

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

Internal Quality Assurance Cell (IQAC)

Date: 19/07/2018

Minutes of IQAC Meeting No. 1 (2018-19)

Date of Meeting	Time	Venue
19/07/2018	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 N. A. Khanse	IQAC Member (Industrialist)
3.	Dr. P. B. Mane	IQAC Member (Principal)
4.	Ms. Mousami Vanjale	IQAC Member (Coordinator)
5.	Mr. Sachin Shelar	IQAC Member (Co- Coordinator)
6.	Mr. H. P. Chaudhari	IQAC Member (Faculty member)
7.	Mr. Pritesh Patil	IQAC Member (Faculty member)
8.	Ms. S. N. Zaware	IQAC Member (Faculty member)
9.	Dr. D. K. Shedge	IQAC Member (Faculty member)
10.	Ms. M. P. Sardey	IQAC Member (Faculty member)
11.	Mr. S. M. Chaudhari	IQAC Member (Faculty member)
12.	Dr. Y. P. Patil	IQAC Member (Faculty member)
13.	Mrs. S. M. Shaikh	IQAC Member (Faculty member)
14.	Ms. Aishwarya Phatak	IQAC Member (Alumni)

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 12/04/2018

Resolution: Review of MoM and action taken report of IQAC meeting conducted on 12/04/2018 was taken and minutes of meeting were approved.

Following points were resolved.

1. Dr. D. K. Shedge to send proposal for NRI hostel facility to the management for necessary directives.
2. Mr. A. J. Mate to send proposal for increasing drinking water taps to the management for approval.
3. Mr. P. P. Mahajan to coordinate with soft skill training agency to
 - a. Conduct test at the end of the training to assess the outcome. (The test questionnaire to be prepared by the Soft skill training agency in consultation with

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. P. B. Mane)

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T & P Coordinator of the institute. TPO to ensure that all the skills which are required during placements are being assessed in this test.)

b. Submit the result of the above assessment to the Principal.

Mr. P. P. Mahajan to inform the soft skill training agency

a. To take initiatives to motivate students to attend the sessions regularly and submit the list of initiatives to the principal.

b. To submit the comprehensive report (every year) to the institute after the completion of training of the students.

4. Mr. S. M. Chaudhari to compare the proposals of Dnyanganga and Wani institutes for collaboration and concession in training fees offered by them to students of our institute and submit the report of the same to the management for further directives.

5. No concession will be provided in the hostel fees by management.

Action plans based on student satisfaction survey were discussed by the heads of the concerned departments.

It was resolved that undertaking is to be taken from the students who are going for the internships and faculty members should visit the industries where students are undergoing internships.

Subject No. 3: Discussion on iConnect activities for TE and BE Students to improve the placements.

It was resolved that the HoDs to submit their proposed plan of iConnect activities for TE and BE students to improve the placements to the Principal and finalise.

It was resolved that the HoDs can arrange for the hospitality of the industry persons visiting to the institute for iConnect activities by submitting the application (standard format), approved by Principal.

Subject No. 4: Any other point with the permission of the chairman.

Resolution: No points were raised.

The meeting concluded with thanks to the chairman.



Ms. Mousami Vanjale
(IQAC Coordinator)



Principal
(Dr. R. B. Mane)

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Action taken report of IQAC meeting No. 1/2018-19 conducted on 19/07/2018

Date: 04th October 2018

Subject No. 3: Discussion on iConnect activities for TE and BE Students to improve the placements	
Resolution: It was resolved that the HoDs to submit their proposed plan of iConnect activities for TE and BE students to improve the placements to the Principal and finalise. It was resolved that the HoDs can arrange for the hospitality of the industry persons visiting to the institute for iConnect activities by submitting the application (standard format), approved by Principal.	Action Taken: All the departments have submitted plan of iConnect activities for TE and BE students in the prescribed format. The report format for interaction between faculty member and industry was finalised and circulated to all the departments. Standard format for the application of availing the hospitality to industry persons was finalised and circulated to all the departments.
Subject No. 4: Any other point with the permission of the chairman.	
Resolution: No points were raised.	Action Taken: NIL



Ms. Mousami Vanjale
(IQAC Coordinator)



Principal
(Dr. R. B. Mane)



Internal Quality Assurance Cell (IQAC)

Date: 11/10/2018

Minutes of IQAC Meeting No. 2 (2018-19)

Date of Meeting	Time	Venue
11/10/2018	11 am	Conference Room

The following committee members were present for the meeting –

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

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 conducted on 19/07/2018

Resolution: Review of MoM of IQAC meeting conducted on 19/07/2018 was taken.

Subject No. 2: Review of action taken report of IQAC meeting conducted on 19/07/2018

Resolution: It was resolved that all faculty members should interact with the industries under iConnect for getting projects/internships/consultancy and/or for placements.

