

**Internal Quality Assurance Cell (IQAC)**  
**Academic Year 2022 - 23**

**Minutes of 17<sup>th</sup> IQAC Meeting**

**Date: 09/12/2022**

The 17<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board room (Ground Floor) on Monday, 05th December 2022 at 10 AM.

**Members Present:** Dr. Vaishali Patil, Mr. Dinesh Joje, Prof. Ravindra Joshi, Prof. Anjali Jagatap, Prof. Sarang Saoji, Prof. Rupali Yeole, Prof. Dipak Uploankar, Dr. S. M. Mahalakshmi Naidu, Dr. R. A. Patil, Dr. Ajitkumar Shitole, Dr. Risil R. Chhatrala, Dr. Jyoti V. Surve, Prof. Rakhi P. Wagh, Dr. Sunil Mane. The Chairperson, Dr. Vaishali V. Patil, welcomed the members to the 17<sup>th</sup> IQAC meeting of the Institute.

**1. Approval of Agenda items:** Accepted.

**2. Minutes of the 16<sup>th</sup> IQAC meeting:** The minutes of 16<sup>th</sup> IQAC meeting were confirmed. This meeting was scheduled exclusively for planning the NBA Visit as discussed in the 16<sup>th</sup> IQAC Meeting.

**3. Planning the NBA Mock Visit**

The self-assessment reports for two of our UG programs: Computer Engineering and Electronics & Telecommunication Engineering have been submitted to the NBA New Delhi on 22<sup>nd</sup> September 2022. As proposed by the IQAC Chairperson, Dr. Vaishali V. Patil, NBA Mock visit was planned with experts from CoEP Technological University. Experts shared their inputs about the NBAs OBE philosophy and confirmed the same that they will review during the departments visit after the IQAC meeting.

**4. Any other item with the permission of Chairperson**

- (a) Approval of IQAC action plan for Sem-II of AY 2022-23: Draft of the IQAC action plan for the upcoming semester i.e., Sem-II of AY 2022-23 was prepared by the IQAC coordinator in consultation with Chairperson, was presented to the committee members and HoDs during the meeting. The plan was approved.
- (b) Schedule of audit of Sem-II of AY 2021-22 and Sem-I of AY 2022-23 for CS, E&TC, IT Dept. starting from 6<sup>th</sup> December 2022 was presented to the committee by IQAC coordinator and

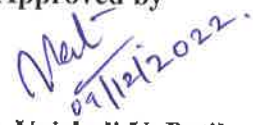


committee approved the schedule. External IQAC member Prof. (Dr.) R. A. Patil suggested to carry out the audit in every semester. It has been discussed in the meeting and IQAC Coordinator noted the same to adapt.

**Prepared by**

  
**Dr. S. M. Mahalakshmi Naidu**  
IQAC Coordinator

**Approved by**

  
**Dr. Vaishali V. Patil**  
IQAC Chairperson





innovation & Leadership  
www.squareit.edu.in

Hope Foundation's

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

Hinjawadi, Pune- 411057

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

**Academic Year 2022 - 23**

### **Minutes of 16<sup>th</sup> IQAC Meeting**

**Date: 26/08/2022**

The 16<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board room (Ground Floor) on Tuesday, 25th August 2022 at 3.45 PM.

**Members Present:** Dr. Vaishali Patil, Mr. Dinesh Joje, Prof. Ravindra Joshi, Prof. Anjali Jagatap, Prof. Sarang Saoji, Prof. Rupali Yeole, Prof. Dipak Uploankar, Dr. S. M. Mahalakshmi Naidu.

The Chairperson, Dr. Vaishali V. Patil, welcomed the members to the 16<sup>th</sup> IQAC meeting of the Institute. The coordinator, Dr. S. M. Mahalakshmi Naidu, also extended the welcome to the members to the meeting.

- 1. Approval of Agenda items:** Accepted.
- 2. Minutes of the 15<sup>th</sup> IQAC meeting:** It was resolved that the minutes of 15<sup>th</sup> IQAC meeting are confirmed.
- 3. Welcoming Dr. Dipak Uploankar**

The IQAC Chairperson, Dr. Vaishali V. Patil, and all other Committee members welcomed new IQAC member Dr. Dipak Uploankar as a Departmental IQAC coordinator of Computer Department. Also, all thanked Dr. Uma Godase for her contribution.

#### **4. Approval of IQAC action plan for Sem-I of AY 2022-23**

Draft of the IQAC action plan for the upcoming semester i.e., Sem-I of AY 2022-23 was prepared by the IQAC coordinator in consultation with Chairperson, was presented to the committee members and HoDs during the meeting. The plan was approved.

#### **5. Date of audit of Sem-II of AY 2021-22 for CS, E&TC, IT Dept. and academic year audit for ES Dept.:**

Chairperson Dr. Vaishali Patil suggested that the IQAC academic audit for the SEM II of AY 2021-22 for CS, E&TC, IT Dept. and academic year audit for ES Dept. be completed by the end of September 2022. It has been discussed in the meeting and resolved to schedule the academic audit.

#### **6. Initiatives taken and contributions made by the departments for AY 2021-22 for quality improvement of academics.**





Quality & Leadership  
www.i2it.edu.in

Hope Foundation's

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

**Hinjawadi, Pune- 411057**

**7. Suggestions for NBA SAR draft submission and visit**

The IQAC coordinator Dr. Mahalakshmi Naidu suggested to plan meeting exclusively for NBA visit and IEEE conference on 17<sup>th</sup> September 2022.

