



## Vidyavardhini's College of Engineering & Technology

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

Ref. No. VV/Engg/IQAC/2018/02

Date: 09/08/2018

### 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 Monday, 20<sup>th</sup> August, 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. Harish Vankudre	-Chairman
Shri. Vikas Vartak	- Treasurer, Vidyavardhini
Shri. Bhausahab Mohol	- Member
Shri. Hasmukh bhai Shah	- Member
Dr. Vikas Gupta	- Member
Dr. 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 20<sup>th</sup> August 2018:**

1. Welcome of Dr. Harish Vankudre as the new Chairman IQAC by Dr. Megha Trivedi
2. Introductory address by Dr. Harish Vankudre
3. Confirmation of the Minutes of meeting held on 19<sup>th</sup> March, 2018
4. Action Taken Report on the points discussed in the meeting held on 19<sup>th</sup> March, 2018
5. Discussion on promotion of ICT tools for teaching and e-content development
6. Discussion on formation of Intellectual Property Right (IPR) cell
7. Discussion on starting of Swayam-NPTEL local chapter
8. Discussion on feedback process from various stake holders and action taken on it
9. Any other matter with the permission of the Chairman
10. Vote of thanks.



### #03 Minutes of IQAC meeting.

A meeting of Internal Quality Assurance cell (IQAC) was held on Monday, 20<sup>th</sup> August, 2018 at 10:30 am in the conference room, Vidyavardhini's College of Engineering & Technology, Vavai Road.

#### Name of Members.

Dr. Harish Vankudre

Shri. Vikas Vartak

Shri. Bahusaheb Mohol.

Shri. Hasmukh bhai Shah.

Prof. Uday Aswalekar.

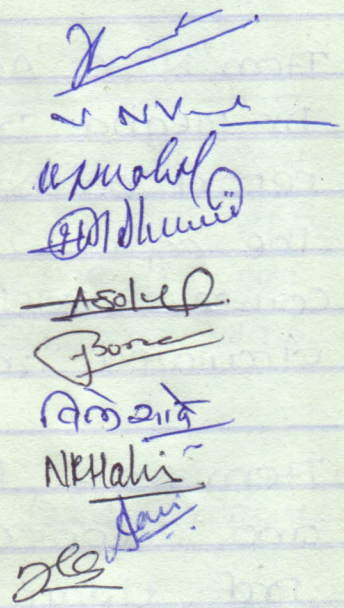
Dr. Swapna Borde.

Mr. Vishal Save.

Ms. Najiba Halim.

Mr. Swapnil Karvir.

Dr. Megha Trivedi



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

Item No. 1: Welcome of Dr. Harish Vankudre as the new chairman of IQAC.

On behalf of all IQAC members, Dr. Megha Trivedi welcomed Dr. Harish Vankudre as the new chairman of IQAC.

Item No. 2: Introductory address by Dr. Harish Vankudre.

Dr. Harish Vankudre welcomed the committee and shared his views about the role of IQAC.

Item No. 03: Confirmation of minutes of meeting held on 20<sup>th</sup> August 2018.



2018 were circulated 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 proceedings of the present meeting were started.

Item No. 4: Action Taken Report:

Dr. Megha Trivedi presented the action taken report on the points discussed in the last meeting. The copies of the project Handbook, format of the Course Booklet and Academic Audit Report were circulated amongst the members.

Item No. 5: Promotion of ICT tools for teaching and e-content development.

Prof. Uday Aswalekar briefed about the online course on use of ICT for teachers by IIT Bombay and its benefits. Ms. Najiba Halim commented that use of ICT tools by the faculty enhances the learning process. In order to train the faculty members for the use of ICT tools for teaching & e-content development, it was decided that all faculty members should enroll for the course. It was decided Shri. Vikas Vartak ensured that as a member of management, he shall try to provide financial support by reimbursing for the enrollment fees upon the successful completion of the course.

Item No. 6. Formation of Intellectual Property Right (IPR) cell.

Dr. Vankudre proposed to establish an intellectual innovation



and research amongst faculty members and students.

It was decided to constitute an IPR cell in the college.

Item No. 7: Starting of Swayam-NPTEL local chapter.

Prof. Swapna Borde suggested that, in order to assist the faculty in enrolling for NPTEL online course and provide advice in different areas of Swayam-NPTEL, the institute should have a local chapter. It was decided that a Swayam-NPTEL local chapter shall be formulated. Dr. Ashish Chaudhary, Department of Mechanical Engineering should be given the responsibility to carry out the procedures for forming the IPR cell and also coordinate the activities of Swayam-NPTEL local chapter.

