



## Vidyavardhini's College of Engineering & Technology

K. T. Marg, Near Railway Station, Vasai Road(W), Dist. Palghar, Pin. 401202

Ref. No. VV/Engg/IQAC/2017/01

Date: 27/10/2017

### Notice for Meeting

Dear Sir/Madam,

I am directed to inform you that the first meeting of Internal Quality Assurance Cell (IQAC) will be held on Thursday, 9<sup>th</sup> November, 2017 at 10.30 am in the Conference room, Vidyavardhini's College of Engineering & Technology, Vasai Road.

You are requested to kindly make it convenient to attend the meeting.

Yours faithfully,

Dr. Megha Trivedi  
Coordinator, IQAC.

Dr. Ashok Bhonsale	-Chairman
Shri. Vikas Vartak	- Treasurer, Vidyavardhini
Shri. Bhausahab Mohol	- Member
Shri. Hasmukh bhai Shah	- Member
Dr. Vikas Gupta	- Member
Prof. Uday Aswalekar	- Member
Dr. Swapna Borde	- Member
Mr. Vishal Save	- Member
Ms. Najiba Halim (Student)	- Member
Mr. Swapnil Karvir (Alumni)	- Member

### **Agenda for the Meeting of IQAC to be held on 9<sup>th</sup> November, 2017:**

1. Welcome address by the Chairman IQAC, Principal Dr. Ashok Bhonsale
2. Introduction of the IQAC committee
3. Presentation on Role of IQAC by the IQAC Coordinator
4. Discussion on the need of establishment of Remote Centre of IIT Bombay, by Dr. Vikas Gupta.
5. Discussion on frequency of IQAC meeting
6. Any other matter with the permission of the Chairman
7. Vote of thanks.

## #01 Minutes of IQAC meeting.

A meeting of Internal Quality Assurance Cell was held on Thursday, 9th November, 2017 at 10:30 am in the Conference room, Vidyavardhini's College of Engineering & Technology, Vasai Road.

### Name of the Member

Dr. Ashok Bhonsale

Shri. Vikas Vartak

Shri. Bhausaheb Mohol

Shri. Hasmukh bhai Shah.

Dr. Vikas Gupta.

Prof. Uday Aswalekar.

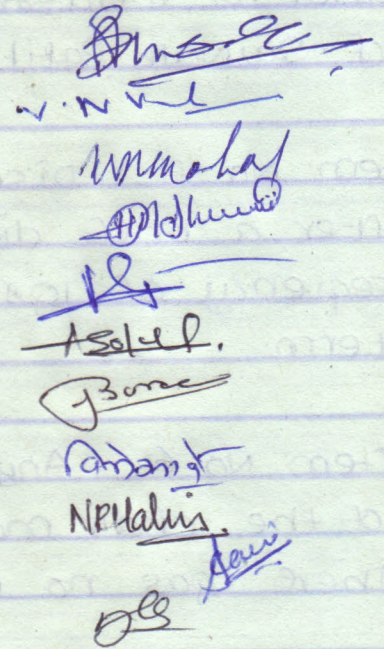
Dr. Swapna Borde.

Mr. Vishal Save

Ms. Najiba Halim.

Mr. Swapnil Karvir.

Dr. Megha Trivedi



The proceedings of the meeting on the various items on the agenda are as follows:

Item No. 1: Welcome address by the chairman:

The meeting began with a welcome address by the chairman, Principal, Dr. Ashok Bhonsale. He briefly explained the need for formation of IQAC and its importance.

Item No. 2: Introduction of the IQAC Committee

The members present for the meeting formally introduced themselves.

Item No. 3: Presentation on IQAC

IQAC co-ordinator, Dr. Megha Trivedi gave a presentation on need, role and functions of IQAC.

Item No. 4: Discussion on establishment of IIT Bombay Remote Centre.

Dr. Vikas Gupta discussed the plan of establishment of Remote Centre for conduction of interaction sessions online courses of IIT Bombay. The idea was approved by all the members. It was decided to assign the task for carrying out the formalities and examination of infrastructural requirement for the same to Prof. Sainath Patil, Department of Information Technology.

Item No. 5: Discussion on frequency of IGAC meeting. After a brief discussion, it was decided that the frequency of IGAC meeting be at least once in each term.

Item No. 6: Any other matter with the permission of the chairman.

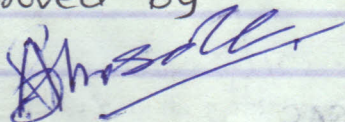
There was no other matter to discuss.

Item No. 7: Dr. Megha Taivedi gave the vote of thanks to the chairman and the members of IGAC committee and the meeting was concluded.



Dr. Megha Taivedi  
Coordinator, IGAC

Approved by



Dr. Ashok V. Bhonsale  
Chairman, IGAC.



