

## **Agenda of IQAC Meeting 20.10.2018**

### **I Academic**

1. Website to have student, faculty and Alumni Login
2. Annual Audit for Academic and Administration annually with external auditor and bi annually with Internal IQAC members of VESIM
3. Tutorial and remedial classes to be included in the time table.
4. CO and PO mapping in question paper as well as evaluation sheet.
5. Introduction of Advisory committee of each department
6. Workshop on research proposal writing for AICTE

### **II Financial Empowerment**

7. To introduce Institute Sponsorship for faculty members, to join any professional body's membership.
8. Financial empowerment to be given to department heads.
9. A concept of Seed funding for Research activity and progress report monitoring by Research Committee

### **III Student Welfare**

10. Students need to be motivated through some rewards for publication by the Institute.






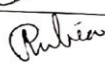






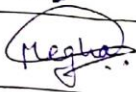
### **IV Others**

11. Importance of quality in daily life –Quality seminar to be conducted for academic and non-academic staff of the Institute.

Any other suggestive to be discussed with the permission of the Chair.

## IQAC Meeting

Attendance - 20/10/2018

Sr .No	Name	Designation	Signature
1	<b>Dr. Satish Modh</b> Director	Chairman	
2	<b>Dr. Debjani Banerjee</b> Associate Dean Accreditation	Member Secretary IQAC	
3	<b>Mr. Mahesh Tejwani</b> Management Trustee	Member	
4	<b>Mr. Kishor Moghe</b> Social Contributor	Member	
5	<b>Mrs. Ranu Datta</b> Parent	Member	
6	<b>Mr. Amarjeet Singh</b> Alumni	Member	
7	<b>Mr Sunil Nair</b> Recruiter (SSC & Globeop)	Member	
8	<b>Mr Prachal Maglani</b> Recruiter (Naukri.com)	Member	
9	<b>Prof. Pradeep K Mitra</b> Associate Dean Finance	Member	
10	<b>Dr. Sandeep Bhardwaj</b> Dean Academics	Member	
11	<b>Dr. Sachin Deshmukh</b> Dean PGDM	Member	
12	<b>Dr. Seema Sant</b> Associate Dean HR	Member	
13	<b>Prof. Repak Shrinivas</b> Senior Faculty	Member	
14	<b>Prof Prema Mahale</b> Faculty Member	Member	
15	<b>Mr. Arvind Waghmare</b> Registrar	Member	
16	<b>Mr. Vivek Prabhu</b> Controller of Examination & Deputy Registrar, Academics	Member	
17	<b>Mr. John Abraham</b> Student Representative MMS	Member	
18	<b>Miss Akanksha Chemburkar</b> Student Representative PGDM	Member	
19	<b>Mrs. Megha Singh</b> Executive Accreditation & IQAC	Member	

## Minutes of the meeting

Date- 20th October 2018 (Saturday)

### **I Academic**

#### **1. Website to have student, faculty and Alumni Login**

All the attendees showed their willingness to the access of website for the students, faculty and also alumni's. This will help students to access information, notes, subject related matter, events and programs run by the institute. Dr. Pradeep Mitra added that students can access teaching material at any point of time with internal login. Dr. Debjani Banerjee mentioned this input was given by Dr. V M Phalle. Access to these would be through specific login both for students and alumni.

The Director suggested that Dr. Debjani Banerjee, Dr. Pradeep Mitra in consultation with Ms. Hetal Palan should plan out and do the modification.

#### **2. Annual Audit for Academic and Administration annually with external auditor and bi annually with Internal IQAC members of VESIM**

Dr. Debjani Banerjee shared that annual audit is very important from accreditation point of view and she has identified 2 auditors namely

Dr. Kavita Laghate and Dr. Ashish Pandey as external auditors for academic audit to evaluate academic processes like syllabus, pedagogy and evaluation process. Similarly for Administrative audit AICTE will be deciding the representative. The external audit would take place once at the end of the academic session in April end. But internally two audits would take place.

#### **3. Tutorial and remedial classes to be included in the time table.**

The Director suggested that as the 2<sup>nd</sup> year students join after summer internship they would undergo 1 week integration class. The students would be given case studies on every subject as a tutorial class. These cases would be solved in 24 hours. These cases can be combination of 2 different domains like on strategic management, business ethics and so on. For this one week integration class with the help of 2 faculties and students can be organised to summarise the overall understanding. In summer vacation faculties can identify such cases for the students as a part of tutorial. This activity should reflect in internal marks and it will be a part of time table. Dr. Sandeep Bhardwaj shared that institute would organise 30 hours of workshop week to gain additional knowledge beyond the syllabus in the month of February 2019. The Director shared that alumni are also to be invited to become a part of the workshop.

#### **4. CO and PO mapping in question paper as well as evaluation sheet.**

The director shared that CO and PO mapping is must in question paper as well as evaluation sheet which is getting updated in our automation system of ziksa.

#### **5. Introduction of Advisory committee of each department**

The Director acknowledged the importance of advisory committee of each department which would consists of all departmental faculty, students, parents and expert from

industry. It was decided that this board will be meeting twice in a year while the Board of Studies would be conducted once at the end of academic year. This would help in focusing on micro detail in each specific domain. The policy was implemented from 20<sup>th</sup> Oct 2018 itself.