The Prof. Ravindra Joshi suggested loud reading session of SAR contents both at program level and at Institute level.

Also Dr. Dipak Uploankar suggested all non-teaching, students and all other stake holders should be involved in loud reading session of SAR. It has been discussed in the meeting and resolved to adapt.

**8. Pending tasks (Preparing the Index for IQAC file structure)**

The IQAC coordinator Dr. Mahalakshmi Naidu reviewed the task of preparation the Index for IQAC file Structure. All committee members discussed and approved it.

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

Prof. Sarang Saoji given suggestion to arrange Alumni visit. Also, he has suggested to conduct one session on IPR for all faculties. It has been discussed in the meeting and resolved to adapt.

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

*S M Mahalakshmi Naidu*  
26/8/22



*Vaishali V. Patil*  
26/8/22  
Dr. Vaishali V. Patil  
Chairperson



Innovation & Leadership  
www.isquareit.edu.in

Hope Foundation's

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

Hinjawadi, Pune- 411057

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

**Academic Year 2021 - 22**

### **Minutes of 15<sup>th</sup> IQAC Meeting**

**Date: 25/02/2022**

The 15<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board room (Ground Floor) on Monday, 21<sup>st</sup> February 2022 at 3.30 PM.

**Members Present:** Dr. Vaishali Patil, Mr. Vijay Ranbhise, Mr. Dinesh Joje, Prof. Ravindra Joshi, Prof. Anjali Jagatap, Prof. Sarang Saoji, Prof. Rupali Yeole, Prof. Uma Godase, Dr. S. M. Mahalakshmi Naidu.

The Chairperson, Dr. Vaishali V. Patil, welcomed the members to the 15<sup>th</sup> IQAC meeting of the Institute. The coordinator, Dr. S. M. Mahalakshmi Naidu, also extended the welcome to the members to the meeting.

- 1. Approval of Agenda items:** Accepted.
- 2. Minutes of the 14<sup>th</sup> IQAC meeting:** It was resolved that the minutes of 14<sup>th</sup> IQAC meeting are confirmed.
- 3. Preparing for AQAR 2020-21**

The NAAC coordinator Prof. Ravindra Joshi described how to use templates to fill data for AQAR on Sever. He said that he has shared folders on google drive also. Collect and confirm all data required for AQAR for AY 2020-21 from concerned file in charge. Then fill excel sheet shared and upload corresponding proofs in PDF. It has been decided dead line for capturing data for AQAR is 15<sup>th</sup> march 2022.

- 4. Initiatives taken and contributions made by the departments for AY 2021-22 for quality improvement of academics.**

The IQAC coordinator Dr. Mahalakshmi Naidu informed initiatives taken, and contributions made by department such as flip class etc. He also informed that templates will be shared to capture such data.

- 5. Preparing the Index for IQAC file structure visit**

The IQAC coordinator Dr. Mahalakshmi Naidu suggested to finalize index of IQAC file. So that there will be no ambiguity in other faculties. He has assigned that work among the departmental IQAC coordinator

The following work distribution was made:

Committee Member	Department	IQAC File Number
Prof. Sarang Saoji	IT	File No. 1 to File No. 3





innovation & leadership  
www.i2it.edu.in

Hope Foundation's

# International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

Dr. Uma Godase	Computer	File No. 4, File No. 5, File No. 7
Prof. Rupali Yeole	ES	File no. 6, File No. 11, File No. 12
Prof. Anjali Jagtap	E&TC	File No. 8 to File No. 10

It has been discussed in the meeting and resolved to adapt.

## 6. Any other item with the permission of Chairperson

Prof. Ravindra Joshi suggested completing the task about IQAC file index on priority. It has been decided to do it on or before 2<sup>nd</sup> March 2022.

Prepared by,

Dr. S. M. Mahalakshmi Naidu  
IQAC Coordinator

*SM* 25/2/22



*Patil*  
25/2/2022

Dr. Vaishali V. Patil  
Chairperson



**Internal Quality Assurance Cell (IQAC)**  
**Academic Year 2021 - 22**

**Minutes of 13th IQAC Meeting**

**Date: 03/08/2021**

The 13th meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board room (Ground Floor) on Thursday, 22nd July 2021 at 3.00 PM followed by a online meeting with head of the departments on Saturday, 24th July 2021 at 4.45 PM.

**Members Present:** Dr. Vaishali Patil, Prof. Ravindra Joshi, Prof. Manjusha Amritkar, Prof. Yogita Narule, Prof. Deptii Choudhari, Prof. Anjali Jagtap, Prof. Rupali Yeole, Dr. S. M. Mahalakshmi Naidu, Dr. Ajitkumar Shitole, Dr. Risil Chhatrala, Prof. Sarang Saoji, Prof. Rakhi Wagh.

The chairperson, Dr. Vaishali Patil welcomed the members to the 13th IQAC meeting.

