

# International Institute of Information Technology (I²IT)

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Ref. I²IT/2016-2017/IQAC/


Date: 24/10/2016

## Internal Quality Assurance Cell (IQAC)

### NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on 7<sup>th</sup> November 2016 in Board Room (Ground Floor) at 3:00 PM. All IQAC members should attend this meeting. The Agenda of the meeting is attached with this notice.

Please go through it and all concerned are requested to take necessary action in this regards.



**IQAC Coordinator**



**Chairperson**

Copy to: Dr. Dhananjay Talange / Mr. Nitin Bhide / Mr. Vijay Ranbhise /

Prof. Ravindra Joshi / Prof. Sandeep Patil / Prof. Darshana Shimpi /

Prof. Dipak Raut / Ms. Namita Shende / Prof. Varsha Degaonkar /

Prof. Vilas Mankar / Dr. Sashikala Mishra / Prof. Madhuri Reddy /

Prof. Prashant Gadakh / Prof. Sujata Virulkar / Prof. Ravi Patki /

Prof. Amit Kasar





**International Institute of Information Technology (I²IT)**

P-14, Rajiv Gandhi Infotech park, Phase-I, Hinjawadi, Pune, 411 057

## **Internal Quality Assurance Cell (IQAC)**

### **Meeting Agenda**

**Objectives:** Implementation of various schemes

**Date:** 07/11/2016

**Location:** Board Room

**Time:** 3:00 PM

**Called by:** IQAC Coordinator

**Attendees:** IQAC Committee Members

### **Agenda Items:**

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1. Approval of agenda items
2. Confirmation of minutes of the second IQAC meeting
3. Appointment of new Chairperson
4. Academic Calendar
5. Project Based Learning(PBL) scheme
6. Training and Placement Sessions
7. Augmentation Courses
8. Review of Course Monitoring Record
9. Lecture series on Research awareness
10. Suggestions from external members
11. Any other item with the permission of Chairperson

**Internal Quality Assurance Cell (IQAC)**

**Minutes of Meeting**

**Date: 07/11/2016**

A meeting of the Internal Quality Assurance Cell (IQAC) was held in Board room on Monday, 7<sup>th</sup> November 2016 at 3:00 PM.

**Present:** Dr. Vaishali V. Patil, Dr. Dhananjay B. Talange, Mr. Vijay Ranbhise, Prof. Ravindra Joshi, Prof. Sandeep Patil, Prof. Darshana Shimpi, Prof. Dipak Raut, Ms. Namita Shende, Dr. Rahul Mapari, Prof. Varsha Degaonkar, Prof. Vilas Mankar, Dr. Sashikala Mishra, Prof. Madhuri Reddy, Prof. Prashant Gadakh, Prof. Sujata Virulkar, Prof. Ravi Patki.

**Apologies :** Mr. Nitin Bhide

The coordinator, Dr. Rahul Mapari, welcomed the members to the third meeting of the IQAC for the academic year 2016-2017 Semester II.

**1. Approval of Agenda items:**

Accepted.

**2. Confirmation of minutes of the second IQAC meeting:**

It was resolved that minutes of second IQAC meeting are confirmed.

**3. Appointment of new Chairperson:**

The former chairperson Dr. Vijay N. Patil, Principal had left the institute and Dr. Vaishali V. Patil, joined the Institute as Principal from 1<sup>st</sup> August 2016. All IQAC members welcomed the new Principal.

**Resolution-** It was resolved that the new Principal Dr. Vaishali V. Patil shall be the Chairperson of IQAC.

**4. Academic Calendar:**

- a. It was suggested by Chairperson to prepare academic calendar at the Institute level based on the University calendar. After preparation of academic calendar at Institute level, departmental academic calendar shall be prepared based on it.



- b. Institute level academic calendar shall contain only Central level activities and departmental level calendar shall contain Central as well as departmental level activities.

**Resolution:** It was resolved that Institute level and department level calendars shall be prepared and circulated to faculty and staff members at least two weeks before the commencement of new semester.

**5. Project Based Learning (PBL) scheme:**

In order to improve hands-on practice and to bridge the gap between industry and Institute, Chairperson suggested implementation of Project Based Learning (PBL) scheme.

**Recommendation:** - It was recommended that the Institute shall provide resources to the students to complete the project and the review should be taken at the end of Semester.

**Resolution:-** It was resolved that mini-project shall be assigned per student or to a group of 2 to 3 students depending on size and complexity of the project in every semester for each subject.

**6. Training and Placement Sessions:**

- a. In order to improve communication skills and aptitude test skills of students, Chairperson suggested engaging external professionals. It was suggested to give more focus on Quantitative ability, Logical reasoning, Interpersonal skills, English language, Grammar, Vocabulary, Group Discussion & Personal Interview techniques etc. to improve student placements.
- b. It was suggested by Chairperson to the Heads of departments that Training & Placement sessions need to be added in the departmental class time tables itself for easy implementation.