**Vidyavardhini's College of Engineering & Technology**  
K. T. Marg, Near Railway Station, Vasai Road(W), Dist. Palghar, Pin. 401202

Date: 05/03/2018

**Action Taken Report on the IQAC meeting held on 9<sup>th</sup> November, 2017**

**Item No. 4: Discussion on establishment of IIT Bombay Remote Centre**

Dr. Vikas Gupta discussed the plan of establishment of Remote Centre for conduction of interaction sessions for online courses of IIT Bombay. The idea was appreciated by all the members. It was decided to assign the task of carrying out the formalities and examination of infrastructural requirement for the same to Prof. Sainath Patil, Department of Information Technology.

**Action taken:** Prof. Sainath Patil was nominated to be appointed as the Remote Centre Co-ordinator. Mr. Amol Patil and Mr. Nilesh Patil were appointed to assist him in setting up the infrastructure. He was assigned to carry out the correspondence with IIT Bombay in regards to establishment of a Remote Centre in our Institute. He scrutinized the infrastructural, audio-video facilities and technological requirement for the programme. A No Objection Certificate was send to IIT Bombay confirming the same along with the nomination letter for the Remote Centre Coordinator on 11<sup>th</sup> January, 2018. An approval of the same was received from IIT Bombay on 15<sup>th</sup> January, 2018 through email.

Following course are conducted through the Remote Center till date:

Duration	Title	No. of Participants
23 <sup>rd</sup> Jan. – 19 <sup>th</sup> Feb. 2018	Financial Literacy	3
28 <sup>th</sup> Feb. – 18 <sup>th</sup> Feb.	Technical Skills	36

  
Dr. Megha Trivedi  
Coordinator, IQAC



## Vidyavardhini's College of Engineering & Technology

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Ref. No. VV/Engg/IQAC/2018/01

Date: 05/03/2018

### Notice for Meeting

Dear Sir/Madam,

I am directed to inform you that the meeting of Internal Quality Assurance Cell (IQAC) will be held on Thursday, 19<sup>th</sup> March, 2018 at 10.30 am in the Conference room, Vidyavardhini's College of Engineering & Technology, Vasai Road.

You are requested to kindly make it convenient to attend the meeting.

Yours faithfully,

Dr. Megha Trivedi  
Coordinator, IQAC.

Dr. Ashok Bhonsale	-Chairman
Shri. Vikas Vartak	- Treasurer, Vidyavardhini
Shri. Bhausahab Mohol	- Member
Shri. Hasmukh bhai Shah	- Member
Dr. Vikas Gupta	- Member
Prof. Uday Aswalekar	- Member
Dr. Swapna Borde	- Member
Mr. Vishal Save	- Member
Ms. Najiba Halim (Student)	- Member
Mr. Swapnil Karvir (Alumni)	- Member

### **Agenda for the Meeting of IQAC to be held on 19<sup>th</sup> March, 2018:**

1. Welcome address by the Chairman IQAC, Principal Dr. Ashok Bhonsale
2. Confirmation of the Minutes of meeting held on 9<sup>th</sup> November, 2017
3. Action taken on the points discussed
4. Discussion on Institutionalization of the Course Booklet and Project Handbook
5. Discussion on revision of Academic Audit process, by Dr. Vikas Gupta.
6. Any other matter with the permission of the Chairman
7. Vote of thanks.

## #02 Minutes of Meeting.

A meeting of Internal Quality Assurance cell (IQAC) was held on Monday, 19<sup>th</sup> March 2018 at 10.30 am in the conference room, Vidyavardhini's College of Engineering & Technology, Vasai.

### Name of the member.

Dr. Ashok Bhonsale

Shri. Vikas Vartak

Shri. Bhausaheb Mohol

Shri. Hasamukh bhai Shah

Dr. Vikas Gupta

Prof. Uday Aswalekar

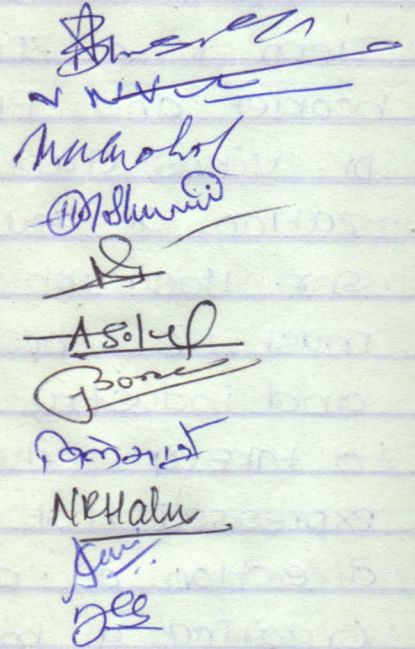
Dr. Swapna Borde

Mr. Vishal Save

Ms. Najiba Halim

Mr. Swapnil Karvir

Dr. Megha Tivedi

  
A series of handwritten signatures corresponding to the list of members. The signatures are: Ashok Bhonsale, Vikas Vartak, Bhausaheb Mohol, Hasamukh bhai Shah, Vikas Gupta, Uday Aswalekar, Swapna Borde, Vishal Save, Najiba Halim, Swapnil Karvir, and Megha Tivedi.