- 1. Approval of agenda items:** Accepted.
- 2. Review of 12th IQAC Meeting minutes:** IQAC Committee members have reviewed the minutes of 12th IQAC meeting.
- 3. AICTE CII ranking and review of AICTE-CII survey metrics:** The Chairperson, Dr. Vaishali Patil highlighted that the Institute has been securing Gold ranking in AICTE-CII survey for the last three academic years, emphasized to improve on the quality metrics further aiming to secure Platinum Rank in the upcoming years.
- 4. Monthly review of IQAC action plan:** To improve on the quality of teaching-learning and secure high in the ranking parameters which are linked to the student success, chairperson, Dr. Vaishali Patil suggested for an intermediate review of the IQAC action plans set to the departments at the start of each semester. This was resolved by the committee members and decided to have monthly review meeting of the same as an action taken.
- 5. LinkedIn profiles and Mentor-Mentee Professional linkage:** The Chairperson, Dr. Vaishali Patil suggested to have a LinkedIn profiles for all students and faculty members and suggested further to all mentors to add their mentors to improve the mentor-mentee professional relationship and to better utilization of the LinkedIn platform. This was resolved to be adapted and informed to all the HoDs to communicate to the faculty mentors to add their mentees to their LinkedIn profile as an action taken. For all those faculty and student mentees who do not have the LinkedIn profiles created so far, IQAC Coordinator Dr. Mohan Mahalakshmi Naidu, suggested to have them LinkedIn profile created. This was as well resolved by the committee to take-up and conveyed to the HoDs as an action taken.
- 6. Creating a central and departmental event calendar from Sem-I of AY 2021-22:** Chairperson, Dr. Vaishali Patil emphasized to have central and departmental event calendar to monitor all the events on a regular basis and proposed to start it from this academic year 20201-22 Semester-I. Committee members have resolved to adapt the proposal. As an action taken, Librarian, Dr. Rahul Viswe was given the task of preparing the event calendar and the Departmental IQAC Coordinators are made SPOC of providing the event details to Dr. Rahul Viswe. Chairperson and





Innovation & Leadership  
www.isquareit.edu.in

Hope Foundation's

# International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

IQAC Coordinators will monitor progress of events through the calendar updates on a monthly basis.

7. **Schedule of IQAC academic audit for Sem-II of AY 2020-21:** IQAC Coordinator, Dr. Mohan Mahalakshmi Naidu suggested for scheduling the IQAC academic audit of Semester-II of AY 2020-21. The committee resolved on this to have the schedule from 23rd – 26th, August 2021. The same was approved by the Chairperson as an action taken and asked the IQAC Coordinator to bring out the notice for the audit schedule.
8. **Any other item with permission from chairperson:** With chairperson's permission, HoD of E&TC Department, Dr. Risil Chhatrala suggested to have think-tank meeting with prior notice. The Chairperson along with the committee members have resolved to have monthly meeting, probably on last Thursday of every month.

The meeting was concluded with a thank you note from the Chairperson.

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



Dr. Vaishali V. Patil  
Chairperson



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

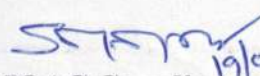
Ref. I²IT/2020-21/IQAC/

Date: 19/06/2020

**11<sup>th</sup> IQAC MEETING NOTICE**

It is hereby notified that the 11<sup>th</sup> meeting for internal audit of Internal Quality Assurance Cell (IQAC) is planned on Thursday, 2<sup>nd</sup> July 2020 in Board Room (Ground Floor) at 3:00 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.

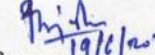
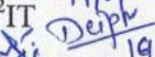
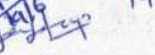
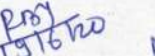
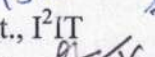

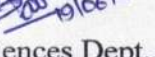
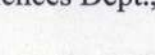

Please go through it and all concerned are requested to take necessary action in this regard.

  
19/06/2020

**IQAC Coordinator**  
(Dr. Mohan Mahalakshmi Naidu S.)

  
19/06/2020

**Chairperson**  
(Dr. Vaishali V. Patil)

**Copy to:** Prof. Ravindra Joshi Senior Teacher, I²IT   
Prof. Deptii Choudhari – Computer Dept., I²IT   
Prof. Manjusha Amritkar – IT Dept., I²IT   
Prof. Anjali Jagtap – E&TC Dept., I²IT   
Prof. Rupali B. Yeole – ES Dept., I²IT   
Dr. Sashikala Mishra – HoD Computer Dept., I²IT   
Dr. Risil Chhatrala – HoD E&TC Dept., I²IT   
Prof. Sarang Saoji – HoD IT Dept., I²IT   
Prof. Rakhi P. Wagh – HoD Engineering Sciences Dept., I²IT 





Innovation & Leadership  
www.isquareit.edu.in

Hope Foundation's

International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

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

**11<sup>th</sup> IQAC Meeting Agenda**

**Date:** 02/07/2020

**Location:** Board Room (Ground Floor)

**Time:** 3:00 PM

**Called by:** IQAC Coordinator

**Attendees:** Departmental IQAC Committee Members

**Agenda Items:**

Single point of agenda of this meeting is to finalize the IQAC file structure and the formats so as to adopt it from this academic year i.e. effective Sem-I of AY2020-21. Any other item as suggested by the committee members with permission of chairperson.