Item No. 8 Discussion of feedback process from various stakeholders and action taken on it.

Dr. Swapna Borde discussed the process of taking feedback from various stakeholders. She also showed the summary of feedback obtained from students, parents, alumni and employers in the Academic year 2016-17, and the action taken upon it by the different departments. Mr. Swapnil Karvir pointed out that Alumni feedback regarding the syllabus should be taken, and the teachers representing the Syllabus Revision Committee of the university should look forward to consider the suggestions during the revision. He also suggested that training programme/expert talks be organized on topics that are not included in the syllabus but are the need of the industry. Dr. Swapna Borde was given the responsibility of revising the alumni feedback form.



Item No. 9: Any other matter with the permission of the chairman.

There was no other matter to discuss.

Item No. 10: Vote of thanks.

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

*Me*

Dr. Megha Trivedi  
Coordinator, IQAC

Approved

Dr. Harish Vankudre  
Chairman.





## Vidyavardhini's College of Engineering & Technology

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

Date: 21/11/2018

### Item No. 5: Promotion of ICT tools for teaching and e-content development

Prof. Uday Aswalekar briefed about the online course on use of ICT for teachers by IIT Bombay and its benefits. Ms. Najiba Halim commented that use of ICT tools by the faculty enhances the learning process. In order to train the faculty members for use of ICT tools for teaching and e-content development, it was decided that all faculty members should enroll for the course. It was decided that faculty members should enroll for the same. Shri. Vikas Vartak ensured that as a member of management, he shall try to provide financial support by reimbursing for the enrollment fees upon the successful completion of the course.

**Action taken:** Faculty members were encouraged to take up an online course on ICT, which was facilitated by the Remote Centre of the Institute. The details of the same are as follows:

Duration	Title	No. of Participants	Status
12 <sup>th</sup> Sept. - 27 <sup>th</sup> Oct. 2018	FDP101x Foundation Program in ICT for Education	71	Successfully completed by all the participants. Certificates not received yet.

Faculty members are encouraged to take up the successive course FDP201x Pedagogy for Online and Blended Teaching-Learning Process.

### Item No. 6: Formation of Intellectual Property Right (IPR) cell

Dr. Vankudre proposed to establish an Intellectual Property Right (IPR) cell to encourage innovation and research amongst faculty members and students. It was decided to constitute an IPR cell in the college.

**Action taken:** An IPR cell was constituted on 11<sup>th</sup> Sept. 2018 comprising of 16 members under the chairmanship of the Principal. Dr. Ashish Chaudhari was appointed as the coordinator of the same. The cell was formally inaugurated on 5<sup>th</sup> Oct. 2018 followed by a seminar on IPR activity. The details of the same are as follows:

Programme	Date	Speaker	Number of participants
IPR and Patent filing	5 <sup>th</sup> Oct. 2018	Dr. Gopa Kumar Nair, GNA Associates & CEO, Patent Gurukul	58

### Item No. 7: Starting of Swayam-NPTEL local chapter

Prof. Swapna Borde suggested that, in order to assist the faculty in enrolling for NPTEL online course and provide advice in different areas of Swayam- NPTEL, the institute should have a local



chapter. It was decided that a Swayam-NPTEL local chapter shall be formulated. Dr. Ashish Choudhary, Department of Mechanical Engineering should be given the responsibility of to carry out the procedures for forming the IPR cell and also coordinate the activities of Swayam-NPTEL local chapter.

**Action taken:** The Swayam-NPTEL VCET Local Chapter was constituted on 5<sup>th</sup> Sept. 2018. The committee comprises of 15 members with Dr. Ashish Choudhary as the coordinator. Since its inception, 3 faculty members have enrolled and successfully completed one course each.

**Item No. 8: Discussion on feedback process from various stake holders and action taken on it**

Dr. Swapna Borde discussed the process of taking feedback from various stake holders. She also showed the summary of feedback obtained from students, parents, alumni and employers in the Academic year 2016-17, and the action taken upon it by the different departments. Mr. Swapnil Karvir pointed out that the Alumni feedback regarding the syllabus should be taken, and the teachers representing the Syllabus Revision Committee of the University should look forward to consider the suggestions during the revision. He also suggested that training programme / expert talks be organized on topics that are not included in the syllabus but are the need of the Industry. Dr. Swapna Borde was given the responsibility of revising the alumni feedback from.

**Action taken:** Prof. Anil Hingmire, Department of Computer Engineering devised an online alumni feedback form with the guidance of Dr. Swapna Borde. Head of the Departments were directed to take the feedback from the respective alumni and prepare an action plan to address to the suggestions made by them. An online feedback form for taking feedback from the faculty regarding the syllabus was also devised.