**Resolution:** - All IQAC members agreed to the suggestions and it was resolved that an external professional agency should be engaged for this purpose.

**7. Augmentation Courses:**

- a. Chairperson suggested that augmentation courses need to be started for the Second and Third year students in addition to teaching regular syllabus as prescribed by the University and that by attending augmentation courses the students would gain a better understanding of the concepts they are studying.

**Comments:**-It was agreed by all members that by introducing augmented courses to students, it should enable them discover unknown passions and inspire them for developing further interest in the subject.

**Resolution:**-It was resolved that at least **one** augmentation course should be delivered to students in each semester in addition to their syllabus.

**8. Review of Course Monitoring Record:**

- a. All departmental representatives were present for the meeting. They produced attendance reports and syllabus completion reports of last semester.
- b. It was observed that all faculty members delivered lectures and practical effectively and as per schedule.
- c. It was also observed that all faculty members have covered 100% syllabus within the scheduled period. In some cases it was observed that extra lectures were taken by the faculty members to complete the syllabus.
- d. The status of IQAC files in the department was also reviewed and it was found that all the files are well maintained.

**9. Lecture series on Research Awareness:**

Chairperson suggested that a lecture series shall be started on topics such as Research methodologies, Journal publications, Impact factor, plagiarism detection etc. for all faculty members so as to promote research culture in the Institute.

**Action to be taken:** - All members agreed to the suggestion and recommended that Dr. Ramdas Khomane could take the lead in this matter.

**10. Suggestions from external members:**

The suggestion was given by Dr. Dhananjay Talange, external member that faculty members should be encouraged to promote research activities and support from Institute could be given for the same.

**11. Any other items with the permission of the Chairperson:**


- a. Dr. Rahul Mapari reported that an "International Conference on Automatic Control and Dynamic Optimization Techniques" was organized by the Institute on 9<sup>th</sup>-10<sup>th</sup> Sept. 2016 and it was technically sponsored by IEEE.
- b. Prof. Varsha Degaonkar, HoD, E&T/C department reported that a Faculty Development Program regarding syllabus revision of the subject "Data Structures & Algorithms" was organized by E&T/C department on 9<sup>th</sup>-10<sup>th</sup> June 2016.
- c. Dr. Sashikala Mishra, HoD, Computer department and Prof. Vilas Mankar, HoD, IT department reported that a Syllabus revision workshop on "Digital Electronics & Logic Design" subject was jointly organized by Computer and IT departments on 17<sup>th</sup>-18<sup>th</sup> June 2016.

**Date of next meeting:**

After discussion with members, it was decided to hold the next IQAC meeting on Tuesday, 23<sup>rd</sup> May 2017 at 3.00 PM in the Board room.

Meeting ended at 4:30 PM with thanks to the Chairperson.



  
Prepared by  
Prof. Rahul Mapari  
IQAC Coordinator



**Third IQAC meeting held on 7<sup>th</sup> November 2016 held at International Institute of Information Technology (I²IT), Hinjawadi, Pune-411057**

**Members Present:**

Dr. Vaishali V. Patil – Principal I²IT- Chairperson

Mr. Vijay Ranbhise – Management Representative, I²IT

Prof. Ravindra Joshi – Senior teacher, I²IT

Prof. Sandeep Patil – Senior teacher, I²IT

Prof. Darshana Shimpi – Senior teacher, I²IT

Prof. Dipak Raut – Senior teacher, I²IT

Ms. Namita Shende – Senior Administrative Staff, I²IT

Prof. Rahul Mapari – Coordinator, Member Secretary

**External members:**

Dr. Dhananjay Talange- Electrical Engg. Dept., COEP, Pune

Mr. Nitin Bhide – Sr. Software Engineer, Geometric - HCL, Pune  
(Industry representative)

**Invited members:**

Prof. Varsha Degaonkar, HoD, E& T/C department

Prof. Vilas Mankar, HoD, IT department

Prof. Dr. Sashikala Mishra, HoD, Comp. department

Prof. Madhuri Reddy, HoD, Applied Sciences & Engg. Department

Prof. Prashant Gadakh, faculty, Comp. department

Prof. Sujata Virulkar, faculty, E&T/C department

Prof. Ravi Patki, faculty, IT department

Prof. Amit Kasar, Applied Science



*Patil*  
*Ranbhise*  
*Joshi*  
*SPP*  
*Shimpi*  
*D Raut*  
*Namita*  
*Rahul Mapari*  
  
*Talange*  
*AB*  
  
*Degaonkar*  
*Vilas*  
*Sashikala*  
*Madhuri*  
*Prashant*  
*Sujata*  
*Ravi Patki*  
*Amit Kasar*