Innovation & Leadership  
www.isquareit.edu.in

Hope Foundation's

International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

## Internal Quality Assurance Cell (IQAC)

Academic Year 2020 - 21

### 11<sup>th</sup> IQAC Meeting Attendance

11<sup>th</sup> IQAC meeting held on 2nd July 2020 at Hope Foundation's International Institute of Information Technology (I²IT),  
Hinjawadi, Pune- 411057

#### Members Present:

Dr. Vaishali Patil – Principal, I²IT  
Prof. Ravindra Joshi Senior Teacher, I²IT  
Prof. Manjusha Amritkar – IT Dept. I²IT  
Prof. Rupali B. Yeole – ES Dept. I²IT  
Prof. Deptii Choudhari – Computer Dept. I²IT  
Prof. Anjali Jagtap – E&TC Dept., I²IT  
Dr. S M Mahalakshmi Naidu – IQAC Coordinator, I²IT

#### Invited Members:

Dr. Sashikala Mishra – HoD Computer Dept., I²IT  
Dr. Risil Chhatrala – HoD E&TC Dept., I²IT  
Prof. Sarang Saoji – HoD IT Dept., I²IT  
Prof. Rakhi P. Wagh – HoD Engineering Sciences Dept., I²IT

*Handwritten signatures and dates:*  
Nat 02/07/2020  
Rishabh 2/7/20  
Prasanna 02/07/20  
Deepti 02/07/20  
Anjali 2/7/20  
S.M. Mahalakshmi Naidu 2/7/2020  
f ol  
Rhatarala 2/7/2020  
R. Wagh 02/07/2020





Innovation & Leadership  
www.i2it.edu.in

Hope Foundation's

International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

## Internal Quality Assurance Cell (IQAC)

Academic Year 2020 - 21

### Minutes of 11<sup>th</sup> IQAC Meeting

**Date: 09/07/2020**

The 11<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board room (Ground Floor) on Thursday, 2nd July 2020 at 3.00 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 10<sup>th</sup> IQAC meeting.

- 1. Approval of Agenda items:** Accepted.
- 2. Review of the 10<sup>th</sup> IQAC minutes of meeting:** IQAC Committee members along with invited heads of the departments have reviewed the minutes of 9<sup>th</sup> IQAC meeting.
- 3. IQAC file structure and format changes:** Based on the inputs received from internal and external members of IQAC committee during the 9<sup>th</sup> meeting, IQAC Committee members resolved in the 10<sup>th</sup> meeting for revision of IQAC file structures. The IQAC departmental members along with coordinator presented the draft of file structure. Head of the department Dr. Risil Chhatrala suggested to include the CO-PO attainment files file in the academic conduction. With other few changes and suggestions from other heads, file structure was finalized. Chairperson, Dr. vaishali V. Patil approved the file structure and informed the HoDs to adopt it from Sem-I of AY 2020-21.

The meeting was concluded with a thank you note from chairperson.

Prepared by,

Dr. S. M. Mahalakshmi Naidu

IQAC Coordinator

Dr. Vaishali V. Patil

Chairperson



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


Ref. I²IT/2020-21/IQAC/

Date: 25/05/2020

**10<sup>th</sup> IQAC MEETING NOTICE**

It is hereby notified that the 10<sup>th</sup> meeting for internal audit of Internal Quality Assurance Cell (IQAC) is planned on Tuesday, 9<sup>th</sup> 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.

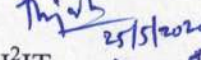
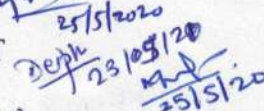

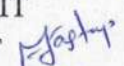


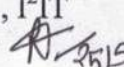
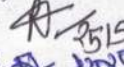


Please go through it and all concerned are requested to take necessary action in this regard.

  
IQAC Coordinator

(Dr. Mohan Mahalakshmi Naidu S.)

  
Chairperson

(Dr. Vaishali V. Patil)

Copy to: Prof. Ravindra Joshi Senior Teacher, I²IT   
Prof. Deptii Choudhari – Computer Dept., I²IT   
Prof. Manjusha Amritkar – IT Dept., I²IT   
Prof. Anjali Jagtap – E&TC Dept., I²IT   
Prof. Rupali B. Yeole – ES Dept., I²IT   
Dr. S M Mahalakshmi Naidu – IQAC Coordinator, I²IT   
Dr. Sashikala Mishra – HoD Computer Dept., I²IT   
Dr. Risil Chhatrala – HoD E&TC Dept., I²IT   
Prof. Sarang Saoji – HoD IT Dept., I²IT   
Prof. Rakhi P. Wagh – HoD Engineering Sciences Dept., I²IT 



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

**10<sup>th</sup> 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 9<sup>th</sup> 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





Quality & Leadership  
www.isquareit.edu.in

Hope Foundation's

International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

## Internal Quality Assurance Cell (IQAC)

Academic Year 2020 - 21

### 10<sup>th</sup> IQAC Meeting Attendance

10<sup>th</sup> IQAC meeting held on 9th June 2020 at Hope Foundation's International Institute of Information Technology (I²IT),  
Hinjawadi, Pune- 411057

#### Members Present:

Dr. Vaishali Patil – Principal, I²IT  
Prof. Ravindra Joshi Senior Teacher, I²IT  
Prof. Manjusha Amritkar – IT Dept. I²IT  
Prof. Deptii Choudhari – Computer Dept. I²IT  
Prof. Anjali Jagtap – E&TC Dept., I²IT  
Prof. Rupali B. Yeole – ES Dept. I²IT  
Dr. S M Mahalakshmi Naidu – IQAC Coordinator, I²IT

*Handwritten signatures and dates:*  
Nab 09/06/2020  
M. Joshi 9/6/20  
Deptii 9/6/20  
Anjali 9/6/20  
Rupali 9/6/20  
S M 9/6/20

#### Invited Members:

Dr. Sashikala Mishra – HoD Computer Dept., I²IT  
Dr. Risil Chhatrala – HoD E&TC Dept., I²IT  
Prof. Sarang Saoji – HoD IT Dept., I²IT  
Prof. Rakhi P. Wagh – HoD Engineering Sciences Dept., I²IT

*Handwritten signatures and dates:*  
Sashikala 9/6/2020  
Risil 9/6/2020  
Rakhi 9/6/2020



## Internal Quality Assurance Cell (IQAC)

Academic Year 2020 - 21

### Minutes of 10<sup>th</sup> IQAC Meeting

**Date: 19/06/2020**

The 10<sup>th</sup> 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 10<sup>th</sup> IQAC meeting.

