



Nupur Giri &lt;nupur.giri@ves.ac.in&gt;

## URGENT Notice : Meeting to be held on 9 January 2020 at 2.00 pm in Board Room, Principal's Office regarding Internal Quality Assurance Cell (IQAC).

VES IT &lt;vesit@ves.ac.in&gt;

Tue, Jan 7, 2020 at 3:36 PM

To: Kavita Tewari <kavita.tewari@ves.ac.in>, PP Vaidya <pp.vaidya@ves.ac.in>, nupur.giri@ves.ac.in, shobha.krishnan@ves.ac.in, Shalu Chopra <shalu.chopra@ves.ac.in>, nishi.tiku@ves.ac.in, vivek.umrikar@ves.ac.in, Saylee Gharge <saylee.gharge@ves.ac.in>, smita.jangale@ves.ac.in, tpo@ves.ac.in, nadir.charniya@ves.ac.in, Anjali Yeole <anjali.yeole@ves.ac.in>, "Principal.vesit Ves" <principal.vesit@ves.ac.in>, M Vijayalakshmi <m.vijayalakshmi@ves.ac.in>

Cc: pradeepkumar.yadav@ves.ac.in, Ashwini Tambadkar <ashwini.tambadkar@ves.ac.in>

To,

H.O.D. Electronics Engineering	: Mrs. Kavita Tewari
H.O.D. Computer Engineering	: Dr. (Mrs.) Nupur Giri
H.O.D. Instrumentation Engineering	: Dr. P.P. Vaidya
H.O.D. Electronics & Telecommunication Engineering	: Mrs. Shobha Krishnan
H.O.D. Information Technology	: Dr. (Mrs.) Shalu Chopra
H.O.D. MCA	: Mrs. Nishi Tikku
H.O.D. Humanities & Basic Sciences	: Mr. Vivek Umrikar
Controller of Examination	: Dr. (Mrs.) Saylee Gharge
Academic Coordinator	: Mrs. Smita Jangale
Training & Placement Officer	: Mr. A. Nagananda
In charge – Research Forum	: Dr. Nadir Charniya
Member -VESIT Renaissance Cell	: Dr. Anjali Yeole

All are hereby requested to attend the meeting to be held on 9 January 2020 at 2.00 pm in Board Room, Principal's Office regarding Internal Quality Assurance Cell (IQAC).

For Principal





# Vivekanand Education Society's Institute of Technology

(Affiliated to University of Mumbai, Approved by AICTE & Recognized by Govt. of Maharashtra)

## 1st IQAC Minutes of the Meeting held on January 09/01/2020

**Venue:** Board Room

**Time:** 11.00 am

### Agenda:

- To discuss objectives, strategies, functions, benefits and composition of the IQAC.
- To discuss the adequacy of infrastructure facilities, Learning Resources for each of the departments
- To discuss the attendance and Internal Assessment strategies for Examinations
- To discuss the convocation schedule.
- To discuss NAAC application and times schedule IIQA and SSR.
- To discuss Research Forum and VRC initiatives.
- To discuss placement details and further action plan.

### Attendees:

Chairperson	Dr. (Mrs.) Jayalaxmi Nair
IQAC Director/Coordinator	DR. M. Vijaylakshmi
HOD EXTC)	Dr. Shobha Krishnan
HOD CMPN)	Dr. Nupur Giri
HOD ETRX)	Prof. Kavita Tiwari
(HOD MCA)	Prof. Nishi Tiku
(HOD IT)	Dr. Shalu Chopra
(HOD ETRX)	Dr. Vaidya
(HOD H&S)	Prof. Vivek Umrikar
Controller of Examination	Dr. (Mrs.) Saylee Gharge





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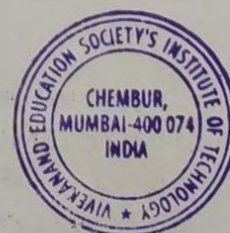
Academic Coordinator	Mrs. Smita Jangale
Training & Placement Officer	Mr. A. Nagananda
In charge – Research Forum	Dr. Nadir Charniya
Member -VESIT Renaissance Cell	Dr. Anjali Yeole
IQAC Member	Prof. Gresha Bhatia

## Absentee:

Local Society	Dr. Prakash Lulla
Managing Trustee	Shri. B.L. Boolani
Local Society	Local Society
Student GS	Somesh
Alumni	Mr. Dilip Khandelwa
Employer	Mr. Manoj Bhojwani Senior Director at Capgemini India Pvt. Ltd
Industrialists	Mr. Amit Rambhiya MD, Panache DigiLife Limited
Stakeholders	Dr. Deven Shah Vice Principal, TCET

## Minutes of the Meeting:

1. Dr. J. Nair, Principal, VESIT began the meeting by briefing, the members of the committee, of the objectives, role and functioning of IQAC, including its importance in the overall governance of the institute.. Madam also clarified its organisational structure over Department Advisory Board (DAB) and Program Assessment committee (PAC).
2. Principal Madam enquired all the HODs about issues faced in Time Table, Class Teacher Counsellor, Learning resources and Infrastructure facilities allocation for the current semester. Each HOD then discussed and resolved department level minor issues about resource allocations.





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3. Academic Coordinator, Prof. Smita Jangale presented Internal Assessment Test schedule of IA1, IA2 and IA3. She also mentioned that requirement of adequate time between IA2 and IA3 has been met which would further benefit students as well as faculty for preparation and assessment.
4. Controller of Examination, Dr. Saylee Gharge then called for review of internal assessment strategies, if required, and also informed that 14th April would be the last date for receiving Term Not Grant reports from department, so that exam department can have adequate time to intimate student, to avoid any grievances. Besides following attendance norms and adherence to timely defaulter list intimation on notice board adherence was again emphasised by her.
5. Dr. Saylee Gharge, then briefed all about Convocation schedule, dress code and some changes in the procedure and requested departments to start the process of intimating last year's batch students.
6. NAAC coordinator and HoD of Computer Engg. Dept, Dr. Nupur Giri presented the NAAC application schedule and timelines of IIQA, SSR and DVV process. She informed that the application requires to be sent according to new SSR form and templates. She also informed the committee that department heads are already working on establishing AQAR benchmarks.
7. She mentioned that visibility of activities of the institute on its web site needs to be improved. This was also seconded by HoD of Electronics and Telecommunication Prof. Shobha Krishnan. She mentioned that this one of feedback from parents during induction program of FE.
8. Research Forum - Incharges Dr. Nadir Charnia then informed about Research forum activities being planned by various department and about IIC-activities. Member VESIT Renaissance Cell (VRC), Dr. Anjali Yeole informed the committee about the Smart India Hackathon dates and team evaluation schedule. Looking at greater response of students, Principal madam suggested that the Looking Beyond Syllabus projects should include





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those students teams which may not make through SIH internal assessment round. This would prevent discouragement.

9. Principal madam appreciated the placement team and its incharge Prof. Naganada on his immense work put together for excellent placements and also enquired about his further action plan towards non-placed students for this semester.

*Nupur Giri*

*M. Vijaylaxmi*

*J.M Nair*

Prepared By	Checked By/Verified By	Approved By
Dr. Nupur Giri	Dr. M. Vijaylaxmi	Dr. J.M Nair
IQAC Member (HoD CMPN)	IQAC Coordinator/Director	IQAC Chairperson

