All India Shri Shivaji Memorial Society's
Institute of Information Technology

Internal Quality Assurance Cell (IQAC)

Date: 20/07/2017

Minutes of IQAC Meeting No. 1 (2017-18)

Date of Meeting	Time	Venue
20/07/2017	**11:30 pm**	**Conference Room**

The following committee members were present for the meeting –

Sr. No.	Name	Designation
1.	Shri S. P. Shinde	IQAC Member (Management)
2.	Dr. P. B. Mane	IQAC Member(Principal)
3.	Ms. Mousami Vanjale	IQAC Member(Coordinator)
4.	Mr. Sachin Shelar	IQAC Member(Co- Coordinator)
5.	Mr. H. P. Chaudhari	IQAC Member (Faculty member)
6.	Mr. Pritesh Patil	IQAC Member(Faculty member)
7.	Ms. S. N. Zaware	IQAC Member(Faculty member)
8.	Dr. D. K. Shedge	IQAC Member(Faculty member)
9.	Mr. S. M. Chaudhari	IQAC Member(Faculty member)
10.	Mrs. S. M. Shaikh	IQAC Member(Faculty member)
11.	Mr. A. J. Mate	IQAC Member(Admin. staff)

Following points of agenda were discussed in detail and following resolutions were passed.

Subject No. 1: Review of MoM and action taken report of IQAC meeting conduct 06/04/2017.

Resolution: Review of MoM of IQAC meeting conducted on 06/04/2017 was taken and minutes of meeting were approved.
Action taken report of the meeting conducted on 06/04/2017 was discussed. Shri. S. P. Shinde sir suggested to sort the requirements industry wise for each branch.

Subject No. 2: Discussion on "Thesis projects particularly at the PG level should seek industry sponsorship. Faculty can approach and create a project bank, out of which thesis project will be taken up.

Resolution:
1. PG programme is run only in 2 departments hence the project bank concept can be used for UG also.
2. Faculty members should visit industries to identify project ideas or projects.
3. Dr. P. B. Mane informed that the college has policy to give TA/DA as per rules for visiting industries.

Ms. Mousami Vanjale
(IQAC Coordinator)

Dr. P. B. Mane
(Principal)

4. R & D Committee to facilitate Industry Interaction and to finalise the format for report to be submitted by faculty members after visiting industries. Report should have summary of interaction with the industry experts and identified area in which project can be done. 5. Every department can prepare a directory of industrials contacts through activities like – Industrial visits, internship, placements, industries which have already sponsored projects, industry resource persons invited for expert lecture, examination, workshops etc. 6. To increase the industry institute interaction department can invite industry experts as judge for various technical competitions. 7. Faculty members guiding industrial projects to make sure to add name of industry guide as co- author for the technical publications.
Subject No. 7: Any other point with the permission of the chairman.
Resolution: No other points were raised.

Action taken report of IQAC meeting No. 1/2017-18 conducted on 20/07/2017

Subject No. 2: Discussion on "Thesis projects particularly at the PG level should seek industry sponsorship. Faculty can approach and create a project bank, out of which thesis project will be taken up.	
Resolution: 1. PG programme is run only in 2 departments hence the project bank concept can be used for UG also. 2. Faculty members should visit industries to identify project ideas or projects. 3. Dr. P. B. Mane informed that the college has policy to give TA/DA as per rules for visiting industries. 4. R & D Committee to facilitate Industry Interaction and to finalise the format for report to be submitted by faculty members after visiting industries. Report should have summary of interaction with the industry experts and identified area in which project can be done. 5. Every department can prepare a directory of industrials contacts through activities like – Industrial visits, internship, placements, industries which have already sponsored projects, industry resource	 • R & D Committee coordinator has been informed about this. Report format to be submitted by faculty members after visiting industries is to be finalised and will be effective from second sem. of 2017-18. • Every department has been informed to prepare a directory of industrials contacts.

Ms. Mousami Vanjale　　　　　　　　　　　　　　　　**Dr. P. B. Mane**
(IQAC Coordinator)　　　　　　　　　　　　　　　　**(Principal)**

Internal Quality Assurance Cell (IQAC)

persons invited for expert lecture, examination, workshops etc. 6. To increase the industry institute interaction department can invite industry experts as judge for various technical competitions. 7. Faculty members guiding industrial projects to make sure to add name of industry guide as co- author for the technical publications.	• Every department has been informed to invite industry experts as judge for various technical competitions. • All faculty members guiding industrial projects have been informed to add name of industry guide as co- author for the technical publications.
Subject No. 7: Any other point with the permission of the chairman.	
Resolution: No points were raised.	**Action Taken: NIL**

Ms. Mousami Vanjale
(IQAC Coordinator)

Dr. P. B. Mane
(Principal)

All India Shri Shivaji Memorial Society's

Institute of Information Technology

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting No. 2 (2017-18)

