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: 10/07/2017

NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on Tuesday, 18th July 2017 in Board Room (Ground Floor) at 10:00 A.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
             Prof. Risil Chhatrala

Meeting Agenda

Date: 18/07/2017   **Location:** Board Room (Ground Floor)

Time: 10:00 AM   **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. Changes in IQAC Composition

4. Discussion of Revised NAAC Manual based on Quality Indicator Framework (adopted from July 2017)

5. MOU with College of Engineering Pune.

6. Introduction of CO-PO attainment process

7. Suggestions from external members.

8. Any other item with the permission of Chairperson.

International Institute of Information Technology (I²IT)

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Internal Quality Assurance Cell (IQAC)

Academic Year 2017 - 2018

Minutes of Meeting

Date: 19/07/2017

A meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board room (Ground Floor) on Tuesday, 18th July 2017 at 10:00 AM.

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

The Chairperson, Dr. Vaishali Patil, welcomed the members to the IQAC meeting of the Institute for the academic year 2017-2018. In particular she extended her welcome to Dr. S.D. Shirbhadurkar (Professor in E &TC and Dean Academics, ZCOE&R, Pune)

The coordinator, Prof. Ravi P. Patki, also 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. **Changes in IQAC Composition**

    Dr. S. D. Shirbhadurkar (Professor in E&TC and Dean Academics, Zeal College of Engineering and Research, Pune) is appointed as member on IQAC under category External Expert from Local Community.

    Prof. Ravi P. Patki from Department of Information Technology is appointed as IQAC Coordinator as Dr. Rahul Mapari resigned from institute.

Prof. Manjusha Amritkar is appointed as Member IQAC under category Senior Teacher from Department of Information Technology as Prof. Darshana Shimpi resigned from institute.

Prof. Deptii Choudhari, is appointed as Member IQAC under category Senior Teacher from Department of Computer Engineering.

4. Discussion of Revised NAAC Manual based on Quality Indicator Framework (adopted from July 2017)

Prof. Ravi Patki has given Presentation on revised NAAC Manual which consists of new assessment Process revised grading system, revised fess structure, and Criterion Wise Quality Indicator Framework (QIF).

Chairperson Dr. Vaishali Patil and Dr. S.D. Shirbhadurkar suggested constructive inputs about some key indicator points.

It is decided in meeting to form an institute level committee comprising a Chairman and two faculties as member. This committee will be the point of contact for all queries related to NAAC process. This committee will prepare and give the necessary guidelines to all departments and sections of institute to prepare files of supporting documents.

It was suggested by Chairperson to circulate revised NAAC Manual among all department and section of institute. She also instructed to study this revised NACC Manual and Devise new process essential to fulfil the NAAC requirement.

5. MOU with College of Engineering Pune.

As Decided in College Development Committee Meeting the institute will initiate the process of Singing Memorandum of Understanding (MOU) with College of Engineering (COEP) from current academic year for the purpose of enriching the technical education process and jointly work for enhancing the quality of education in terms of student and faculty exchange, help each other in designing and revision of curriculum, evaluation process, to establish and develop laboratories, training to faculty and staff for their professional growth, sharing of journals and other information exchange, joint publications, collaborative R& D work / projects.

Also it is decided that to identify the one faculty member as Single Point of Contact (SPOC), who will be responsible for smooth execution of this process and any activities under this MOU.

6. **Introduction of CO-PO attainment process**

It is resolved in meeting to introduce CO-PO attainment process for theory subjects of all classes.

Chairperson has given responsibility to Prof. Deptii Choudhary to identify the tools and design the formats for CO PO attainment process for theory subjects.

7. **Suggestions from external members:**
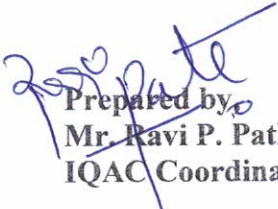
The suggestion was given by Dr. S.D. Shirbhadurkar

- ❏ To start NPTEL (National Program on Technology Enhanced Learning) institute local chapter.

- ❏ To start IIT (Indian Institute of Technology) Bomabay, Remote Centre and conduct Faculty Development Programs (FDPs) to empower the faculties of institute in online and blended teaching learning process.

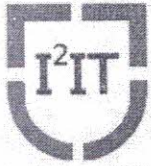8. **Any other item with the permission of Chairperson:**

As institute is planning to apply for NAAC with respect to this chairperson suggested that to initiate process of ERP Software Purchase.

It is decided in meeting that Systems section will collect the quotations from different vendors and arrange software demos accordingly.

9. 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 18th July 2017 held 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. Shirbhadurkar, 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

Prof. Risil Chhatrala, , HoD, E&T/C Department, I²IT