The proceedings of the meeting on the various items on the agenda are as follows:

Item No. 1: Welcome address by the chairman.

IQAC chairman, Dr. Ashok Bhonsale offered a warm welcome to the committee members.

Item No. 2: Confirmation of the minutes of meeting held on 9<sup>th</sup> November, 2017.

The minutes of last meeting held on 9<sup>th</sup> November 2017 were circulated along with the intimation of the present meeting. The chairman proposed that the minutes be taken 'as Read' and asked if there were any suggestions for modification of the same. Since there were no comments from the members, the minutes

were confirmed and the proceeding of the present meeting were started.

Item No. 3 : Action taken report.

Dr. Megha Trivedi presented the action taken on the idea of establishment of IIT Bombay Remote Centre and its success.

Item No. 4 : Institutionalization of the course booklet and Project handbook.

Dr. Vikas Gupta discussed need for institutionalization of course booklet and the project handbook. Shri. Hasmukh bhai Shah added that the project must be chosen to address the real life issues and industry need. Students must be motivated to take-up industry project. Mr. Swapnil Karvir expressed that students should also think in the direction of product development. The task of creating a meticulous format for the project Handbook, including the set points suggested in the meeting was given to Prof. Ashish Vanmali, Department of Electronics & Telecommunication and Prof. Kanchan Sarmalkar, Department of Instrumentation Engineering. Dr. Swapna Borde was assigned to make a concise format for the course Booklet in collaboration with Prof. Anand Ruperee, Department of Electronics & Telecommunication and Prof. Vinay Patel, Department of Mechanical Engineering.

Item No. 5. Discussion on revision of Academic Audit process.

Dr. Ashok Bhonsale expressed the need for revision of the Academic Audit process. It was decided that Academic Audit should be done

academicians from other reputed institutions. Dr. Vikas Gupta was requested to guide all the departments regarding the same. Dr. Megha Trivedi was asked to revise the format of Academic Audit report.

Item No. 6 : Any other matter with the permission of the chairman.

There was no other matter to discuss.

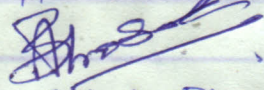
Item No. 7 : Vote of thanks.

Dr. Megha Trivedi gave the vote of thanks to the chairman and the members of the IQAC committee and the meeting was concluded.



Dr. Megha Trivedi  
coordinator, IQAC.

Approved.



Dr. Ashok Bhonsale  
chairman





**Vidyavardhini's College of Engineering & Technology**  
K. T. Marg, Near Railway Station, Vasai Road(W), Dist. Palghar, Pin. 401202

Date: 09<sup>th</sup> August, 2018

**Action Taken Report on the IQAC meeting held on 19<sup>th</sup> March, 2018**

**Item No. 4: Institutionalization of the Course booklet and Project handbook**

Dr. Vikas Gupta discussed need for institutionalization of the Course Booklet and the Project Handbook. Shri Hasmukh bhai Shah added that the projects must be chosen to address the real life issues and industry need. Students must be motivated to take up industry project. Mr. Swapnil Karvir expressed that students should also think in the direction of product development. The task of creating a meticulous format for the Project Handbook, including the points suggested in the meeting was given to Prof. Ashish Vanmali, Department of Electronics & Telecommunication and Prof. Kanchan Sarmalkar, Department of Instrumentation Engineering. Dr. Swapna Borde was assigned to make a concise format for the Course Booklet in collaboration with Prof. Amrita Ruperee, Department of Electronics & Telecommunication and Prof. Vinay Patel, Department of Mechanical Engineering.

**Action taken:** Prof. Ashish Vanmali, Department of Electronics & Telecommunication and Prof. Kanchan Sarmalkar, Department of Instrumentation Engineering in consultation with Dr. Vikas Gupta and Project coordinators from all the departments have prepared a format for the Project Handbook. Dr. Swapna Borde, Prof. Amrita Ruperee, and Prof. Vinay Patel, have prepared a crisp format for the Course Booklet. Copy of both the documents is attached herewith. Both the schemes have been imbibed from the current academic year 2018-19 by all the departments.

**Item No. 5: Discussion on revision of Academic Audit process**

Dr. Ashok Bhonsale expressed the need for revision of the academic audit process. It was decided that Academic Audit should be done by academicians from other reputed institutions. Dr. Vikas Gupta was requested to guide all the departments regarding the same. Dr. Megha Trivedi was asked to revise the format of the Academic Audit report.

**Action taken:** A new design for the Academic Audit Report has been devised by Dr. Megha Trivedi and has been approved by the Principal & Dean Academics. The copy of the same is attached herewith. Head of the Departments have been given guidance regarding the process. The departments in pairs (EXTC-Instrumentation, Computers-IT, Civil-Applied Science & Humanities and Mechanical First shift- Second Shift) shall get done the Audit for the academic year 2017-18 through 2 senior faculties from reputed colleges.

Dr. Megha Trivedi  
Coordinator, IQAC