**1. Approval of Agenda items:** Accepted.

**2. Review of the 9<sup>th</sup> IQAC minutes of meeting:** IQAC Committee members along with invited heads of the departments have reviewed the minutes of 9<sup>th</sup> IQAC meeting.

**3. IQAC file structure and format changes:** Based on the inputs received from internal and external members of IQAC committee during the 9<sup>th</sup> 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.

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

  
Dr. Vaishali V. Patil  
Chairperson





Innovation & Leadership  
www.iisquareit.edu.in

Hope Foundation's

International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

**Internal Quality Assurance Cell (IQAC)  
Academic Year 2019 - 2020**

Ref. I²IT/2019-2020/IQAC/

Date: 09/12/2019

**9<sup>th</sup> IQAC MEETING NOTICE**

It is hereby notified that, the 9<sup>th</sup> meeting for external audit of Internal Quality Assurance Cell (IQAC) is planned on Monday, 24<sup>th</sup> December 2019 in Board Room (Ground Floor) at 9:00 AM. All 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.

*S. Mahalakshmi*  
9/12/19

**IQAC Coordinator**  
(Dr. S. M. Mahalakshmi Naidu)

*Vaishali V. Patil*  
9/12/19

**Chairperson**  
(Dr. Vaishali V. Patil)

**Copy to:** Mr. Vijay Ranbhise – Management Representative, I²IT

Mr. Dinesh Joje – Registrar, I²IT

Prof. Ravindra Joshi Senior Teacher, I²IT

Prof. Varsha Degaonkar – E&TC Dept., I²IT

Prof. Manjusha Amritkar – IT Dept., I²IT

Dr. Sandeep R. Varpe – ES Dept., I²IT

✓ Prof. Deptii Choudhari – Computer Dept., I²IT

Dr. R. A. Patil – E&TC, CoEP, Pune

(External Expert – Local Community)

Dr. V. H. Patil – Cummins Technologies India Pvt. Ltd., Pune – AB –

(External Expert – Industry representative)

Dr. S M Mahalakshmi Naidu – IQAC Coordinator, I²IT

Dr. Sashikala Mishra – HoD Computer Dept., I²IT

Dr. Risil Chhatrala – HoD E&TC Dept., I²IT

Prof. Sarang Saoji – HoD IT Dept., I²IT

Prof. Rakhi P. Wagh – HoD Engineering Sciences Dept., I²IT





**Internal Quality Assurance Cell (IQAC)**  
**Academic Year 2019 - 2020**

**9<sup>th</sup> IQAC Meeting Agenda**

**Date:** 24/12/2019

**Location:** Board Room (Ground Floor)

**Time:** 9:00 AM

**Called by:** IQAC Coordinator

**Attendees:** IQAC Committee Members

**Agenda Items:**

---

1. Approval of agenda items
2. Confirmation of the minutes of the 8<sup>th</sup> IQAC meeting
3. Briefing the IQAC external members about evaluation parameters and criteria of the audit (9.00 - 9.30 AM)
4. Visit to the Computer Science Department from 9.30 AM to 11.00 AM
5. Visit to the Electronics & Telecommunication Department from 11.00 AM to 12.30 PM
6. Visit to the Information Technology Department from 1.30 PM to - 3.00 PM
7. Visit to the Engineering Sciences Department from 3.00 PM to 3.30 PM
8. Exit Meeting with IQAC Committee Members and HoDs as invited members, from 3.30 PM to 4.30 PM
9. Any other item with the permission of Chairperson







Innovation & Leadership  
www.isquareit.edu.in

Hope Foundation's

International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

## Internal Quality Assurance Cell (IQAC)

Academic Year 2019 - 20

### 9<sup>th</sup> IQAC Meeting Attendance

9<sup>th</sup> IQAC meeting held on 24th December 2019 at Hope Foundation's International Institute of Information Technology (I²IT),  
Hinjawadi, Pune- 411057

#### Members Present:

Dr. Vaishali Patil – Principal, I²IT  
Mr. Vijay Ranbhise – Management Representative, I²IT  
Mr. Dinesh Joje – Registrar, I²IT  
Prof. Ravindra Joshi Senior Teacher, I²IT  
Prof. Varsha Degaonkar– E&TC Dept. I²IT  
Prof. Manjusha Amritkar – IT Dept. I²IT  
Dr. Sandeep R. Varpe – ES Dept. I²IT  
Prof. Deptii Choudhari – Computer Dept. I²IT  
Dr. R. A. Patil – E&TC, CoEP, Pune  
(External Expert – Local Community)  
Dr. V. H. Patil – Cummins Technologies India Pvt. Ltd., Pune  
(External Expert – Industry representative)  
Dr. S M Mahalakshmi Naidu – IQAC Coordinator, I²IT

