Hope Foundation's

International Institute of Information Technology (I^2IT)

Hinjawadi, Pune- 411057

Internal Quality Assurance Cell (IQAC)
Academic Year 2020 - 21

Ref. I^2IT/2020-21/IQAC/ Date: 25/05/2020

10th IQAC MEETING NOTICE

It is hereby notified that the 10th meeting for internal audit of Internal Quality Assurance Cell (IQAC) is planned on Tuesday, 9th June 2020 in Board Room (Ground Floor) at 2:00 PM. All departmental IQAC members are invited to attend this meeting and HoDs are invited members. 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 regard.

25/5/2020

IQAC Coordinator
(Dr. Mohan Mahalakshmi Naidu S.)

25/05/2020.

Chairperson
(Dr. Vaishali V. Patil)

Copy to: Prof. Ravindra Joshi Senior Teacher, I^2IT 25/5/2020
Prof. Deptii Choudhari – Computer Dept., I^2IT 23/05/20
Prof. Manjusha Amritkar – IT Dept., I^2IT 25/5/20
Prof. Anjali Jagtap – E&TC Dept., I^2IT
Prof. Rupali B. Yeole – ES Dept., I^2IT 25/5/20
Dr. S M Mahalakshmi Naidu – IQAC Coordinator, I^2IT 25/5/20
Dr. Sashikala Mishra – HoD Computer Dept., I^2IT
Dr. Risil Chhatrala – HoD E&TC Dept., I^2IT 25/5
Prof. Sarang Saoji – HoD IT Dept., I^2IT 25/05/2020
Prof. Rakhi P.Wagh – HoD Engineering Sciences Dept., I^2IT 25/05/2020

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Internal Quality Assurance Cell (IQAC)
Academic Year 2020 - 21

10th IQAC Meeting Agenda

Date: 09/06/2020 **Location:** Board Room (Ground Floor)

Time: 2:00 PM **Called by:** IQAC Coordinator

Attendees: Departmental IQAC Committee Members

Agenda Items:

1. **Review the inputs received in 9th IQAC meeting for IQAC file structure revision**
2. **IQAC Action Plan for the Sem-I of AY 2020-21**
3. **Scheduling the internal academic audit for Sem-II of AY 2019-20**
4. **AQAR draft preparation for the AY 2018-19**
5. **Any other item with the permission of chairperson**

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Internal Quality Assurance Cell (IQAC)
Academic Year 2020 - 21

10th IQAC Meeting Attendance

10th IQAC meeting held on 9th June 2020 at Hope Foundation's International Institute of Information Technology (I^2IT), Hinjawadi, Pune- 411057

Members Present:

Dr. Vaishali Patil – Principal, I^2IT — 9/06/2020

Prof. Ravindra Joshi Senior Teacher, I^2IT — 9/6/20

Prof. Manjusha Amritkar – IT Dept. I^2IT — 9/6/2020

Prof. Deptii Choudhari – Computer Dept. I^2IT — 9/6/20

Prof. Anjali Jagtap – E&TC Dept., I^2IT — 7/6/20

Prof. Rupali B. Yeole – ES Dept. I^2IT — 9/6/20

Dr. S M Mahalakshmi Naidu – IQAC Coordinator, I^2IT — 9/6/20

Invited Members:

Dr. Sashikala Mishra – HoD Computer Dept., I^2IT

Dr. Risil Chhatrala – HoD E&TC Dept., I^2IT — 9/6/2020

Prof. Sarang Saoji – HoD IT Dept., I^2IT — 09/06/2020

Prof. Rakhi P.Wagh – HoD Engineering Sciences Dept., I^2IT — 09/06/2020

Internal Quality Assurance Cell (IQAC)

Academic Year 2020 - 21

Minutes of 10th IQAC Meeting

Date: 19/06/2020

The 10th meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board room (Ground Floor) on Tuesday, 9th June 2020 at 2.00 PM.

Members Present: Dr. Vaishali Patil, Prof. Ravindra Joshi, Prof. Manjusha Amritkar, Prof. Deptii Choudhari, Prof. Anjali Jagtap, Prof. Rupali B. Yeole, Dr. S. M. Mahalakshmi Naidu, Dr. Sashikala Mishra, Dr. Risil Chhatrala, Prof. Sarang Saoji, Prof. Rakhi P.Wagh.

The coordinator, Dr. S. M. Mahalakshmi Naidu welcomed the members to the 10th IQAC meeting.

1. **Approval of Agenda items:** Accepted.
2. **Review of the 9th IQAC minutes of meeting:** IQAC Committee members along with invited heads of the departments have reviewed the minutes of 9th IQAC meeting.
3. **IQAC file structure and format changes:** Based on the inputs received from internal and external members of IQAC committee during the 9th meeting, IQAC Committee members resolved in the meeting for revision of IQAC file structures.
4. **IQAC action plan:** Draft of the IQAC action plan for the upcoming semester i.e. Sem-I of AY 2020-21 was prepared by the IQAC coordinator in consultation with Chairperson, was presented to the committee members and HoDs during the meeting. The plan was finalized.
5. **Schedule of IQAC audits for the academic year 2019-20**

   Chairperson, Dr. vaishali V. Patil suggested that the IQAC academic audit for Sem-II of AY 2019-20 be completed by the end of July 2020. It has been discussed in the meeting and resolved to schedule the academic audit.
6. **Any other item with the permission of chairperson**

   The NAAC Coordinator Prof. Ravindra Joshi presented the draft of AQAR for AY 2018-19, as the portal for submission for it has been opened by the NAAC. The meeting was concluded with a note from chairperson, Dr. vaishali V. Patil to have similar meeting in the month of July 2020, with a single point of agenda to finalize the IQAC file structure which is to be adopted from Sem-I of AY 2020-21.

19/6/2020

Prepared by,
Dr. S. M. Mahalakshmi Naidu
IQAC Coordinator

19/06/2020.

Dr. Vaishali V. Patil
Chairperson