



INTERNATIONAL
INSTITUTE OF
INFORMATION
TECHNOLOGY
INNOVATION & LEADERSHIP

International Institute of Information Technology (I²IT)

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

Internal Quality Assurance Cell (IQAC)

Academic Year 2017 - 2018

Ref. I²IT/2017-2018/IQAC/

Date: 05/12/2017

NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on Tuesday, 12th December 2017 in Board Room (Ground Floor) at 1:30 P.M. All IQAC members are invited to 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. S.D. Shirbhadurkar

Mr. Nitin Bhide

Mr. Vijay Ranbhise

Prof. Ravindra Joshi

Prof. Deptii Choudhari

Prof. Manjusha Amritkar

Prof. Dipak Raut

Ms. Namita Shende

Dr. Sashikala Mishra

Dr. S M Mahalakshmi Naidu





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Internal Quality Assurance Cell (IQAC)

Academic Year 2017 - 2018

Meeting Agenda

Date: 12/12/2017

Location: Board Room (Ground Floor)

Time: 1:30 PM

Called by: IQAC Coordinator

Attendees: IQAC Committee Members

Agenda Items:

1. Approval of agenda items
2. Confirmation of the minutes of the previous IQAC meeting
3. Amendment of IQAC File Structure
4. Increase in Internet connection bandwidth.
5. Review of NAAC work and Restructuring of Central NAAC Committee.
6. Academic record (Blue Book) design
7. Revision / redesign of Mentoring System
8. Restructuring of CO PO attainment Process
9. Suggestions from external members.
10. Any other item with the permission of Chairperson.





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Internal Quality Assurance Cell (IQAC)

Academic Year 2017 - 2018

Date: 14/12/2017

Minutes of Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board room (Ground Floor) on Tuesday, 12th December 2017 at 1:30 PM.

Present: Dr. Vaishali Patil, Mr. Vijay Ranbhise, Prof. Ravindra Joshi Dr. S .D. Shirbhadurkar, Prof. Deptii Choudhari, Prof. Manjusha Amritkar, Prof. Dipak Raut, Ms. Namita Shende, Prof. Ravi Patki Dr. Sashikala Mishra, Dr. S M Mahalakshmi Naidu,

Apologies: Mr. Nitin Bhide

The coordinator, Prof. Ravi P. Patki, welcomed the members to the meeting of the IQAC.

1. Approval of Agenda items:

Accepted.

2. Minutes of the last IQAC meeting:

It was resolved that minutes of the previous IQAC meeting are confirmed.

3. Amendment to IQAC File Structure

It is decided in meeting that add following two files to IQAC file Structure.

1. **Conduction of Remedial Coaching** –this file contains the record of extra coaching made to improve the result of subjects having result below 75%
2. **Conduction of Bridge Courses** –This contains record of bridge course conducted at start of every semester.

After discussion on above changes the chairperson instructed IQAC coordinator to convey the amendment along with rationale and revised file structure to all concerns.

It is resolved that this revised file structure is applicable with effect from Academic Year 2017 -2018 (Semester II).

4. Review of NAAC work and Restructuring to Central NAAC Committee.

Prof. Ravindra Joshi Chairman Central NAAC committee presented the progress of NAAC work till date.

After discussion on progress and understanding the need to speed up the work to be completed it is resolved in meeting that

- ☐ There is need of one or two more members on Committee
- ☐ There is need of Criterion wise work distribution among NAAC committee members.

After discussion chairperson has given responsibility to Prof. Ravindra Joshi to identify one new member to be added to committee as well as to distribute the Criterion wise work among committee members and report accordingly.

5. Academic record book design

Prof. Deptti Choudhary member from Department of Computer engineering referred to design the single bounded Academic Record Book which consists of record of Theory Attendance Record, Practical Attendance Record, Continuous Assessment Record, Class Test Evaluation Record, Record Related to Slow Lerner Process, Course Coverage Record.

Chairperson suggested to include record of Content beyond Syllabus Taken and record Use of ICT tools in Teaching Learning Process.

After discussion on formats for each record it is resolved in meeting that Prof. Deptti Choudhary and Prof. Ravi P. Patki will take initiative to design well structured and well formatted Academic Record book and also conduct orientation session in each department for usage of it

6. Revision / Redesign of Mentoring System

IQAC Coordinator referred to revise the existing mentoring system. The idea presented is to include batch wise one hour session per week in time table itself and formulate the guidelines for contents to be dealt in mentioning session.

It is also decided to design Mentor Record book Similar to Academic Record Book which consist of list of mentees, Attendance of Mentoring Session, Weekly Session Wise Point to be Discussed Record, and Final Mentor report.

After discussion on formats for each record in mentoring book it is resolved in meeting that Prof. Deptti Choudhary and Prof. Ravi P. Patki will take initiative to design well structured and well formatted Mentoring Record book as well as develop class wise contents as guidelines for mentoring session and also conduct awareness Session in each department.

7. **Restructuring of CO PO attainment Process**

After discussion on existing CO PO Attainment process in which there is flexibility for faculty members to select any tools for attainment and pros and cons of the same need to redesign the CO PO attainment system is noted.

Accordingly this is resolved to fix the tools and their percentage weightage in attainment. Following two tools are identified with their weightage

- ☐ Class Test on every 2 units of 20 marks for 1 hrs with weightage of 60% in attainment
- ☐ Course End Survey after end of semester teaching with weightage as 40 % in attainment

Formats are discussed and responsibility is given to Prof. Diptii Choudhry to design the well structured format for course end survey process to be discussed.

8. **Suggestions from external members:**

Dr. S.D. Shirbhadurkar has taken the review of digital multimedia facility currently available in institute library and suggested that to purchase some digital and multimedia content such as e-books, and databases.

He also suggested that to enhance the NPTEL facility in library.

9. **Any other item with the permission of Chairperson:**

The Chairperson intimated the IQAC members that the request from College Development Committee to enhance the IT infrastructure has been approved by BOG in the meeting of OCT 18. Accordingly the internet bandwidth would be enhanced to 100 MbPS.

Also Additional LCD projectors would be installed in classroom and 3 Classroom would be converted in to Smart Classroom along with Wi-Fi Routers for improved internet connectivity.

10. Meeting Concluded with thank you note.

Prepared by,
Mr. Ravi P. Patki
IQAC Coordinator





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Internal Quality Assurance Cell (IQAC)

Academic Year 2017 - 2018

Meeting Attendance

IQAC meeting held on 12th December 2017 at International Institute of Information Technology (I²IT), Hinjawadi, Pune- 411057

Members Present:

Dr. Vaishali Patil – Principal, I²IT

Mr. Vijay Ranbhise – Management Representative, I²IT

Prof. Ravindra Joshi Senior Teacher, I²IT

Prof. Deptii Choudhari – Computer Dept. I²IT

Prof. Manjusha Amritkar – IT Dept. I²IT

Prof. Dipak Raut – E&TC Dept. I²IT

Ms. Namita Shende – Assistant Registrar, I²IT

Prof. Ravi P. Patki – IQAC coordinator, I²IT

External members:

Dr. S. D. Shirbhadrurkar, Professor (E &TC), ZSCOER, Pune
(External Expert - Local Community)

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

Invited members:

Dr. Sashikala Mishra, HoD, Computer Department, I²IT

Dr. S M Mahalakshmi Naidu , HoD, E&T/C Department, I²IT

Patil
Ranbhise
Joshi
Deptii
Amritkar
Raut
Namita
Patki
Shirbhadrurkar
Bhide
AB

Sashikala
S M Mahalakshmi Naidu