Date of Meeting	Time	Venue
06/04/2017	**11 am**	**Conference Room**

The following committee members were present for the meeting –

Sr. No.	Name	Designation
1.	Shri S. P. Shinde	IQAC Member (Management)
2.	Shri P. R. Brahme	IQAC Member (Industrialist)
3.	Shri N. A. Khanse	IQAC Member(Industrialist)
4.	Dr. P. B. Mane	IQAC Member(Principal)
5.	Ms. Mousami Vanjale	IQAC Member(Coordinator)
6.	Mr. Sachin Shelar	IQAC Member(Co- Coordinator)
7.	Mr. H. P. Chaudhari	IQAC Member (Faculty member)
8.	Mr. Pritesh Patil	IQAC Member(Faculty member)
9.	Ms. S. N. Zaware	IQAC Member(Faculty member)
10.	Dr. D. K. Shedge	IQAC Member(Faculty member)
11.	Ms. M. P. Sardey	IQAC Member(Faculty member)
12.	Mr. S. M. Chaudhari	IQAC Member(Faculty member)
13.	Dr. Y. P. Patil	IQAC Member(Faculty member)
14.	Mrs. S. M. Shaikh	IQAC Member(Faculty member)
15.	Mr. A. J. Mate	IQAC Member(Admin. staff)
16.	Mr. BhushanPatil	IQAC Member (Student)

Following points of agenda were discussed in detail and following resolutions were passed.

Subject No. 1: Review of MoM of IQAC meeting conducted on 22/08/2016.

Resolution: Review of MoM of IQAC meeting conducted on 22/08/2016 was taken and minutes of meeting were approved.

Subject No. 2: Action taken report of the meeting conducted on 22/08/2016.

Resolution: Action taken report of the meeting conducted on 22/08/2016 was discussed.

Subject No. 3: Discussion on the mutually beneficial collaboration between the college and selected industries to be established.
Resolution:
1. Requirement of industries to be listed. TE and BE students to be trained to those requirements.

Ms. Mousami Vanjale   **Dr. P. B. Mane**
(IQAC Coordinator)   **(Principal)**

2. Mr. Mate to collect dictionary of Hinjewadi tech-park to identify companies to start collaboration. This is to be discussed again in next meeting.
3. MoUs of all the departments:
    i. **Instrumentation**: Shri. S. P. Shinde sir Congratulated to Mr. H. P. Chaudhari for being educational chair of ISA. Mr. H. P. Chaudhari informed about students projects like LED diya, solar based charger etc.
    ii. **Computer**: Department has conducted workshops for training and placements and has conducted entrance exam for C-DAC. One MoU of computer is in pipeline.
    iii. **E & TC**: MoU with Microchip and Atmega is in pipeline and department plans for training and grooming students for placements.
    iv. **Electrical**: Department has conducted PLC SCADA workshop for students. MoU with two industries in pipe line.
    v. **IT**: Mr. P.K. Patil informed about success of our students' team at hackathon. Mr. S. P. Shinde suggested to analyse reason for not getting selected for final round.
4. Mr. S. M. Chaudhari suggested management members to involve actively in industrial placements and projects and MoU.
5. Discussion on no ranking of NIRF, analysis to be done on this.
6. Funding for industrial collaboration was discussed.

Subject No. 4: Discussion on organizing an open house day where the public can visit the various projects being carried out by faculty members and students.

Resolution:
1. Mr. S. P. Shinde sir suggested to organize project competition/ contests on open day. To be discussed for dates/staff availability.
2. Website updation point was discussed. Meeting is to be scheduled for website vendor. Events happened in last year to be displayed on website.

Subject No. 5: Discussion on feedback responsesfrom students, parents and other stakeholders on quality-related institutional processes.

Resolution:
1. Students
    a. Drinking water – identify place for taps and drainage system. Submit application to Principal.
    b. Sanitary napkin vending machine. (PO sign is pending)
    c. Washrooms cannot be increased
2. Parents
    a. UPSC/MPSC classes: Display on website: UPSC/MPSC courses will be conducted provided adequate students are interested. Also courses for entrance examinations for defence services can be conducted.

Ms. Mousami Vanjale　　　　　　　　　　　　　　　　　　**Dr. P. B. Mane**
(IQAC Coordinator)　　　　　　　　　　　　　　　　　　　**(Principal)**

b. Add choice in FE entry level survey about UPSC/MPSC classes. If adequate students are interested then external agencies can be involved and extra fees can be changed for the same.
3. Open day once in a year preferably at the start of year.
4. Compulsory uniform on every day.
   a. Current uniform strategy is fine.
   b. Camera to be installed at main gate.
   c. Student must have I-Card. Strictness to be maintained about I-Card.
   d. HODs should take care if students are wearing ID or not.

5. Maintenance committee should take care of water, infrastructure etc.
6. Vigilance/discipline committee should work actively.
7. Make a log book for above activities. Timely completion of task to be done.
8. Permission can be given to Principal to spend money (some fixed amount) on maintenance. (Management to decide)
9. Alumni: Alumni meet will be in Alacrity. Invite alumni for alacrity and give some slot to them as well.
10. Admissions: Proposal to be sent to society regarding approval of 10% scholarship to be given to the toppers.