Head of Departments are asked to submit the action taken report of iConnect activities and faculty interaction under iConnect.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. P. B. Mane)



Internal Quality Assurance Cell (IQAC)

Subject No. 3: Any other point with the permission of the chairman.

Resolution: No points were raised.

The meeting concluded with thanks to the chairman.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



Internal Quality Assurance Cell (IQAC)

Date: 10th January 2019

Action taken report of IQAC meeting No. 2/2018-19 conducted on 11/10/2018

Subject No. 2: Review of action taken report of IQAC meeting conducted on 19/07/2018	
Resolution: It was resolved that all faculty members should interact with the industries under iConnect for getting projects/internships/consultancy and/or for placements. HoDs are asked to submit the action taken report of iConnect activities and faculty interaction under iConnect.	Action Taken: HoDs have submitted the action taken report of activities and details of faculty interaction under <i>iConnect</i> . Table 1 gives the summary of Department wise action taken report of activities and details of faculty interaction under <i>iConnect</i> . Table 2 gives the summary of Institute level placements through <i>iConnect</i> contacts Table 3 gives the summary of Institute level outcomes of faculty interaction under <i>iConnect</i> .
Subject No. 4: Any other point with the permission of the chairman.	
Resolution: No points were raised.	Action Taken: NIL

Table 1: Summary of Department wise action taken report of activities and details of faculty interaction under *iConnect*

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(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



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Sr. No.	Name of Department	SE		TE		BE		No. of faculty members interacted with industry	Outcomes		
		No. of activities planned	No. of activities conducted	No. of activities planned	No. of activities conducted	No. of activities planned	No. of activities conducted		TE	BE	Interaction of faculty members
1.	Computer	-	-	07	03	11	04	10	30 students got internship opportunity	a. 20 students got placed b. 1 sponsored project c. 10 students got internship opportunity	Sponsored projects - 1 Internships - 40 Placement - 20
2.	Instrumentation	06	05	15	14	09	07	04			Sponsored projects - 17 Training/ Internships-32
3.	E & TC	01	01	01	01	02	02	02			Sponsored projects - 22 Training/ Internships-67 Placement - 0
4.	Electrical	03	01	04	01	10	05	12	Internships - 14	1 sponsored project	Sponsored projects - 1

Ms. Mousami Vanjale
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Principal
(Dr. R. B. Mane)



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Sr. No.	Name of Department	SE		TE		BE		No. of faculty members interacted with industry	Outcomes		
		No. of activities planned	No. of activities conducted	No. of activities planned	No. of activities conducted	No. of activities planned	No. of activities conducted		TE	BE	Interaction of faculty members
										Internships – 31 1 Industrial visit	Internships – 55 Placement – 8 Hands on training - 62
5.	Electronics	-	-	03	00	03	00	06	-	-	-
6.	IT	Data Not Available									

Table 2: Summary of Institute level placements through *iConnect* contacts

Sr. No.	Name of Industry	Department	Date	No. of students placed
1.	Newyork Engineer (MNC)	Electrical & Mechanical	14/11/2018 & 15/11/2018	1
2.	Prepca Eduserv Pvt. Ltd.	All branches	27/12/2018	16
3.	Pride Group of Companies	All branches for 2018 unplaced students	19/11/2018	11
4.	Sactech Automation Pvt. Ltd.	All branches	Walk in at Company Venue	Result awaited

Ms. Mousami Vanjale
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Principal
(Dr. N. B. Mane)



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Table 3: Summary of Institute level outcomes of faculty interaction under *iConnect*

Sr. No.	Name of Industry	Name of Department	Outcome – opportunities
1.	Seven Mentors Pvt. Ltd.	Computer & IT	Placement and Internships
2.	Rahitech Solutions	Computer & IT	Placement and Internships
3.	Digital Matrix	All branches	Free Internships
4.	Ruby Clinic Hall	Instrumentation	Free Internships
5.	Kulkarni Laboratory	Instrumentation	Free Internships
6.	TSL Consulting Pvt. Ltd.	All branches	Placement
7.	Zeilotech Infosolutions India LLP	Computer & IT	Internships for TE & BE Students

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



Internal Quality Assurance Cell (IQAC)

Date: 17/01/2019

Minutes of IQAC Meeting No. 3 (2018-19)

Date of Meeting	Time	Venue
17/01/2019	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 N. A. Khanse	IQAC Member (Industrialist)
3.	Dr. P. B. Mane	IQAC Member (Principal)
4.	Ms. Mousami Vanjale	IQAC Member (Coordinator)
5.	Mr. Sachin Shelar	IQAC Member (Co- Coordinator)
6.	Mr. H. P. Chaudhari	IQAC Member (Faculty member)
7.	Ms. S. N. Zaware	IQAC Member (Faculty member)
8.	Dr. D. K. Shedge	IQAC Member (Faculty member)
9.	Ms. M. P. Sardey	IQAC Member (Faculty member)
10.	Mr. S. M. Chaudhari	IQAC Member (Faculty member)
11.	Mrs. S. M. Shaikh	IQAC Member (Faculty member)
12.	Mr. A. J. Mate	IQAC Member (Admin. staff)
13.	Ms. Aishwarya Phatak	IQAC Member (Alumni)
14.	Mr. Ruturaj Bokil	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 11/10/2018

Resolution: Review of MoM and action taken report of IQAC meeting conducted on 11/10/2018 was taken and minutes of meeting were approved. It was resolved to send the list of companies identified under iConnect to society and industry representatives of IQAC.