#### Invited Members:

Dr. Sashikala Mishra – HoD Computer Dept., I²IT  
Dr. Risil Chhatrala – HoD E&TC Dept., I²IT  
Prof. Sarang Saoji – HoD IT Dept., I²IT  
Prof. Rakhi P. Wagh – HoD Engineering Sciences Dept., I²IT

Shal -  
24/12/19.  
Rajay  
DTC  
Jish  
Dev  
Rish  
24/12/19  
Deiphi  
R

— AB —

S M Mahalakshmi Naidu

Sashikala Mishra  
24.12.19.  
Risil Chhatrala  
24/12/19  
Sarang Saoji  
24/12/19  
Rakhi P. Wagh  
24/12/19







Innovation & Leadership  
www.i2it.edu.in

Hope Foundation's

International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

## Internal Quality Assurance Cell (IQAC)

Academic Year 2019 - 20

### Minutes of 9<sup>th</sup> IQAC Meeting

**Date:** 27/12/2019

The 9<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board room (Ground Floor) on Tuesday, 24th December 2019 at 9.00 AM.

**Members Present:** Dr. Vaishali Patil, Mr. Vijay Ranbhise, Mr. Dinesh Joje, Prof. Ravindra Joshi, Prof. Varsha Degaonkar, Prof. Manjusha Amritkar, Dr. Sandeep R. Varpe, Prof. Deptii Choudhari, Dr. R. A. Patil, Dr. V. H. Patil, Dr. S. M. Mahalakshmi Naidu, Dr. Sashikala Mishra, Dr. Risil Chhatrala, Prof. Sarang Saoji, Prof. Rakhi P. Wagh.

The Chairperson, Dr. Vaishali V. Patil, welcomed the members to the 9<sup>th</sup> IQAC meeting of the Institute. The coordinator, Dr. S. M. Mahalakshmi Naidu, also extended the welcome to the members to the meeting.

1. **Approval of Agenda items:** Accepted.
2. **Minutes of the 8<sup>th</sup> IQAC meeting:** It was resolved that the minutes of 8<sup>th</sup> IQAC meeting are confirmed.
3. **Briefing the IQAC external members about evaluation parameters and criteria of the audit (9.00 - 9.30 AM)**

The IQAC Chairperson, Dr. Vaishali V. Patil, briefed the external members about the evaluation parameters and criteria of the audit, external members gone through the internal audit reports, requested the team to visit the departments for an intermediate academic audit of the AY 2019-20.

4. **Visit to the departments (Computers, Electronics & Telecommunication, Information Technology, and Engineering Sciences)**

Impact analysis to be carried out based on the identified curriculum gaps, suggested to have go for PEO mapping with CO-PO apart from CO-PO-PSO mapping and attainment calculation, suggested to constitute a Industry Advisory Board in each department,

5. **Exit Meeting with IQAC Committee Members and HoDs as invited members, from 3.30 PM to 4.30 PM**
6. **Any other item with the permission of Chairperson**
7. **Measures for quality improvement**

**A. NAAC peer team visit**

The NAAC peer team has visited the institute on 29<sup>th</sup> and 30<sup>th</sup> March 2019. The following suggestions given by the NAAC Pear team were discussed in the meeting:

- a. Dr. Vinayak Patil suggested to conduct more number of Add-on courses, Value added courses.

Received  
28/11/20







Innovation is Leadership  
www.iqac.iit.edu.in

Hope Foundation's

# International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

- b. Research and Incubation centers to be established with the support of Mr. Vijay Ranbhise.
- c. Course monitoring committee needs to be strengthened, as suggested by IQAC Committee member Dr. Sandeep Varpe.

## B. Introduction of CO-PO attainment process for events

Currently CO-PO attainment calculations are being done for all the course theory, practical as well as for the final year project. It has been decided in the meeting to introduce CO-PO attainment process for all the events of technical and non-technical for better understanding and attaining the POs by filling the academic gaps of the prescribed syllabus given the affiliating university, as suggested by IQAC external expert Dr. R. A. Patil.

## C. Blooms Taxonomy Level inclusion in CT papers

In order to improve the internal quality evaluation, IQAC external expert Dr. R. A. Patil suggested and resolved to adapt the Blooms Taxonomy levels in the class test question papers from the current semester.

## 8. IQAC file structure and format changes

IQAC Committee member Prof. Varsha Degaonkar suggested to review the IQAC file structure for some realigning of activities taking into account. The committee resolved in the meeting for revision of IQAC file structures.

## 9. Schedule of IQAC internal and external audits for the academic year 2019-20

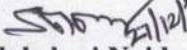
As suggested by the IQAC Coordinator Dr. S. M. Mahalakshmi Naidu, the IQAC internal and external audits be completed after the end date of class room teaching and before the start of next semester. It has been discussed in the meeting and resolved to adapt.

## 10. Suggestions from external members

In line with the NAAC peer team suggestion, external IQAC member Dr. R. A. Patil, suggested to enhance the Industry-Institute Interaction. As it is the most preferred platform for mutual growth of both industries and institutes, providing the industry access to the students through industrial visits, expert talks in the campus and possibility of student sponsored projects with joint industry supervisor. It helps in preparing industry suitable graduates also promotes development of student entrepreneurs.