Subject No. 6: Discussion on quality initiatives in present academic and administrative processes.

Resolution:
Academic processes
1. Alacrity:
   To be planned at the start of the same and club days like saree-tie / traditional / rose with alacrity.
2. ERP:
   Meeting with ERP vendors to be arranged to solve the problems.
3. Academic monitoring:
   Provision of sending SMS should be there in ERP. ERP should generate summary of attendance of all the classes.
4. Faculty training:
   Workshop for teaching faculty members to improve their communication skills to be arranged.
5. T & P:
   Industrial training for final year students to be facilitated.
6. Discipline:
   Teachers should make lecture and assignments interesting.
   Institute can appeal to the University to change examination pattern.

Administrative processes
1. Accounts:

Ms. Mousami Vanjale　　　　　　　　　　　　　　　　**Dr. P. B. Mane**
(IQAC Coordinator)　　　　　　　　　　　　　　　　　**(Principal)**

Internal Quality Assurance Cell (IQAC)

    a. Separate proposal for bank account for research/QIP funds etc. to be submit society. Authority to be given to Principal.

    b. Proposal for issuing of salary slips to be submitted to society.

    c. Proposal for BOB gateway for fee submission.

2. Purchase:
       a. Purchase procedure to be made time bound.
       b. Institute purchase coordinator (Mr. V S Kamble) should prepare following table:

Date of proposal	Date of PO	Date of actual purchase

3. Admin staff training:
   Principal to take necessary action about behaviour of admin staff as and when required. If principal repots to society about such incidents then action will be taken against concerned admin staff.

4. Leave:
   Common decision about casual leaves will be taken. Mr. Mandar Nijampurkar should specify the time when faculty members can check leaves offline. No change is possible in medical leaves rules.

Subject No. 7: Any other point with the permission of the chairman.

Resolution: No other points were raised.

Action taken report of IQAC meeting No. 2/2016-17conducted on 06/04/2017

Date: 20th July 2017

Subject No. 3: Discussion on the mutually beneficial collaboration between the college and selected industries to be established.	
Resolution:	**Action Taken:**
1. Requirement of industries to be listed. TE and BE students to be trained to those requirements.	1 & 2: The activity has been allotted to T & P assistant Ms. Meghavi Singh. The work is in progress.
2. Mr. Mate to collect dictionary of Hinjewadi Tech Park to identify companies to start collaboration. This is to be discussed again in next meeting.	List of skills required by industry is compiled by T & P cell
3. MoUs of all the departments: a. **Instrumentation**: Shri. S. P. Shinde sir Congratulated to Mr. H. P.	

Ms. Mousami Vanjale   **Dr. P. B. Mane**
(IQAC Coordinator)   **(Principal)**

Chaudhari for being educational chair of ISA. Mr. H. P. Chaudhari informed about students projects like LED diya, solar based charger etc.
b. **Computer**: Department has conducted workshops for training and placements and has conducted entrance exam for C-DAC. One MoU of computer is in pipeline.
c. **E & TC**: MoU with Microchip and Atmega is in pipeline and department plans for training and grooming students for placements.
d. **Electrical**: Department has conducted PLC SCADA workshop for students. MoU with two industries in pipe line.
e. **IT** :Mr. P.K. Patil informed about success of our students' team at hackathon. Mr. S. P. Shinde suggested to analyse reason for not getting selected for final round.
 	
4. Mr. S. M. Chaudhari suggested management members to actively involve in industrial placements and projects and MoU.
   5. Discussion on no ranking of NIRF, analysis to be done on this.
   6. Funding for industrial collaboration was discussed.
	The **computer** department has signed MoU with SEED Infotech for trainings.
	
	The **E & TC** department conducted meeting with the officials of Microchip and Atmega and areas of mutual benefits have been discussed.
	
	The **Electrical** department has signed MoU with VI Microsystems Chennai and NiYo Engineers Pune.
	
	The students were invited by Civil Aviation Ministry and have been asked to complete the project.
	
	The management has taken initiatives to identify the industries for placements and projects.
	
	The review of areas (Faculty with Ph.D., Placements, R & D work) in which the college need to improve has been taken.

Subject No. 4: Discussion on organizing an open house day where the public can visit the various projects being carried out by faculty members and students.

Resolution:	**Action Taken:**
• Mr. S. P. Shinde sir suggested to organize project competition/ contests on open day. To be discussed for dates/staff availability. • Website updation point was discussed. Meeting is to be scheduled for website vendor. Events happened in last year to be displayedon website.	Open day was organized on 30th May 2017. Website has been updated.

Ms. Mousami Vanjale   **Dr. P. B. Mane**
(IQAC Coordinator)   **(Principal)**

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Subject No. 5: Discussion on feedback responsesfrom students, parents and other stakeholders on quality-related institutional processes.