Dr. Megha Trivedi  
Coordinator, IQAC





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

Ref. No. VV/Engg/IQAC/2018/03

Date: 23/10/2018

**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 2<sup>nd</sup> November, 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. Harish Vankudre	-Chairman
Shri. Vikas Vartak	- Treasurer, Vidyavardhini
Shri. Bhausaheb Mohol	- Member
Shri. Hasmukh bhai Shah	- Member
Dr. Vikas Gupta	- Member
Dr. Uday Aswalekar	- Member
Dr. Swapna Borde	- Member
Mr. Vishal Save	- Member
Ms. Najiba Halim (Student)	- Member
Mr. Swapnil Karvir (Alumni)	- Member
Mr. Vishal Pande	- Invitee

**Agenda for the Meeting of IQAC to be held on 2nd November, 2018:**

1. Welcome address by the IQAC Chairman
2. Confirmation of the Minutes of Meeting and Action taken on the points discussed in the meeting held on 20<sup>th</sup> August, 2018
3. Finalization of Best Practices and Institute Distinctiveness
4. Standardization of documents for teaching learning process
5. Initiating Certificate Course by each department
6. Proposal for ERP software
7. Proposal for Smart Boards for class rooms
8. Proposal for Open Access of Central Library
9. Any other matter with the permission of the Chairman
10. Vote of thanks.



## # 04 Minutes of Meeting.

A Meeting of Internal Quality Assurance Cell (IQAC) was held on 2nd November 2018 at 10:30 am in the Conference room, Vidya Vardhini's College of Engineering and Technology, Vasai Road.

Name of the members.

Dr. Harish Vankudre

Shri. Vikas Vartak

Shri. Bhausaheb Mohol.

Shri. Hasraukh bhai Shah.

Dr. Vikas Gupta.

Dr. Uday Aswalekar.

Dr. Swapna Borde.

Mr. Vishal Save

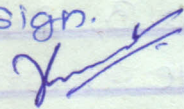
Ms. Najiba Halim.

Mr. Swapnil Karvir.

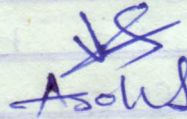
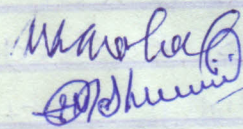
Mr. Vishal Pande

Dr. Megha Tivedi

Sign.

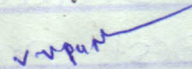


V. N. V.



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

Item No. 1 : Introductory address by Dr. Harish Vankudre, IQAC chairman, Dr. Harish Vankudre welcomed the committee members.

Item No. 2 : Confirmation of the Minutes of Meeting and action taken on the points discussed in the meeting held on 20<sup>th</sup> August 2018.

The minutes of last meeting held on 20<sup>th</sup> August, 2018 were circulated along with the intimation of the present meeting. The chairman proposed that 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



of the present meeting were started. Dr. Megha Toiv presented the Action Taken Report on the points discussed in the last meeting.

Item No. 3. Finalization of Best Practices and Institute Distinctiveness.

Dr. Megha Toivedi read out the suggestions of best practices received from different Departments regarding best practices. Shri. Vikas Vartak suggested that best practise and distinctiveness must be finalized on the basis of impact it creates. After a thorough discussion it was decided that Social upliftment through Community Services (UDAAN activities) and Vidyavardhin's National Project Showcase (VNPS) were finalized as the two Best Practices and Product showcase were identified as the distinctiveness of Institution.

Item No. 4: standardization of documents for teaching learning process.

Dr. Vikas Gupta discussed the need for Standardization of documents such as attendance sheet, lesson plan, personal file, Internal Assessment related documents etc. It was decided to form a team headed by prof. Amrita Ruperee, to bring about uniformity in the teaching-learning documents across <sup>all</sup> the departments and prepare the formats.

Item No. 5: Initiating certificate Course by each department.

Dr. Hanish Vankudre discussed the weightage of certificate courses in NAAC evaluation and its relevance for capacity building of the students. It was discussed that all



departments should devise a certificate course on important advancement in their domains.

Item No.6 and 7 : proposal for ERP Software and Smart Boards for class rooms.

Dr. Vikas Gupta suggested that the college should have ERP software for ease of maintaining academic and administrative records. Dr. Megha Trivedi expressed the <sup>need of</sup> Smart Boards in class room to enhance learning experience of the students. Shri Bhausaheb Mohol and Shri. Hasroutk bhai Shah assured that the management would consider these points in the near future.