## 11. Any other item with the permission of Chairperson

Chairperson informed the committee that the NAAC awarded the Institute B++ Grade on 1<sup>st</sup> April 2019, emphasizing the NAAC Coordinator Prof. Ravindra Joshi to prepare the AQAR to be submitted upon notification by NAAC by 30<sup>th</sup> March 2020. Chairperson and IQAC members thanked Dr. Ravi P. Patki for his contribution to the IQAC and concluded the meeting with thank you note.

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



  
27/12/2019





Innovation & Leadership  
www.isquareit.edu.in

Hope Foundation's

International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

**Internal Quality Assurance Cell (IQAC)**  
**Academic Year 2019 - 2020**

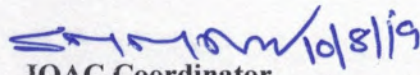
Ref. I²IT/2019-2020/IQAC/

Date: 10/08/2019

**8<sup>th</sup> IQAC MEETING NOTICE**

It is hereby notified that, the 8<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) is planned on Wednesday, 21<sup>st</sup> August 2019 in Board Room (Ground Floor) at 10:30 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 regard.

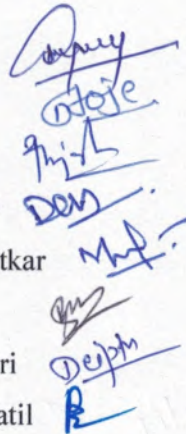


**IQAC Coordinator**  
(Dr. S. M. Mahalakshmi Naidu)



**Chairperson**  
(Dr. Vaishali V. Patil)

**Copy to:** Mr. Vijay V. Ranbhise  
Mr. Dinesh R. Joje  
Prof. Ravindra P. Joshi  
Prof. Varsha Degaonkar  
Prof. Manjusha V. Amritkar  
Dr. Sandeep R. Varpe  
Prof. Deptii D. Chaudhari  
Dr. Rajendrakumar A. Patil  
Dr. Vinayak H. Patil









Innovation & Leadership  
www.isquareit.edu.in

Hope Foundation's

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

**Hinjawadi, Pune- 411057**

---

**Internal Quality Assurance Cell (IQAC)**

**Academic Year 2019 - 2020**

**Meeting Agenda**

**Date:** 21/08/2019

**Location:** Board Room (Ground Floor)

**Time:** 10:30 AM

**Called by:** IQAC Coordinator

**Attendees:** IQAC Committee Members

**Agenda Items:**

---

1. Approval of agenda items
2. Confirmation of the minutes of the 7<sup>th</sup> IQAC meeting
3. Changes in IQAC Composition
4. Measures for quality improvement
5. IQAC file structure and format changes
6. Schedule of IQAC internal and external audits of the academic year 2019-20
7. Suggestions from external members
8. Any other item with the permission of Chairperson







Innovation & Leadership  
www.isquareit.edu.in

Hope Foundation's

International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

**Internal Quality Assurance Cell (IQAC)**

Academic Year 2019 - 20

**8<sup>th</sup> IQAC Meeting Attendance**

**8<sup>th</sup> IQAC meeting held on 21st August 2019 at Hope Foundation's International Institute of Information Technology (I²IT),  
Hinjawadi, Pune- 411057**

**Members Present:**

Dr. Vaishali Patil – Principal, I²IT

Mr. Vijay Ranbhise – Management Representative, I²IT

Mr. Dinesh Joje – Registrar, I²IT

Prof. Ravindra Joshi – Senior Teacher, I²IT

Prof. Varsha Degaonkar – E&TC Dept. I²IT

Prof. Manjusha Amritkar – IT Dept. I²IT

Dr. Sandeep R. Varpe – ES Dept. I²IT

Prof. Deptii Choudhari – Computer Dept. I²IT

Dr. R. A. Patil, Associate Professor in E&TC, CoEP, Pune  
(External Expert - Local Community)

Dr. V. H. Patil– Technical Specialist, Cummins Technologies India Pvt. Ltd., Pune  
(Industry representative)

Dr. S. M. Mahalakshmi Naidu – IQAC Coordinator, I²IT

*Patil*  
*21/8/2019*  
*Ranbhise*  
*Joje*  
*Joshi*  
*Degaonkar*  
*Amritkar*  
*Varpe*  
*Choudhari*  
*R. A. Patil*

*S. M. Mahalakshmi Naidu*  
*21/8/19*







Innovation & Leadership  
www.i2it.edu.in

Hope Foundation's

International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

## Internal Quality Assurance Cell (IQAC)

Academic Year 2019 - 20

### Minutes of 8<sup>th</sup> IQAC Meeting

**Date: 26/08/2019**

The 8<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board room (Ground Floor) on Wednesday, 21<sup>st</sup> August 2019 at 10:30 AM.

**Members Present:** Dr. Vaishali V. Patil, Mr. Vijay V. Ranbhise, Mr. Dinesh R. Joje, Prof. Ravindra P. Joshi, Dr. Rajendrakumar A. Patil, Dr. Vinayak H. Patil, Prof. Deptii D. Choudhari, Prof. Manjusha V. Amritkar, Prof. Varsha Degaonkar, Dr. Sandeep R. Varpe, and Dr. S. M. Mahalakshmi Naidu

The Chairperson, Dr. Vaishali V. Patil, welcomed the members to the 8<sup>th</sup> IQAC meeting of the Institute for the academic year 2019-20.

The coordinator, Dr. S. M. Mahalakshmi Naidu, also extended the welcome to the members to the meeting.

**1. Approval of Agenda items:**

Accepted.