Subject No. 3: Discussion to identify Projects and other services to be marketed through innovative approaches and appointment of business development executive to promote above activity.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
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Resolution: It was resolved that department should identify the projects to be converted into products through following:

1. the problem statements/requirements of industries
2. agriculture based products
3. sponsored projects

Mr. Kunal Ranveer, Assistant Professor in Dept. of E&TC Engg. and coordinator of the incubation centre, will guide on product development. The product development can be done at the incubation centre of AISSMS's IOIT.

IQAC will organize a lecture on 'Guidance for project to product development' by Mr. Kunal Ranveer for the project coordinators, heads and interested faculty members of all the departments.

The same point is to be included in next IQAC meeting for follow-up and further discussion.

Subject No. 4: Any other point with the permission of the chairman.

Resolution: Following points were discussed:

1. AQAR of academic year 2017-18 is successfully submitted to NAAC.
2. The MoUs with the industries to be printed on stamp paper as per the format given by AICTE. These industries are also to be registered at www.aicteinternships.in (AICTE Internship Portal) in order to improve the internship opportunities for students.
3. To promote activities under 'iConnect' –
 - a. LCA/TA as per the SPPU norms will be given to the faculty members to visit industries.
 - b. Format for minutes of interaction between industry and faculty member is finalized.
 - c. Application format for refreshment arrangement for the resource persons visiting to institute for 'iConnect' activities is finalized.
4. To upgrade the ICT facility, interactive boards will be purchased in the next academic for all the departments.
5. The feedback forms for alumni, parents, industry personnel, resource persons, Students after completion of industrial training/internships, participants of workshop/STTP/FDP, students' feedback on co-curricular activities etc. were modified and excel sheets for analysis were finalized.
6. IQAC coordinated the activity of submitting suggestions on examination reform invited by UGC.
7. The institute has submitted feedback on 'Drawbacks of online exam for FE & SE and possible solutions' to affiliating university, SPPU.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



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Internal Quality Assurance Cell (IQAC)

8. The institute has submitted the suggestions on the call given by UGC for plagiarism policy.

The meeting concluded with thanks to the chairman.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



Internal Quality Assurance Cell (IQAC)

Action taken report of IQAC meeting No. 3/2018-19 conducted on 17/01/2019

Subject No. 3: Discussion to identify Projects and other services to be marketed through innovative approaches and appointment of business development executive to promote above activity.

Resolution: It was resolved that department should identify the projects to be converted into products through following:

4. The problem statements/requirements of industries
5. Agriculture based products
6. Sponsored projects

Mr. Kunal Ranveer, Assistant Professor in Dept. of E&TC Engg. and coordinator of the incubation centre, will guide on product development. The product development can be done at the incubation centre of AISSMS's IOIT.

IQAC will organize a lecture on 'Guidance for project to product development' by Mr. Kunal Ranveer for the project coordinators, heads and interested faculty members of all the departments.

The same point is to be included in next IQAC meeting for follow-up and further discussion.

Action Taken:

Name of Dept.	Product developed
Instrumentation	
IT	
Computer	
E & TC	Mobile Enable Smart Starter
Electrical	HMI based Energy Monitor

IQAC will decide the date of lecture on 'Guidance for project to product development' by Mr. Kunal Ranveer in next meeting.

Subject No. 4: Any other point with the permission of the chairman.

Resolution: Following points were discussed:

Action Taken:

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. N. B. Mane)



Internal Quality Assurance Cell (IQAC)

9. AQAR of academic year 2017-18 is successfully submitted to NAAC.
10. The MoUs with the industries to be printed on stamp paper as per the format given by AICTE. These industries are also to be registered at www.aicteinternships.in (AICTE Internship Portal) in order to improve the internship opportunities for students.
11. To promote activities under 'iConnect' –
 - a. LCA/TA as per the SPPU norms will be given to the faculty members to visit industries.
 - b. Format for minutes of interaction between industry and faculty member is finalized.
 - c. Application format for refreshment arrangement for the resource persons visiting to institute for 'iConnect' activities is finalized.
12. To upgrade the ICT facility, interactive boards will be purchased in the next academic for all the departments.
13. The feedback forms for alumni, parents, industry personnel, resource persons, Students after completion of industrial training/internships, participants of workshop/STTP/FDP, students' feedback on co-curricular activities etc. were modified and excel sheets for analysis were finalized.
14. IQAC coordinated the activity of submitting suggestions on examination reform invited by UGC.