Item No.8. Proposal for Open Access of Central library.

Mr. Vishal Pande informed the committee about the status of e-books and journal in the library. Ms. Najiba expressed the need for open access in the library for students. Dr. Uday Aswalekar and Dr. Swapna Borde shared the benefits of open access. It was discussed that measures be taken in this direction.

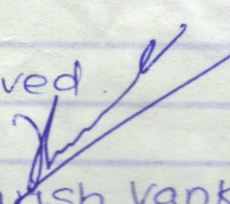
Item No.9 : Any other matter with the <sup>mi</sup> permission of the Chairman.

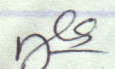
There was no other matter to discuss.

Item No.10:- 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.

Approved

  
Dr. Harish Vankudre  
Chairman.

  
Dr. Megha Trivedi  
Co-ordinator, IQAC.





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

**Date: 16/03/2019**

**Action Taken Report**

**Item No. 3: Finalization of Best Practices and Institute Distinctiveness**

Dr. Megha Trivedi read out the suggestions of best practices received from different Departments regarding best practices. Shri. Vikas Vartak suggested that the best practice and distinctiveness must be finalized on the basis of impact it creates. After a thorough discussion it was decided that Social Upliftment through Community Services (UDAAN Activities) and Vidyavardhini's National Project Showcase (VNPS) were finalized as the two Best Practices and Product Showcase was identified as the distinctiveness of Institution.

**Action Taken:** NAAC Criteria 7 Coordinator Prof. Madhavi Gangurde and Prof. Archana Ekbote conveyed the same to all department nominee for Criteria 7 and included them in the Self Study Report

**Item No. 4: Standardization of documents for teaching learning process**

Dr. Vikas Gupta discussed the need for standardization of documents such as attendance sheet, lesson plan, personal file, Internal Assessment related documents etc. It was decided to form a team headed by Prof. Amruta Ruperee, to bring about uniformity in the teaching learning documents across the entire department and prepare the formats.

**Action Taken:** Prof. Amruta Ruperee, Prof. Kanchan Sarmalkar and Prof. Trupti Mane devised the format for the documents which are implemented from January 2019.

**Item No. 5: Initiating Certificate Course by each department**

Dr. Harish Vankudre discussed the weightage of Certificate Courses in NAAC evaluation and its relevance for capacity building of the students. It was discussed that all departments should devise a Certificate Course on important advancement in their domains.

**Action Taken:** The following Certificate Courses are designed

<b>Department</b>	<b>Title of the Course</b>	<b>Implementation</b>
Information Technology	Full Stack Development	Successfully implemented from 25 <sup>th</sup> Dec. 2018 to 20 <sup>th</sup> Jan. 2019 (10 days) for 44 participants
Mechanical Engineering	Hands on ANSYS	Successfully implemented from 28 <sup>th</sup> Feb. to 4 <sup>th</sup> March 2019 (10 days) for 20 participants
Information Technology & Computer Engineering	Web Programming	In Progress



**Item No. 6 and 7: Proposal for ERP software and Smart Boards for class rooms**

Dr. Vikas Gupta suggested that the College should have ERP software for ease of maintaining academic and administrative records. Dr. Megha Trivedi expressed that the need for Smart boards in class room to enhance learning experience of the students. Shri. Bhausaheb Mohol and Shri. Hasmukh Bhai Shah assured that the management would consider these points in the near future.

**Action Taken:** Eight Smart Boards have been procured for classrooms. Proposal from different vendors have been called upon for ERP software.

**Item No. 8: Proposal for Open Access of Central Library**

Mr. Vishal Pande informed the committee about the status of e-books and journal in the library. Ms. Najiba expressed the need for open access in the library for students. Dr. Swapna Borde shared the benefits of open access. It was discussed that measures be taken in this direction.

**Action Taken:** The Open Access of the library is made available to the students since 7<sup>th</sup> January 2019. Proposals have been called upon for journals in different domains.



Dr. Megha Trivedi  
Coordinator, IQAC





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

Ref. No. VV/Engg/IQAC/2019/01

Date: 18/04/2019

**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 Friday, 25<sup>th</sup> April 2019 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.