Resolution:	Action Taken:
1. Students	
a. Drinking water – identify place for taps and drainage system. Submit application to Principal.	Work is in progress.
b. Sanitary napkin vending machine. (PO sign is pending)	Sanitary napkin vending machine and incinerator machine has been installed.
c. Washrooms cannot be increased	
2. Parents	Updated on website.
a. UPSC/MPSC classes: Display on website: UPSC/MPSC courses will be conducted provided enough number of students are interested. Also courses for entrance examinations for defence services can be conducted.	Added in the survey.
b. Add choice in FE entry level survey about UPSC/MPSC classes. If enough number of students are interested then external agencies can be involved and extra fees can be changed for the same.	Open day was organized on 30th May 2017.
3. Open day once in a year preferably at the start of year.	In progress
4. Compulsory uniform on every day.	The new discipline committee coordinator has been appointed and instructions have been given to them regarding strictness about I-card and uniform.
a. Current uniform strategy is fine.	
b. Camera to be installed at main gate.	
c. Student must have I-Card. Strictness to be maintained about I-Card.	
d. HODs should take care if students are wearing ID or not.	All the committees have been given instruction to work effectively.
5. Maintenance committee should take care of water, infrastructure etc.	
6. Vigilance/discipline committee should work actively.	Point is in discussion.
7. Make a log book for above activities. Timely completion of task to be done.	
8. Permission can be given to Principal to spend money (some fixed amount) on maintenance. (Management to decide)	Alumni coordinator has been informed about this decision and necessary action.
9. Alumni	

Ms. Mousami Vanjale　　　　　　　　　　　　　**Dr. P. B. Mane**
(IQAC Coordinator)　　　　　　　　　　　　　　**(Principal)**

Internal Quality Assurance Cell (IQAC)

Alumni meet will be in Alacrity. Invite alumni for alacrity and give some slot to them as well. 10. Admissions: Proposal to be sent to society regarding approval of 10% scholarship to be given to the toppers.	Discussion in progress

Subject No. 6: Discussion on quality initiatives in present academic and administrative processes.

Resolution:	**Action Taken:**
Academic processes	
1. Alacrity To be planned at the start of the semester and club days like saree-tie / traditional / rose with alacrity.	Cultural coordinator has been informed about this decision and necessary action.
2. ERP Meeting with ERP vendors to be arranged to solve the problems. 3. Academic monitoring Provision of sending SMS should be there in ERP. ERP should generate summary of attendance of all the classes.	A meeting was conducted with the ERP vendor at society office on 26 April 2017 and the work is in progress
4. Faculty training Workshop for teaching faculty members to improve their communication skills to be arranged.	A proposal is sent to the society office for approval.
5. T & P Industrial training for final year students to be facilitated.	The T & P officer has been asked to prepare the list of industries who can offer internship or training to the students.
6. Discipline Teachers should make lecture and assignments interesting.	In the meeting with all teaching faculty members, the Principal apprised the teachers to make lectures/practical/assignments interesting by using innovative teaching methods.

Ms. Mousami Vanjale
(IQAC Coordinator)

Dr. P. B. Mane
(Principal)

Internal Quality Assurance Cell (IQAC)

Administrative processes
1. Accounts
    a. Separate proposal for bank account for research/QIP funds etc. to be submitted to society. Authority to be given to Principal.
    b. Proposal for issuing of salary slips to be submitted to society.
	It was discussed to issue a bearer cheque in the names of the faculty incharges. Currently account payee cheque is issued in the name of faculty incharge. Account section is preparing proposal to be sent to society for the bearer cheque and salary slips.

c. Proposal for BOB gateway for fee submission.	A meeting was conducted on 8 Jun 2017 at AISSMS IOIT and the work is in progress.

2. Purchase
    a. Purchase procedure to be made time bound.
    b. Institute purchase coordinator (Mr. V S Kamble) should prepare following chart.
<table><tr><td>Date of proposal</td><td>Date of PO</td><td>Date of purchase</td></tr><tr><td></td><td></td><td></td></tr></table>
	Institute purchase coordinator (Mr. V S Kamble) has furnished the required data.

3. Admin staff training Principal to take necessary action about behaviour of admin staff as and when required. If principal repots to society about such incidents then action will be taken against concerned admin staff.	A program on "Professional Manners and Etiquettes" is planned for non - teaching staff members.
4. Leave • Common decision about casual leaves will be taken as per the new university norms. • Mr. Mandar Nijampurkar should specify the time when faculty members can check leaves offline. • No change is possible in medical leaves rules.	Mr. Mandar Nijampurkar has been informed to circulate a notice regarding the time when faculty members can check leaves record.
Subject No. 7: Any other point with the permission of the chairman.	
Resolution: No points were raised.	**Action Taken: NIL**

Ms. Mousami Vanjale
(IQAC Coordinator)

Dr. P. B. Mane
(Principal)

All India Shri Shivaji Memorial Society's

Institute of Information Technology

Internal Quality Assurance Cell (IQAC)

Date: 08/02/2018

Minutes of IQAC Meeting No. 3 (2017-18)