All the departments have started the procedure for the same.

Format for minutes of interaction between industry and faculty member and application format for refreshment arrangement were circulated to all the faculty members.
Faculty members are using the same.

Purchase procedure for interactive boards has been initiated in AY 2019-20.

The feedback forms and excel sheets for analysis were circulated to all the departments.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. B. Mane)



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| <p>15. The institute has submitted feedback on 'Drawbacks of online exam for FE & SE and possible solutions' to affiliating university, SPPU.</p> <p>16. The institute has submitted the suggestions on the call given by UGC for plagiarism policy.</p> | |
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Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting No. 4 (2018-19)

Date of Meeting	Time	Venue
11/04/2019	11 am	Conference Room

The following committee members were present for the meeting –

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

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 17/01/2019.

Resolution: Review of MoM and action taken report of IQAC meeting conducted on 17/01/2019 was taken and minutes of meeting were approved.

Subject No. 3: Review of projects and other services to be marketed through innovative approaches

Resolution: It was resolved that department should identify the projects to be converted into products in Sem. I of 2019-20.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. P. B. Mane)



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Mr. Kunal Ranveer (Coordinator of the incubation centre) will check the feasibility of development of selected projects into products. The product development can be done at the incubation centre of AISSMS's IOIT.

Date of lecture on 'Guidance for project to product development' by Mr. Kunal Ranveer for all the faculty members of all the departments was finalized to be 19th June 2019.

Subject No. 4: Any other point with the permission of the chairman.

Resolution: Following points were discussed:

1. Library hour report format to be finalized and to be used Sem. I of 2019-20.
2. Proposal on two days national level workshop on "Course Objectives & Outcomes - Definition to Attainment" is submitted to NAAC.
3. Academic advisory committee meeting of Instrumentation, IT and Electrical departments will be conducted in April 2019.
4. Orientation session on "AICTE Examination Reform Policy" to be conducted for all the faculty members.
5. Dead stock register and history cards checking will be done during internal academic audit from sem. 2 of 2018-19.
6. Counselling session on "Engineering Admission Process" by Mr. Kedar Takalkar is scheduled on 8th June 2019.

The meeting concluded with thanks to the chairman.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



Internal Quality Assurance Cell (IQAC)

Action taken report of IQAC meeting No. 4/2018-19 conducted on 11/04/2019

Date: 18th July 2019

Subject No. 3: Review of projects and other services to be marketed through innovative approaches.	
Resolution: It was resolved that all the department should identify the projects to be converted into products in Sem. I of 2019-20. Mr. Kunal Ranveer (Coordinator of the incubation centre) will check the feasibility of development of selected projects into products. The product development can be done at the incubation centre of AISSMS's IOIT. Date of lecture on 'Guidance for project to product development' by Mr. Kunal Ranveer for all the faculty members of all the departments was finalized to be 19 th June 2019.	Action Taken: All the departments are informed to prepare list of identified projects to be converted into products and submit it to IQAC. IQAC had organized lecture on 'Guidance for project to product development' by Mr. Kunal Ranveer and Mr. Sachin Shelar, for all the faculty members of all the departments on 19 th June 2019
Subject No. 4: Any other point with the permission of the chairman.	
Resolution: Following points were discussed:	Action Taken:

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. B. Mane)



Internal Quality Assurance Cell (IQAC)

1. Library hour report format to be finalized and to be used Sem. I of 2019-20.	Library hour report format is finalized and all the departments have started using the same.
2. Proposal on two days national level workshop on "Course Objectives & Outcomes - Definition to Attainment" is submitted to NAAC.	Reminder email has been sent
3. Academic advisory committee meeting of Instrumentation, IT and Electrical departments will be conducted in April 2019.	Academic advisory committee meeting of Instrumentation, IT and Electrical departments were conducted in April 2019.
4. Orientation session on "AICTE Examination Reform Policy" to be conducted for all the faculty members.	Orientation session on "AICTE Examination Reform Policy" as conducted for all the faculty members by IQAC on 14 th June 2019.
5. Dead stock register and history cards checking will be done during internal academic audit from sem. 2 of 2018-19.	Dead stock register and history cards checking was done during internal academic audit of sem. 2 of 2018-19
6. Counselling session on "Engineering Admission Process" by Mr. Kedar Takalkar is scheduled on 8 th June 2019.	Counselling session on "Engineering Admission Process" by Mr. Kedar Takalkar was successfully conducted on 8 th June 2019

Ms. Mousami Vanjale
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Principal
(Dr. R. B. Mane)