**6. Workshop on research proposal writing for AICTE**

The IQAC member secretary Dr. Debjani Banerjee proposed to conduct workshop on research proposal writing so that more faculty can avail opportunity of submitting research proposal raised by different external bodies.

On 5<sup>th</sup> & 6<sup>th</sup> of Oct 2018 the IQAC had conducted a 2 day workshop on Outcome based learning and accreditation processes. Dr. V M Phalle, HOD Mechanical Dept., VJTI was one of the resource person who happens to be an expert in conducting workshop on NBA Accreditation. It was his suggestion to conduct such workshop so that all faculties can reap the benefit of taking up more researches being floated from UGC, AICTE and any other government and non-government organisation.

**II Financial Empowerment**

**7. To introduce Institute Sponsorship for faculty members, to join any professional body's membership.**

The Director proposed that some sponsorship would be done for faculty members to join a professional body as member. Since it is a financial decision approval has to be taken from management trustee through Annual General Meeting. It would be proposed to sanction each faculty a sum of Rs 10,000 as professional body membership fee.

**8. Financial empowerment to be given to department heads.**

The Director agreed that as the Institute has grown to develop a structured departmental format, every Associate Dean would have some financial empowerment and conduct departmental activity. It was proposed to give each department head Rs. 5000 for department developmental activity, but as this is a financial approval this also needs to be approved in Annual General Meeting in the month of January 2019.

**9. A concept of Seed funding for Research activity and progress report monitoring by Research Committee**

The Director suggested a research committee to be formed among Associate Deans and Director to assess and evaluate the research activity. Director proposed that revision in the budget to 10 lacs rupees can be given, but an approval needs to be taken in AGM or GB meeting.

**III Student Welfare**

**10. Students need to be motivated through some rewards for publication by the Institute.**

The Director agreed that student would also be rewarded for their publication based on the quality of publication.

#### **IV Others**

#### **11. Importance of quality in daily life –Quality seminar to be conducted for academic and non-academic staff of the Institute.**

In order to maintain quality in daily life the Director suggested certain activities need to be organised for teaching and non-teaching staff such as stress management, meditation or happiness program courses.

**A.** A selection team to be formed along with Dr. Debjani Banerjee who would be shortlisting the students as 47 students have expressed their interest to join as Teaching Associate / Research Associate.

Additional fund of Rs. 20 Lakhs to be included in the annual budget for the same

## ATR of meeting conducted on 20th October 2018

### I Academic

#### 12. Website to have student, faculty and Alumni Login

Dr. Debjani Banerjee, Dr. Pradeep Mitra in consultation with Ms. Hetal Palan are in the process to do the modification.

#### 13. Annual Audit for Academic and Administration annually with external auditor and bi annually with Internal IQAC members of VESIM

The parameters have been identified as per the NAAC advisory note.

1	Criteria
2	Periodicity
3	Selection of peers/experts
4	Process
5	Outcome

#### 14. Tutorial and remedial classes to be included in the time table.

As suggested by Director, Mr. Vivek Prabhu shall incorporate the 1 week integration class hours in time table.

#### 15. CO and PO mapping in question paper as well as evaluation sheet.

As per the suggestion of Director, it was decided to conduct a training session for faculty in December month. As CO and PO mapping is must in question paper as well as evaluation sheet which is getting updated in our automation system of ziksa.

#### 16. Introduction of Advisory committee of each department

As per the suggestion of Director, we have constituted advisory committee for each department i.e. students, stakeholders and Alumni. It was decided to conduct one Board of studies meeting at the end of academic year where in feedback has to be discussed of the past year. The same input has to be submitted for final Board of Studies meeting for approval.

#### 17. Workshop on research proposal writing for AICTE

Dr. Debjani Banerjee is in talks with Dr. Vikas M Phalle to take forward the proposal. Tentatively to be scheduled in the last week of December 2018.

### II Financial Empowerment

#### 18. To introduce Institute Sponsorship for faculty members, to join any professional body's membership.

Since it is a financial decision approval has to be taken from management trustee through Annual General Meeting to be held in the month of January 2019.

**19. Financial empowerment to be given to department heads.**

Since it is a financial decision approval has to be taken from management trustee through Annual General Meeting to be held in the month of January 2019.

**20. A concept of Seed funding for Research activity and progress report monitoring by Research Committee**

As per the suggestion of Director, it has been decided to form a research committee with Dr. Hema Santhanam and Dr. S.V Kulkarni, along with the Associate Deans. Since the revision in budget was proposed, financial decision approval has to be taken from management trustee through Annual General Meeting to be held in the month of January 2019.

**III Student Welfare**

**21. Students need to be motivated through some rewards for publication by the Institute.**

Since it is a financial decision approval has to be taken from management trustee through Annual General Meeting to be held in the month of January 2019.

**IV Others**

**22. Importance of quality in daily life –Quality seminar to be conducted for academic and non-academic staff of the Institute.**

In order to take care of teaching and non-teaching staff, Dr. Debjani Banerjee is in talks with Prof. Kavita Kanabar for organizing activities such as stress management, meditation or happiness program courses.

- A. Since the senior student from Sem III had shown interest but, they being busy with their placement it is decided to float the suggestion to the junior students of Batch 2018-20, i.e., Sem II once the students rejoin college after completion of their Yuva For Seva Project, in Jan 2019.