

Ref. I<sup>2</sup>IT/2015-2016/IQAC/

Date: 13/04/2016

## Internal Quality Assurance Cell (IQAC)

### NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on 23<sup>rd</sup> April 2016 in Board Room (Ground Floor) at 10.00 AM. 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. AnunBhide/ Mr. Vijay Ranbhise/

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

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

Prof. Vilas Mankar/ Prof. Madhuri Reddy



**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**

**Date:** 23/04/2016

**Location:** Board Room

**Time:** 10.00 AM

**Called by:** IQAC Coordinator

**Attendees:** IQAC Committee Members

### **Agenda Items:**

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- 1. Approval of agenda**
- 2. Confirmation of minutes of meeting of the first IQAC meeting**
- 3. Institute level Committees**
- 4. Internal Audit Review**
- 5. Course and Program outcome Mapping**
- 6. Rewards for faculty**
- 7. Proposal for FDP/STTP/ Conference under QIP Scheme.**
- 8. Proposal for syllabus Orientation Program**
- 9. Any other item with the permission of Chairperson**



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

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

### **Minutes of Meeting**

**Date: 23/04/2016**

A meeting of the Internal Quality Assurance Cell (IQAC) was held in Board room on Saturday, 23<sup>rd</sup> April 2016 at 10.00 AM.

**Present:** Dr. Vijay N. Patil, Dr. Dhananjay Talange, Mr. Vijay Ranbhise, Prof. Ravindra Joshi, Prof. Varsha Degaonkar, Prof. Vilas Mankar, Prof. Madhuri Reddy, Prof. Sandeep Patil, Prof. Darshana Shimpi, Prof. Dipak Raut, Ms. Namita Shende, Prof. Rahul Mapari

**Apologies:** Mr. Nitin Bhide,

The coordinator, Prof. Rahul Mapari, welcomed the members as well as invited members to the second meeting of the IQAC for the academic year 2016-2017.

**1. Approval of Agenda:**

Accepted.

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

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

**3. Institute level Committees**

The chairperson suggested various Committees for smooth conduction of work at the institute level. The main aim to form these portfolios was to delegate the responsibilities among the faculties and staff to do the quality work. These committees monitor the quality policies and plans of the institution for effective implementation.

This was the best opportunity provided to the staff to groom their leadership. The rights were given to the staff to take decisions for effective implementation of quality policies.

The list of suggested portfolios is as below:

T and P Cell  
Cultural Committee  
Examination Committee  
Canteen Management Committee  
Library Management Committee

**4. Internal Audit Review:**

Internal audit was held during the period of 1<sup>st</sup> and 2<sup>nd</sup> February 2016 for Department of Applied Science and Engineering and 3<sup>rd</sup> and 4<sup>th</sup> March for other three departments. It was observed that all the documents mentioned by IQAC have been arranged in files satisfactorily. Few observations were made by the internal audit committee and the deficiencies were fulfilled by the concerned faculty members. Second audit was conducted to verify the same.

**5. Mapping of Course and Program Outcomes:**

It is resolved in meeting to introduce Course Outcomes (COs) to Program Outcome (POs) and Program Specific Outcome (PSOs) mapping process for theory and practical subjects of all classes

Chairperson has given responsibility to Prof. Rahul Mapari to design the necessary formats for the same.

**6. Rewards for Faculty:**

The Proposal recommended by IQAC members to Local Management Committee (LMC) through Chairperson of IQAC i.e. Dr. Vijay N. Patil, Principal to give rewards for the faculties getting student feedback more than 90% and to the faculties whose university subject results is equal to or more than targeted in Quality Objective Status (QOS) class wise.

Also IQAC members recommended making a policy for the registration fee support to the teaching faculty to attend the Conference Paper Presentation, Workshops, Faculty development programs, Seminars etc. which will improve their teaching quality.

7. **Proposal for Faculty Development Programs /Short Term Training Programs/ conference under QIP Scheme:**

Chairperson encouraged all departmental members to submit proposals for faculty development program and/or Short Term Training Programs/ conference to the BCUD Savitribai Phule Pune University, Pune under QIP scheme.

8. **Proposal for syllabus Orientation Program**

As Savitribai Phule Pune University is in process to revise the second year engineering syllabus from academic year 2016 -2017 it is decided in meeting to conduct syllabus orientation program for second year courses in association with boards of studies (IT/ Computer /E&TC)

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

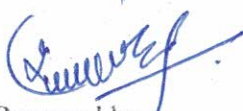
- a. Prof. Vilas Mankar, HoD, IT department reported that an “International Conference on Recent Trends in Computing, Communication & Science” was organized by IT department on 8<sup>th</sup>-9<sup>th</sup> Jan 2016 and large no. of students and faculty members from other institutes participated in the same.
- b. Prof. Varsha Degaonkar, HoD, E&T/C department reported that syllabus revision workshop on elective subjects Unified Communications, Nanotechnology and Automotive Electronics was organized by E&T/C department on 20<sup>th</sup> Dec. 2015.
- c. Prof. Sandeep Patil, HoD, Computer department reported that Short Term Training Program (STTP) on Advanced in IoT and Cloud Computing was organized by Computer department on 28<sup>th</sup>-29<sup>th</sup> Jan 2016.

**Date of next meeting:**

After discussion with the members, the next meeting was scheduled on Monday, 7<sup>th</sup> November 2016 at 3:00 PM in Board room.

The meeting ended at 11:15 AM with the permission of the Chairperson.



  
Prepared by  
IQAC Coordinator

**Second IQAC meeting held on 23<sup>rd</sup> April 2016 held at International Institute of Information Technology (I²IT), Hinjawadi, Pune-411057**

**Members Present:**

Dr. Vijay N. 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

W Patil

Ranbhise

R Joshi

S Patil

D Shimpi

D Raut

N Shende

R Mapari

**External Experts:**

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

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

D Talange

AB

**Invited members:**

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

Prof. Vilas Mankar, HoD, IT department

Degaonkar

Mankar