**2. Minutes of the 7<sup>th</sup> IQAC meeting:**

It was resolved that minutes of the 7<sup>th</sup> IQAC meeting are confirmed.

**3. Changes in IQAC Composition**

The Chairperson, Dr. Vaishali V. Patil suggested a few changes to the IQAC composition for the academic year 2019-20.

Dr. S. M. Mahalakshmi Naidu (Associative Professor in E&TC) has been appointed as IQAC Coordinator as the earlier coordinator requested for a departmental portfolio.

Dr. Rajendrakumar A. Patil (Associate Professor in E&TC, College of Engineering Pune, Pune) has been appointed as member on IQAC under category External Expert from Local Community.

Dr. Vinayak H. Patil (Technical Specialist (Acoustics), Cummins Technologies India Pvt. Ltd., Pune) has been appointed as member on IQAC under category External Expert from Industry.

Prof. Varsha Degaonkar (Assistant Professor) has been appointed as member on IQAC under the category of senior teacher from the Department of Electronics and Telecommunications.

Dr. Sandeep R. Varpe (Assistant Professor) has been appointed as member on IQAC under the category of senior teacher from the Department of Engineering Sciences (First Year).







Innovation & Leadership  
www.i2it.edu.in

Hope Foundation's

# International Institute of Information Technology (I²IT)

Hinjawadi, Pune- 411057

4. Mr. Vijay V. Ranbhise (Management Representative) congratulated Principal, NAAC team, and all the teaching and non-teaching members of the institute for securing B++ grade by NAAC, Bengaluru, India

5. Measures for quality improvement

A. NAAC peer team visit

The NAAC peer team has visited the institute on 29<sup>th</sup> and 30<sup>th</sup> March 2019. The following suggestions given by the NAAC Pear team were discussed in the meeting:

- a. Dr. Vinayak Patil suggested to conduct more number of Add-on courses, Value added courses.
- b. Research and Incubation centers to be established with the support of Mr. Vijay Ranbhise.
- c. Course monitoring committee needs to be strengthened, as suggested by IQAC Committee member Dr. Sandeep Varpe.

B. Introduction of CO-PO attainment process for events

Currently CO-PO attainment calculations are being done for all the course theory, practical as well as for the final year project. It has been decided in the meeting to introduce CO-PO attainment process for all the events of technical and non-technical for better understanding and attaining the POs by filling the academic gaps of the prescribed syllabus given the affiliating university, as suggested by IQAC external expert Dr. R. A. Patil.

C. Blooms Taxonomy Level inclusion in CT papers

In order to improve the internal quality evaluation, IQAC external expert Dr. R. A. Patil suggested and resolved to adapt the Blooms Taxonomy levels in the class test question papers from the current semester.

6. IQAC file structure and format changes

IQAC Committee member Prof. Varsha Degaonkar suggested to review the IQAC file structure for some realigning of activities taking into account. The committee resolved in the meeting for revision of IQAC file structures.

7. Schedule of IQAC internal and external audits for the academic year 2019-20

As suggested by the IQAC Coordinator Dr. S. M. Mahalakshmi Naidu, the IQAC internal and external audits be completed after the end date of class room teaching and before the start of next semester. It has been discussed in the meeting and resolved to adapt.

8. Suggestions from external members

In line with the NAAC peer team suggestion, external IQAC member Dr. Vinayak Patil, suggested to enhance the Industry-Institute Interaction. As it is the most preferred platform for mutual growth of both industries and institutes, providing the industry access to the students through industrial visits, expert talks in the campus and possibility of student sponsored projects with joint industry supervisor. It helps in preparing industry suitable graduates also promotes development of student entrepreneurs.







Innovation & Leadership  
www.isquareit.edu.in

Hope Foundation's

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

**Hinjawadi, Pune- 411057**

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

Chairperson informed the committee that the NAAC awarded the Institute B++ Grade on 1<sup>st</sup> April 2019, emphasizing the NAAC Coordinator Prof. Ravindra Joshi to prepare the AQAR to be submitted upon notification by NAAC by 30<sup>th</sup> March 2020. Chairperson and IQAC members thanked Dr. Ravi P. Patki for his contribution to the IQAC and concluded the meeting with thank you note.

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

*S. M. Mahalakshmi Naidu*  
26/8/19

*26/8/19*



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

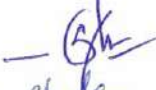
**NOTICE**

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on Tuesday, 25<sup>th</sup> 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. Shirbhadrurkar — 

Mr. Nitin Bhide

Mr. Vijay Ranbhise

Prof. Ravindra Joshi

Prof. Deptii Choudhari

Prof. Manjusha Amritkar

Dr. S M Mahalakshmi Naidu

Mr. Dinesh Joje







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**

---

**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.



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**

---

**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, 25<sup>th</sup> 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 IQAC meeting:**

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



#### **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, 21<sup>st</sup> September 2018
- ☐ Uploading the Self Study Report (SSR) - Saturday, 3<sup>rd</sup> November 2018

**7. Meeting Concluded with thank you note.**

Prepared by, *R. Patki*  
Mr. Ravi P. Patki  
IQAC Coordinator







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**

**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)

*Patil*  
*Ranbhise*  
*Joshi*  
*Deptii*  
*Amritkar*  
*S M Naidu*  
*Joje*  
*Ravi P. Patki*  
*Shirbhadurkar*  
*AB*