Date of Meeting	Time	Venue
08/02/2018	**11am**	**Conference Room**

The following committee members were present for the meeting –

Sr. No.	Name	Designation
12.	Shri S. P. Shinde	IQAC Member (Management)
13.	Shri P. R. Brahme	IQAC Member (Industrialist)
14.	Shri N. A. Khanse	IQAC Member (Industrialist)
15.	Dr. P. B. Mane	IQAC Member (Principal)
16.	Ms. Mousami Vanjale	IQAC Member (Coordinator)
17.	Mr. Sachin Shelar	IQAC Member (Co- Coordinator)
18.	Mr. H. P. Chaudhari	IQAC Member (Faculty member)
19.	Mr. Pritesh Patil	IQAC Member (Faculty member)
20.	Ms. S. N. Zaware	IQAC Member (Faculty member)
21.	Dr. D. K. Shedge	IQAC Member (Faculty member)
22.	Ms. M. P. Sardey	IQAC Member (Faculty member)
23.	Mr. S. M. Chaudhari	IQAC Member (Faculty member)
24.	Dr. Y. P. Patil	IQAC Member (Faculty member)
25.	Mrs. S. M. Shaikh	IQAC Member (Faculty member)
26.	Mr. A. J. Mate	IQAC Member (Admin. staff)
27.	Ms. Aishwarya Phatak	IQAC Member (Alumni)
28.	Mr. Shubham Gavhane	IQAC Member (Student)

Following points of agenda were discussed in detail and following resolutions were passed.

Subject No. 1 & 2: Review of MoM and action taken report of IQAC meeting conducted on 10/10/2017
Resolution: Review of MoM and action taken report of IQAC meeting conducted on 10/10/2017 was taken and minutes of meeting were approved.

Subject No. 3: Discussion on plan of action for preparation of NAAC as per new framework.
Resolution:
8. Ms. Mousami Vanjale (IQAC coordinator) informed about revised Assessment and Accreditation Framework by NAAC (launched in July 2017).

Ms. Mousami Vanjale   **Dr. P. B. Mane**
(IQAC Coordinator)   **(Principal)**

Internal Quality Assurance Cell (IQAC)

To start the preparation as per the new framework, following IQAC members have been appointed as institute Level Criteria In-charges.

No.	Criteria	In-charge	Responsibility
1.	Curricular Aspect	Ms. M. P. Sardey	1. Collection of data of all the dept. in the templates given by NAAC
2.	Teaching-learning and Evaluation	Dr. D. K. Shedge	2. Collection of scanned documents
3.	Research, Consultancy and Extension	Mr. H. P. Chaudhari	3. Calculations as per formulae given by NAAC
4.	Infrastructure and Learning Resources	Mr. Pritesh Patil	4. Preparing descriptions of qualitative criteria or sub - criteria.
5.	Student Support and Progression	Mr. S. M. Chaudhari	5. Guiding departments for preparation of documents.
6.	Governance, Leadership & Management	Dr. Y. P. Patil	6. Preparing summary of criterion along with the shortcomings and future plans to be presented in IQAC meetings.
7.	Institutional Values and Best Practices	Ms. S. N. Zaware	7. Prepare SSR along with the required files for particular Criterion
-	Support System	Ms. Saba Shaikh Ms. Aishwarya Phatak	1. Preparation of checklists in consultation with criterion in-charge. 2. Compilation of AQAR

All the criterion in charges presented their criterion and following points were discussed:
Criterion 1: Ms. M. P. Sardey
1. Feedback committee is formed to standardise various feedback formats, collections and analysis of feedbacks as well as action taken report. Format for feedback on syllabus is to be finalised.
2. It was resolved to collect the students' feedback (similar to NAAC - randomly 10% students) through email. This feedback format to be finalised by the feedback committee. The analysis and action taken report is to be presented by Ms. M. P. Sardey in the next IQAC meeting.
3. It was resolved that student representative will take the feedback on infrastructure and resources from his peers.
4. Regarding problem related to fees of certificate course, it was resolved that student representative will take the feedback from his peers.

Ms. Mousami Vanjale   **Dr. P. B. Mane**
(IQAC Coordinator)   **(Principal)**

Internal Quality Assurance Cell (IQAC)

5. It was resolved that every department should conduct parents meeting.

Criterion 2: Dr. D. K. Shedge

It was resolved that
1. Proposal is to be given to the AISSM Society for NRI hostel approval.
2. Alternative for soft skill agency to be found out to improve the placements.
3. More activities to be planned to cater students' diversity.

Criterion 3:Mr. H. P. Chaudhari

It was resolved that
1. Plagiarism checking softwares like Urkund to be purchased
2. NSS coordinator should find out the activities which are eligible for award and institutes/organization who give these awards.
3. NSS coordinator should try to get the funds from the industry, NGO, philanthropists.
4. Summary tables of the research publications of faculty members should have links to the papers.

Criterion 4: Mr. Pritesh Patil

It was resolved that
1. List of rare books to be prepared and purchased.
2. Information about E-Learning libraries to be collected.
3. Record of e-access of the library is to be streamlined.
4. Availability of remote access of the library is to be discussed.
5. Summary tables of updates in the IT infrastructure over last 5 years is to be prepared.
6. Proposal for recording studio development and Lecture Capturing System is to be sent to the management.

