



Vivekanand Education Society's Institute of Technology

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

MINUTES OF THE IQAC-NAAC MEETING HELD ON 16th APR 2021 AT 3.00PM (Online using Google Meet)

The meeting of IQAC members and NAAC committee members was held on 16th APRIL 2021 at 3.00 pm in online mode using Google Meet.

Agenda:

1. NAAC Plan of Action and Timeline for May and June 2021.
2. NAAC IQAC presentation timelines.

Following members were present:

1. Dr. (Mrs.) J. M. Nair -- Principal (IQAC)
2. Dr. (Mrs.) M. Vijayalaxmi -- Vice-Principal (IQAC)
3. Mrs. Shobha Krishnan -- Head, EXTC (IQAC)
4. Mrs. Kavita Tewari -- Head, ETRX (IQAC)
5. Dr. (Mrs.) Nupur Giri -- Head, CMPN (IQAC) and (NAAC)
6. Dr. P. P. Vaidya -- Head, INST (IQAC)
7. Dr. (Mrs.) Shalu Chopra -- Head, INFT (IQAC)
8. Mr. Vivek Umrikar -- Head, H&S (IQAC)
9. Dr. Shivkumar Goyal -- Head, MCA (IQAC) and (NAAC)
10. Dr. (Mrs.) Sayalee Gharge -- Exam Incharge (IQAC)
11. Mrs. Sangeeta Ram Prasanna -- Dpt. Head, INST (IQAC)
12. Dr. Nadir Charniya -- Professor, EXTC (IQAC)
13. Dr. (Ms.) Gresha Bhatia -- Dpt. Head, CMPN (IQAC)
14. Dr. (Mrs.) Rajani Mangala -- Professor, ETRX (NAAC)
15. Dr. Abhay Kshirsagar -- Asso. Professor, ETRX, (NAAC)





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The following points were discussed in the meeting:

1. Principal, Dr. J. M. Nair chaired the meeting.
2. Dr. Nupur Giri welcomed all the members of IQAC and NAAC.
3. The meeting started with the permission of the chair.
4. Mr. Umrikar and Mrs. Shobha stated issues related to exam conduction and issues were answered by Principal and Vice Principal stating proper instructions to be given to FE and DSE students as they are appearing for the online exam for the first time.
5. Dr. Nupur Giri presented a plan of action discussed by the NAAC core team with IQAC members for approval. During the presentation the following discussion took place:
 - a. Dr. Nupur Giri presented the timeline decided by the NAAC team. She also proposed to submit the SSR in the month of Jan 2022, and expect visit and results by July 2022.
 - b. Timelines for criteria heads to finish gathering and updating information by the end of May 2021 and present the work along with qualitative, quantitative along with PDFs during mid-June 2021.
 - c. Document consolidation and verification was proposed to be done in July 2021.
 - d. Review teams were formed to monitor the work submitted by all criteria heads.
 - e. It was proposed to freeze the SSR by 15th July, 2021.
 - f. Presentations by department heads was proposed after freezing the SSR.
 - g. HEI-IIQA submission timeline was proposed in the month of August 2021.
 - h. Dr. Nupur Giri explained the process of entire SSR submission including payment to be done towards the application of NAAC.
 - i. In the month of September 2021 next phase payment was proposed towards the submission of SSR.
6. Dr. Vijayalaxmi raised question related to how much work can be monitored in online process. Dr. Rajani explained regarding available online data of NAAC till February 2021.
7. Dr. Nupur Giri highlighted certain tasks to be done like documentary report, academic audit etc by respective departments including Principal office.
8. Dr. Nupur Giri showed a sample AAA report and agreed to share with department heads for reference.
9. Principal Dr. Nair suggested collecting PAC reports of all departments and submitting them to the Academic Council.
10. A standard format was proposed to be used by all departments for uniformity in making related reports.
11. Principal and Vice Principal suggested to take current updates from criteria heads.
12. A meeting with criteria heads along with respective team members was scheduled on





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Tuesday, 20th April to discuss the work done.

13. There was discussion regarding availability of criteria heads and others for various reasons. It was decided to include additional people responsible for the said criteria or related work.
14. As there was no additional topic, the meeting was adjourned by thanking the chair.

Nupur G

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/NIRF I/C (HOD CMPN) | IQAC Coordinator/Director | IQAC Chairperson |

