



International Institute of Information Technology (I²IT)

P-14, Rajiv Gandhi Infotech park, Phase-I, Hinjawadi, Pune, 411 057
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Ref. I²IT/2015-2016/IQAC/

Date: 16/10/2015

Internal Quality Assurance Cell (IQAC)

NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on 24th October 2015 in Board Room (Ground Floor) at 10.00 AM. 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. Dhananjay Talange / Mr. Nitin Bhide / Mr. Vijay Ranbhise /

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

Prof. Dipak Raut / Ms. Namita Shende



P.T.O.



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Internal Quality Assurance Cell (IQAC)

Meeting Agenda

Date: 24/10/2015

Location: Board Room (Ground Floor)

Time: 10.00 AM

Called by: IQAC Coordinator

Attendees: IQAC Committee Members

Agenda Items:

- 1. Discussion on IQAC Structure**
- 2. Discussion on Quality Policy**
- 3. Discussion on Role, Responsibility and Functions of IQAC**
- 4. List of documents required**
- 5. List of formats**
- 6. Audit mechanisms**
- 7. Suggestions from External Expert Members**
- 8. Any other issue with the permission of Chairperson**



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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 24/10/2015

A meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board room (Ground Floor) on Saturday, 24 October 2015 at 10.00 AM.

Present: Dr. Vijay N. Patil, Dr. Dhananjay Talange, Mr. Vijay Ranbhise, Prof. Ravindra Joshi, Prof. Sandeep Patil, Prof. Darshana Shimpi, Prof. Dipak Raut, Ms. Namita Shende, Prof. Rahul Mapari

Absent : Mr. Nitin Bhide,

The coordinator, Prof. Rahul Mapari, welcomed the members to the first meeting of the IQAC for the academic year 2015-2016. In particular, he extended his welcome to the external experts Dr. Dhananjay Talange, Professor Electrical Engg. Department, COEP, Pune and Mr. Nitin Bhide, Sr. Software Engineer from Geometric, Pune.

1. Approval of Agenda:

Accepted.

2. IQAC Structure:

The composition of IQAC was discussed. The chairperson Dr. Vijay Patil had highlighted the roles and responsibilities of individuals.

The following IQAC was approved by the Local Management Committee.

The internal members from department were selected based on their experience, nature of working, expertise in their field etc.

Dr. Dhananjay Talange Professor, Department of Electrical Engineering, College of Engineering Pune is appointed as member under category nominee from local society.

Dr. Dhananjay Talange has completed his doctorate from IIT, Mumbai and is having 28 years of experience in teaching, industry and research.

Mr. Nitin Bhide, Sr. Software Engineer from Geometric, Pune also appointed as member under category nominee each from employers

Composition of the IQAC is as follows:

Internal: Dr. Vijay N. Patil (Chairperson)

Mr. Vijay Ranbhise (Management Representative)

Prof. Ravindra Joshi (Senior Teacher)

Prof. Sandeep Patil (Senior Teacher)

Prof. Darshana Shimpi (Senior Teacher)

Prof. Dipak Raut (Senior Teacher)

Ms. Namita Shende (Senior Administrative Staff)

Prof. Rahul Mapari (Coordinator)

External: Prof. Dr. Dhananjay Talange (External Expert, Local Community)

Mr. Nitin Bhide (External Expert, Industry)

3. Discussion on Quality Policy, Functions and Responsibilities of IQAC

The vision and mission of the institute was first explained to the external experts by the chairperson Dr. Vijay Patil. In order to make quality policy aligned with the institute vision and mission, some key parameters were considered like quality, quality culture microscopic approach, communication of policy to each and every person which is involve in growth of the institute, transparency etc. After a long discussion a following quality policy and quality objective of IQAC was framed:

Quality Policy:

To emphasize & inculcate a quality culture with responsive, reliable and transparent efforts through a combination of self and external quality evaluation

Quality Objective:

- To fulfil the vision and mission of the institute in the light of its quality policy.
- To develop a system for conscious, consistent and catalytic action to improve the academic performance of institution.
- To promote quality culture and implementation of best practices.
- To implement sustainable Quality Management System to enhance Quality in Education

Role of Coordinator, Core functions and responsibilities of IQAC is also discussed and finalized

After discussion on Quality policy, role, responsibilities and functions of IQAC it is resolved in meeting that Prof. Rahul Mapari Coordinator will take initiative to design first version

IQAC Quality Manual which consist of Quality Policy, Quality Objective, Composition of IQAC, Role and Responsibilities of Coordinator and committee as a whole.

4. Documents Discussed:

Prof. Rahul Mapari had explained the various documents required for teaching-learning process. Each document was discussed and suggestions from the members were taken to improve its quality in all aspects. In this way all the documents were finalized. Then rough draft of each format based on the final document was prepared.

5. List of formats

Below is the list of formats finalized by the members of IQAC

- Quality Objective Status
- Academic Calendar
- Master Time Table, Load Distribution
- Timetable – Classroom & Laboratory
- Teaching (Theory & Practical) Plan
- Attendance Sheet
- Lab Manual
- Consolidated Monthly Student Record
- Syllabus coverage Report
- Test Timetable
- Result Analysis
- Student feedback form
- Mentor Scheme
- Seminar & Project List (TE/BE)
- Slow learner scheme
- Schedule for Extra Lectures
- Equipment History Register
- Publication & Awards won by Student and Staff
- Report of External Training / Workshop
- Summary of Trainings/Workshop
- Training & Placement Record

6. Audit mechanisms:

It was decided to form committee in each department which included Head of the department, department IQAC coordinator and one or two senior members. In case of internal audit inter departmental committee will visit and check all the documents thoroughly. For document in correct filled format the same will marked as 'C' means conformity, for document available but not in correct format will marked as 'O' means observation and for document not found marked as 'NC' means non conformity. In case of 'Os' and 'NCs' re-audit will be arranged to complete observations and non-

conformity. In case of external audit, external experts of IQAC visit to all departments to check the performance in terms of quality of teaching and learning.

The internal audit frequency was decided once in a semester and external audit frequency was decided once in year.

7. Suggestions from External Expert Members:

Mr. Nitin Bhide (External Expert, Industry) introduced the concept of 'Techathon' which is 24 hours project competition which could be arranged in our institute. During Techathon students get hands on experience on working with project idea and try to find a solution in a group. This enhances their technical skills and gives opportunity to work in a group.

The suggestion was given by Dr.Dhananjay Talange to organize conference in order to bring researchers, scientists, engineers, and scholar students together on common platform and to provide forum for the dissemination of research results, new ideas and practical development experiences.

8. Any other issue with the permission of Chairperson


It is decided in meeting that each department will conduct one faculty development program on recent trends in technology.

9. Date of next meeting:

The next ordinary meeting shall be held on Saturday, 23rd April 2016 at 10.00 AM. in board room.

Meeting ended at 11 AM with the approval of the Chairperson.




**Prepared by
IQAC Coordinator**



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First IQAC meeting held on 24th October 2015 held at International Institute of Information Technology (I²IT), Hinjawadi, Pune-411057

Members Present:

Dr. Vijay Patil – Principal I²IT- Chairperson

Wpatil

Mr. Vijay Ranbhise– Management Representative, I²IT

Ranjise

Prof. Ravindra Joshi – Senior teacher, I²IT

Rjoshi

Prof. Sandeep Patil – Senior teacher, I²IT

SPatil

Prof. Darshana Shimpi – Senior teacher, I²IT

Dshimpi

Prof. Dipak Raut – Senior teacher, I²IT

DRaut

Ms. Namita Shende – Senior Administrative Staff, I²IT

Nshende

Prof. Rahul Mapari – Coordinator, Member Secretary

RMapari

External Experts:

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

Dtalange

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

ABSENT