Criterion 5: Mr. S. M. Chaudhari

It was resolved that
1. Policy for hostel fee concession to be decided and proposal to be sent to the management.
2. Proposal to be sent to the management for collaboration with Institutes like M/S. Wani Institute to improve the students' progression.
3. The training coordinator Mr. P. P. Mahajan should monitor the performance of Soft-Skill training agency and inform the agency about the shortcomings, if any, in order to improve the students' placement.

Criterion 6: Dr. Y. P. Patil

It was resolved that
1. Account section should send proposal to the management to reissue the amount sanctioned to petty cash when the balance amount is Rs. 5000/-.
2. Account section should immediately reimburse the money of faculty members on submission of bills.

Ms. Mousami Vanjale   **Dr. P. B. Mane**
(IQAC Coordinator)   **(Principal)**

Internal Quality Assurance Cell (IQAC)

Criterion 7:Ms. S. N. Zaware
It was resolved that
1. NSS coordinator Mr. S. R. Kokane should plan and execute more activities for gender sensitization.

Subject No. 4: Discussion on implementation of E-Learning, Review of ERP and LMS.

Resolution:
3. ERP coordinator - Ms. M P Nerkar informed that assignments can be given and evaluated online through ERP.
4. It was resolved that ERP coordinator - Ms. M P Nerkar should conduct a session to update the faculty members about giving assignments through ERP.
5. It was resolved that a full-time network administrator to be appointed by the institute for the maintenance of network and internet.

Subject No. 5: Discussion on mutually beneficial collaboration between the college and selected industries to be established
Resolution:
Every department has prepared List of contacts of faculty members and industries. It was resolved that possible areas of collaboration to be identified.

Subject No. 6: Any other point with the permission of the chairman.
Resolution: No points were raised.

The meeting concluded with thanks to the chairman.

Action taken report of IQAC meeting No. 3/2017-18 conducted on 8th Feb. 2018

Subject No. 2: Discussion on plan of action for preparation of NAAC as per new framework	
Resolution:	**Action Taken:**
1. Ms. Mousami Vanjale (IQAC coordinator) informed about revised Assessment and Accreditation Framework by NAAC (launched in July 2017). To start the preparation as per the new framework, IQAC members have been appointed as institute Level Criteria In-charges. All the criterion in charges presented their criterion and following points were discussed:	

Ms. Mousami Vanjale   **Dr. P. B. Mane**
(IQAC Coordinator)   **(Principal)**

Internal Quality Assurance Cell (IQAC)

Criterion 1: Ms. M. P. Sardey

1. Feedback committee is formed to standardise various feedback formats, collections and analysis of feedbacks as well as action taken report. Format for feedback on syllabus is to be finalised.

1. Feedback committee has prepared draft format for various feedback forms to be standardized and submitted to IQAC for review and finalization. The finalized feedback forms will be circulated to all the departments and same will be made effective from sem. 1 of AY. 2018-19.

2. It was resolved to collect the students' feedback (similar to NAAC - randomly 10% students) through email. This feedback format to be finalised by the feedback committee. The analysis and action taken report is to be presented by Ms. M. P. Sardey in the next IQAC meeting.

2. Student satisfaction survey was conducted and analysis was done by IQAC. Department wise analysis was discussed with the faculty members of each department. They are asked to prepare the plan of action for the points where improvement is needed. All the departments will submit their plan of action to Ms. M. P. Sardey.

3. It was resolved that student representative will take the feedback on infrastructure and resources from his peers.

3. The student representative has been asked to take the feedback on infrastructure, resources and problems related to fees of certificate course from the peers.

4. Regarding problem related to fees of certificate course, it was resolved that student representative will take the feedback from his peers.
5. It was resolved that every department should conduct parents meeting.

4. Every department has been asked to inform the date of parents meeting to be conducted in Sem. 1 of AY. 2018-19.

Criterion 2: Dr. D. K. Shedge
It was resolved that
1. Proposal is to be given to the AISSM Society for NRI hostel approval.
2. Alternative for soft skill agency to be found out to improve the placements.
3. More activities to be planned to cater students' diversity.

