Hope Foundation's

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 2018 - 2019

Ref. I²IT/2017-2018/IQAC/ 　　　　　　　　　　　　Date: 18/06/2018

NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on Tuesday, 25th June 2018 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

　　　　　Dr. S M Mahalakshmi Naidu

　　　　　Mr. Dinesh Joje

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Meeting Agenda

Date: 25/06/2018   **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. Introduction of CO-PO attainment process for Lab / Practical Subjects
5. Enhancement to ICT infrastructure of institute
6. Timeline for NAAC Proposal Submission.
7. Suggestions from external members.
8. Any other item with the permission of Chairperson.

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Internal Quality Assurance Cell (IQAC)
Academic Year 2018 - 2019

Minutes of Meeting

Date: 06/06/2018

A meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board room (Ground Floor) on Tuesday, 25th June 2018 at 10:00 AM.

Present: Dr. Vaishali Patil, Mr. Vijay Ranbhise, Prof. Ravindra Joshi Dr. S .D. Shirbhadurkar, Prof. Deptii Choudhari, Prof. Manjusha Amritkar, Dr. S M Mahalakshmi Naidu, Mr. Dinesh Joje, Dr. Ravi P. Patki,

The Chairperson, Dr. Vaishali Patil, welcomed the members to the IQAC meeting of the Institute for the academic year 2018-2019.

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 IQACmeeting:**

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

3. **Changes in IQAC Composition**

   Dr. S M Mahalakshmi Naidu (Head and Associative Professor in E&TC) is appointed as member on IQAC under category Senior Teacher from Department of Electronics and Telecommunications

   Mr. Dinesh Joje, Registrar (I²IT) is appointed as member on IQAC under category senior administrative officer

   Ms. Asmita Jha is appointed as member from Academic Year 2018- 2019 on IQAC under category nominee local society, Alumni

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4. Introduction of CO-PO attainment process Lab / Practical Subjects

It is resolved in meeting to introduce CO-PO attainment process for laboratory and practical related subjects of all classes from Academic year 2018 -2019.

Also decided to initiate the process of CO PO attainment for Seminar and Technical Communications type of subjects at TE Level and as well as project phase I and Phase II at BE level

Chairperson has given responsibility to Dr. Ravi P. Patki and Prof. Deptii Choudhary to design some common rubrics for various practical subjects and accordingly design the formats for CO PO attainment process for practical subjects.

5. Enhancement to ICT infrastructure of institute

Chairperson referred to initiate process of enhancement to ICT Infrastructure of the institute in terms of

❏ **Wi-Fi Facility**
Enhancement to existing WI FI Facility by increasing number of WI FI access points in academic and library building.

❏ **Establishment of smart classroom facility**
Technology has affected us in every aspect of life. New methods of teaching have been introduced which is known as smart class.

It uses faculty's instructional material, 3D animated modules and videos from internet, visually attractive methods of teaching becomes appealing to students who are already struggling with the traditional method of teaching in a classroom.

In fact, smart classes are almost like watching movies as sometimes animated visuals are used to teach a point.

This kind of visual is both eye-catching and young students can easily relate with them. This is because the audio-visual senses of students are targeted and it helps the students store the information fast and effectively.

To achieve this purpose it is decided in meeting to establish department wise smart classroom facilities in institute.

It is decided in meeting that Mr. Dinesh Joje along with system section of institute will collect the quotations from different Vendors, arrange demos and do all the necessary actions to initiate the process of purchase of both facilities.

6. **Timeline for NAAC Proposal Submission.**

   Chairperson referred the following time line for formally submitting the application for NAAC.

   ❑ Submission of Institutional Information for Quality Assessment (IIQA) – Friday, 21st September 2018

   ❑ Uploading the Self Study Report (SSR) - Saturday, 3rd November 2018

7. 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 2018 - 2019

Meeting Attendance

IQAC meeting held on 25th June 2018 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. Dr. S M Mahalakshmi Naidu – E&TC Dept. I²IT

Ms. Mr. Dinesh Joje –Registrar, I²IT

Dr. 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)

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