to develop a detailed action plan for implementing the suggestions discussed during the meeting.
- The action plan will include timelines, responsible parties, and measurable outcomes.
- The plan will be circulated among all stakeholders for feedback and suggestions.

Conclusion :-

- Committed to effective academic planning and implementation through regular audits, improved coordination, and alignment with institutional goals, ensuring quality and excellence in all academic endeavors.

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 their planning and implementation	All HODs, Faculties and concerned authorities	Review taken at end of each month

3. Implementation of major and minor research project activities and grants	Presenter: Dr. R.D. Patil (R&D Coordinator)
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- Discussed the progress of ongoing major research projects, including milestones achieved and challenges encountered.
- Noted successful completion of the data collection phase for Project A and commenced data analysis.
- Identified the need for additional resources to expedite the progress of Project B and discussed strategies for securing funding.
- **Discussion on Minor Research Project Progress:**
- Reviewed the status of minor research projects and their alignment with institutional research priorities.



- Acknowledged the timely completion of minor projects C and D, highlighting their potential for publication and dissemination.
- Addressed any bottlenecks hindering the progress of remaining minor projects and formulated action plans for resolution.
- **Updates on Grant Allocation and Utilization:**
- Provided an overview of grant allocations and utilization across major and minor research projects.
- Noted the need for better tracking mechanisms to ensure efficient utilization of allocated funds.
- Discussed strategies for maximizing grant utilization while adhering to budgetary constraints.
- **Action Plan for Enhanced Implementation:**
- Agreed to streamline administrative processes to expedite grant disbursement and project initiation.
- Assigned responsibilities for monitoring project timelines and ensuring adherence to deliverable schedules.
- Established a task force to explore additional funding opportunities and enhance collaboration with external stakeholders.
- Scheduled regular progress reviews to monitor the implementation of major and minor research projects.

➤ **Conclusion :-**

- The meeting concluded with a commitment to enhancing the implementation of major and minor research project activities through improved coordination, resource allocation, and strategic planning. The actions identified will ensure the efficient utilization of grants and facilitate the timely completion of research projects.

Action Taken	Person Responsible	Deadline
➤ Focus on monitoring industry-based Major & minor research projects continuously. Planning and implementation	HOD , & Departmental Coordinators, research coordinator	Monthly updates and action-taken report needs to be submitted to the authorities.



4. Effective implementation of Training and Placement, Internship, and fieldwork projects of the students.	Presenter: IQAC Coordinator
1. Review of Training and Placement Activities:	
<ul style="list-style-type: none">Discussed the effectiveness of current training and placement initiatives in preparing students for the workforce.Reviewed feedback from employers and alumni regarding the preparedness of graduates.Identified areas for improvement in career counseling, resume building, and interview preparation workshops.	
2. Progress Update on Internship Coordination:	
<ul style="list-style-type: none">Provided updates on the status of internship placements for students across various disciplines.Discussed challenges encountered in securing internships, particularly in competitive industries.Explored strategies for expanding internship opportunities through industry partnerships and alumni networks.	
3. Discussion on Fieldwork Project Implementation:	
<ul style="list-style-type: none">Reviewed the scope and objectives of fieldwork projects undertaken by students.Shared success stories and lessons learned from previous fieldwork experiences.Identified potential project opportunities with external organizations and community partners.	
4. Action Plan for Enhancements:	
<ul style="list-style-type: none">Strengthen career counseling services to provide personalized support for students in identifying career paths and internship opportunities.Expand industry partnerships and engage alumni networks to increase internship placements and enhance industry relevance.Provide faculty training and resources to support effective supervision and evaluation of fieldwork projects.Establish a centralized platform for students to access internship and fieldwork opportunities, streamline application processes, and track progress.	



Conclusion :-The meeting concluded with a commitment to enhancing the effective implementation of training and placement, internship, and fieldwork projects for students. By addressing challenges, leveraging partnerships, and providing targeted support, the institution aims to better prepare students for the transition from academia to the professional world.

- The actions identified will contribute to the overall success and employability of students, reinforcing the institution's commitment to providing a comprehensive and impactful educational experience.

Action Taken	Person Responsible	Deadline
➤ Effective implementation of the above-mentioned points	HODs, T & PC and Departmental Coordinator, faculty mentors,	Review monthly the progress of the work.

5. Improvement of academic and other activities	Presenter : IQAC Coordinator
<ul style="list-style-type: none"> ➤ The following points were considered during the discussion of the meeting <ul style="list-style-type: none"> ➤ 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 ➤ Implementation of best practices ➤ The overall growth of the students and institute is based on SWOT analysis. 	

Conclusion :-ATR must be generated based on the above-mentioned points by coordinators and submitted 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.

6.Improvement of teaching & learning process.	Presenter: Dean Academics
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- A presentation was conducted to highlight the current status of the teaching and learning process. The presentation covered various aspects, including pedagogical approaches, student engagement, the use of technology, and feedback mechanisms.
- **Identification of Challenges:** The attendees discussed the challenges faced in the teaching and learning process. Some of the key challenges identified were:
 - Lack of interactive teaching methods
 - Insufficient utilization of technology for effective learning
 - Inadequate student participation and engagement
 - Limited faculty development programs
 - Inadequate assessment and feedback mechanisms
- **Brainstorming Solutions:** The attendees engaged in a brainstorming session to generate potential solutions to address the identified challenges. Several ideas were proposed, including:
 - Encouraging faculty members to incorporate interactive teaching methods such as case studies, group discussions, and role plays.
 - Promoting the use of technology in the classroom, such as multimedia presentations, online learning platforms, and virtual simulations.
 - Implementing student-centered learning approaches to enhance active participation and engagement.
 - Organizing faculty development programs and workshops to enhance teaching skills and update pedagogical practices.
- e. Establishing a robust assessment and feedback system to provide timely and constructive feedback to students.

Action Plan: Based on the brainstorming session, an action plan was formulated. The responsibilities, timelines, and resources required for each action item were discussed and assigned to the relevant individuals or teams.

Conclusion:- Decided to do overall growth institution. Other minor points were discussed for further improvements.

Action Taken	Person Responsible	Deadline
Strategic plan	All HODs and faculties	From 20 th November 2021

The meeting concluded with thanks to the chair.

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