1. Letter has been sent to the management informing the requirements of NRI hostel

2. Planning of activities to done for AY 2018-19

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Criterion 3:Mr. H. P. Chaudhari **It was resolved that**	
1. Plagiarism checking softwares like Urkund to be purchased	1. Purchase is done.
2. NSS coordinator should find out the activities which are eligible for award and institutes/organization who give these awards.	2. NSS coordinator has been asked to submit list of activities which are eligible for award to Mr. H. P. Chaudhari.
3. NSS coordinator should try to get the funds from the industry, NGO, philanthropists.	3. NSS coordinator has been asked to submit list of industry, NGO, philanthropists who can give funds for social activities to Mr. H. P. Chaudhari.
4. Summary tables of the research publications of faculty members should have links to the papers.	4. R & D Coordinator of the institute has been asked to inform all the faculty members to provide URL of the papers published along with the other details.
Criterion 4: Mr. Pritesh Patil **It was resolved that**	Librarian has been asked to
1. List of rare books to be prepared and purchased.	1. Prepare the list of rare books to be purchased.
2. Information about E-Learning libraries to be collected.	2. Collect information about E-Learning libraries.
3. Record of e-access of the library is to be streamlined.	3. Streamline record of e-access of the library in consultation with Mr. Pritesh Patil
4. Availability of remote access of the library is to be discussed.	4. Discuss the possibility of remote access of the library with Principal for necessary action.
5. Summary tables of updates in the IT infrastructure over last 5 years is to be prepared.	5. Mr. Pritesh Patil has been asked to Prepare summary table of updates in the IT infrastructure over last 5 years.
6. Proposal for recording studio development and Lecture Capturing System is to be sent to the management.	6. To get the proposal prepared for recording studio development and Lecture Capturing System to be sent to the management.
Criterion 5: Mr. S. M. Chaudhari **It was resolved that**	Mr. S. M. Chaudhari has been asked
1. Policy for hostel fee concession to be decided and proposal to be sent to the management.	1. To discuss policy for hostel fee concession with Principal and get

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2. Proposal to be sent to the management for collaboration with Institutes like M/S. Wani Institute to improve the students' progression.	the proposal prepared and send it to the management.
	2. To get the proposal prepared for collaboration with Institutes like M/S. Wani Institute to improve the students' progression and send it to the management
3. The training coordinator Mr. P. P. Mahajan should monitor the performance of Soft-Skill training agency and inform the agency about the shortcomings, if any, in order to improve the students' placement.	3. Mr. P. P. Mahajan has been asked to monitor the performance of Soft-Skill training agency and inform the agency and the Principal about the shortcomings, if any, in order to improve the students' placement.
Criterion 6: Dr. Y. P. Patil **It was resolved that**	Dr. Y. P. Patil has been asked
1. Account section should send proposal to the management to reissue the amount sanctioned to petty cash when the balance amount is Rs. 5000/-	1. To inform account section to send proposal to the management to reissue the amount sanctioned to petty cash when the balance amount is Rs. 5000/-.
2. Account section should immediately reimburse the money of faculty members on submission of bills.	2. To inform account section to immediately reimburse the money of faculty members on submission of bills.
Criterion 7:Ms. S. N. Zaware **It was resolved that** 1. NSS coordinator Mr. S. R. Kokane should plan and execute more activities for gender sensitization.	1. NSS coordinator has been asked to submit plan of activities for gender sensitization to Ms. S. N. Zaware and execute it in AY 2018-19.
Subject No. 3: Discussion on implementation of E-Learning, Review of ERP and LMS.	
Resolution:	
1. ERP coordinator - Ms. M P Nerkar informed that assignments can be given and evaluated online through ERP.	1. Faculty members have started giving assignments through ERP.
2. It was resolved that ERP coordinator - Ms. M P Nerkar should conduct a session to	2. HOD IT, Mr. Pritesh Patil has been asked to write proposal to the

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update the faculty members about giving assignments through ERP. 3. It was resolved that a full-time network administrator to be appointed by the institute for the maintenance of network and internet.	management for appointment of full-time network administrator.
Subject No. 5: Discussion on mutually beneficial collaboration between the college and selected industries to be established	
Resolution: Every department has prepared List of contacts of faculty members and industries. It was resolved that possible areas of collaboration to be identified.	**Action Taken:** The institute has decided to start *iConnect (individual-industry-institute Connect)* program. This year it is made mandatory for third year students to do internship after the end sem. examination under *iConnect* program. T & P coordinator has shared the industry contacts with third year students to help them get the internships.
Subject No. 6: Any other point with the permission of the chairman.	
Resolution: No points were raised.	**Action Taken: NIL**

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All India Shri Shivaji Memorial Society's

Institute of Information Technology

Internal Quality Assurance Cell (IQAC)

Date: 12/04/2018

Minutes of IQAC Meeting No. 4 (2017-18)

Date of Meeting	Time	Venue
12/04/2018	**2 pm**	**Conference Room**

The following committee members were present for the meeting –

Sr. No.	Name	Designation
1.	Shri S. P. Shinde	IQAC Member (Management)
2.	Shri P. R. Brahme	IQAC Member (Industrialist)
3.	Shri N. A. Khanse	IQAC Member(Industrialist)
4.	Dr. P. B. Mane	IQAC Member(Principal)
5.	Ms. Mousami Vanjale	IQAC Member(Coordinator)
6.	Mr. Sachin Shelar	IQAC Member(Co- Coordinator)
7.	Mr. H. P. Chaudhari	IQAC Member (Faculty member)
8.	Mr. Pritesh Patil	IQAC Member(Faculty member)
9.	Ms. S. N. Zaware	IQAC Member(Faculty member)
10.	Dr. D. K. Shedge	IQAC Member(Faculty member)
11.	Ms. M. P. Sardey	IQAC Member(Faculty member)
12.	Mr. S. M. Chaudhari	IQAC Member(Faculty member)
13.	Dr. Y. P. Patil	IQAC Member(Faculty member)
14.	Mrs. S. M. Shaikh	IQAC Member(Faculty member)
15.	Mr. A. J. Mate	IQAC Member(Admin. staff)
16.	Mr. BhushanPatil	IQAC Member (Student)

Following points of agenda were discussed in detail and following resolutions were passed.

Subject No. 1: Review of minutes of meeting conducted on 08/02/2018.

Resolution: Review of MoM of IQAC meeting conducted on 08/02/2018 was taken and minutes of meeting were approved.

Subject No. 2: Review of action taken report of IQAC meeting conducted on 08/02/2018.

Resolution: Action taken report of the meeting conducted on 08/02/2018 was discussed.

Subject No. 3: Review of action taken in previous IQAC meetings.
Resolution:
1. Letters were given to respective in-charges for necessary actions.
2. Follow-up was taken regarding the completion of the assigned task/action.

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Subject No. 6: Any other point with the permission of the chairman.
Resolution: No other point was raised

Action taken report of IQAC meeting No. 4/2017-18 conducted on 12/04/2018

Subject No. 3: Review of action taken in previous IQAC meetings.
Following table gives the status of action taken for assigned tasks:

Sr. No.	Name	Assigned Task	Action Complete? Yes/No	Remarks
1	Dr. D. K. Shedge	To discuss the possibility of NRI hostel with the management , Criterion 2 activities	No	To be discussed in IQAC meeting
2	Dr. D. K. Shedge	Plan of action on Student Satisfaction Survey of Sem II (2017-18)	Yes	In progress
3	Dr. R. P. Borole	Initiatives taken for improving discipline in the institute	Yes	Task will be given to new coordinator Dr. Y. P. Patil
4	Dr. V. K. Bairagi	Initiatives for improving publications, research grants and patents	Yes	Done
5	Dr. V. K. Bairagi	URL of the papers published by faculty members	Yes	Done
6	Dr. V. K. Bairagi	Facilitation of Industry Interaction and format for report of interaction	Yes	Done
7	Dr. Y. P. Patil	Improvement in accounts procedures	Yes	Done
8	Dr. Y. P. Patil	Plan of action on Student Satisfaction Survey of Sem. II (2017-18)	Yes	Done
10	Mr. A. J. Mate	Proposal to management regarding approval of 10% scholarship	Yes	Proposal not approved
11	Mr. D. A. Itole	Alacrity and day celebration at the start of semester	Yes	Done

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12	Mr. H. P. Chaudhari	Plan of action on Student Satisfaction Survey of Sem II (2017-18)	Yes	Done
13	Mr. Mandar Nijampurkar	Circular regarding the time when faculty members can check leave record	Yes	Done
15	Mr. Prashant Mahajan	Performance of Soft-Skill training agency	Yes	Done
16	Mr. Prashant Mahajan	Program on "Professional Manners and Etiquettes" for non-teaching staff members.	Yes	Activity to be rescheduled
17	Mr. Prashant Mahajan	Proposal to the management for approval of workshop on communication skills	Yes	Activity is rescheduled in Sem. I of 2018-19
18	Mr. Pritesh Patil	Proposal for appointment of full-time network administrator	Yes	In progress
19	Mr. Pritesh Patil	Plan of action on Student Satisfaction Survey of Sem II (2017-18)	Yes	Done
21	Mr. S. M. Chaudhari	Hostel fee concession and collaboration with external institutes	Yes	Done
22	Mr. S. M. Chaudhari	Plan of action on Student Satisfaction Survey of Sem II (2017-18)	Yes	Done
23	Mr. S. R. Kokane	Plan of activities for gender sensitization	Yes	Activities scheduled for 2018-19
24	Mr. S. R. Kokane	List of NSS activities which are eligible for award & industry, NGO, philanthropists	Yes	Activities scheduled for 2018-19
25	Mr. V. M. Gaikwad	Proposal for BOB gateway for fee submission.	Yes	Done
26	Mr. V. M. Gaikwad	Proposal to management for issuing bearer cheque & salary slips to faculty members	Yes	Accountant has been informed to email salary sheet to HoDs monthly
28	Ms. Saba Shaikh	Outcomes of MoUs	Yes	-
29	Ms. Atiya Khan	Permission letter to Management to spend money on maintenance	Yes	Done
30	Ms. M. P. Nerkar	Meetings conducted with the ERP vendor	Yes	Done

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31	Ms. M. P. Sardey	Plan of action on Student Satisfaction Survey of Sem II (2017-18)	Yes	Done
32	Ms. Meghavi Singh	List of industries who are willing to offer internships	Yes	Done
33	Ms. Pushpa Hirve	Updation of library facilities	Yes	Done
34	Ms. S. N. Zaware	Plan of action on Student Satisfaction Survey of Sem II (2017-18)	Yes	Done

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