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Dr. Harish Vankudre	-Chairman
Shri. Vikas Vartak	- President, Vidyavardhini
Shri. Bhausaheb Mohol	- Secretary, Vidyavardhini
Shri. Hasmukh bhai Shah	- Treasurer, Vidyavardhini
Dr. Vikas Gupta	- Member
Dr. Uday Aswalekar	- Member
Dr. Swapna Borde	- Member
Mr. Vishal Save	- Member
Ms. Najiba Halim (Student)	- Member
Mr. Swapnil Karvir (Alumni)	- Member

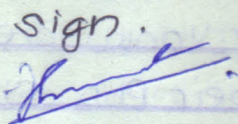
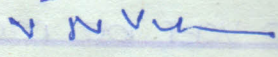
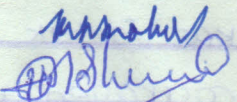

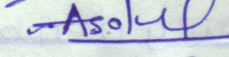
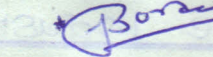
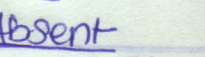
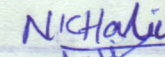
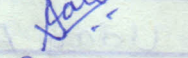


**Agenda for the Meeting of IQAC to be held on 25<sup>th</sup> April 2019:**

1. Welcome address by the Chairman IQAC
2. Confirmation of the meeting and action taken on the points discussed in the meeting held on 2<sup>nd</sup> November, 2018
3. Review of the comments received from NAAC Peer team
4. E-content development by faculty
5. Formation of NSS chapter
6. Preparation for NBA
7. Starting of Internal Internship
8. Any other matter with the permission of the Chairman
9. Vote of thanks.



## # Meeting 05 Minutes.

A meeting of IQAC was held on Thursday, 25<sup>th</sup> April 2019 at 10.30 am in the conference room, Vidyavardhini's college of Engineering & Technology, Vasai Road.

Name of the member	Sign.
Dr. Harish Vankudre	
Shri. Vikas Vartak	
Shri. Bhausaheb Mohol	
Shri. Hasrnuhbhai Shah	
Dr. Vikas Gupta	
Dr. 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: IQAC Chairman, Dr. Harish Vankudre welcomed the committee members.

Item No. 2: Confirmation of the minutes of meeting and action taken on the points discussed in the meeting held on 2<sup>nd</sup> November, 2018.

The minutes of last meeting held on 2<sup>nd</sup> November 2018 were circulated along with the initiation of the present meeting. The chairman proposed that the minutes be taken as 'Read' and asked if there were suggestions for modification of the same. Since there were no comments from the members, the minutes were confirmed and the proceedings of the present meeting were started. Dr. Megha Trivedi presented the Action taken report of the last meeting.



Item No. 8: Review the comments received from NAAC

Dr. Vikas Gupta highlighted the major comments received from the NAAC peer team during their visit such as increase in publications, research & MoU with industries. Dr. Vankudre suggested that faculty members pursuing their PhD should be directed to ensure their affiliation to VJET be mentioned in the paper they publish. Shri. Vikas Vartak also suggested that faculty members must be encouraged to send research proposals and apply for research grants. Dr. Vankudre further added that each faculty member should have MoU and interaction with at least one industry.

Item No. 4: E-content development by faculty.

Dr. Uday Aswalekar suggested that each faculty member should use Google class room/Moodle/WordPress website for subjects they teach. Ms. Najiba expressed that students actively participate in such initiatives since it gives the flexibility regarding accessing study material, submission of assignment/quiz.

Item No. 5: Formation of NSS chapter.

Based on the NAAC requirements regarding a NSS chapter for carrying out social activities, Dr. Vankudre pointed out that the local UDAAN chapter be converted into a NSS chapter. It was decided that Pr. Gulhile should be the co-ordinator of the local NSS chapter and initiate the process of filing an application for the same.

Item No. 6: Preparation for NBA:

Shri. Hasrakh Bhai Shah commented that the Department must gear up for going for NBA accreditation as this would give an added advantage for admissions.

Dr. Swapna Borde commented #



NBA would also increase the opportunity to get research grants as it is requisite for a number of schemes. Dr. Uday Aswalekar & Dr. Vikas Gupta were appointed as the coordinators & co-coordinator for NBA work. They were also directed to form a committee for the same. It was also decided that the eligible department should fill their pre-qualifier forms for NBA by 15<sup>th</sup> August.

Item No. 7: Starting of internal Internship.

Dr. Harish Vankudre proposed to design an internal internship program by the department. Mr. Swapnil Karvir expressed the acute need for students to go through internship programme to increase their employability and make them industry ready. Dr. Megha Trivedi commented that, this gives opportunity to more number of students to take up internship programme. Dr. Vikas Gupta suggested that the guidelines given by AICTE for internship must be followed for the batch admitted in 2019-20.

Item No. 8: Any other matter with the permission of the chairman.

There was no other matter to discuss.

Item No. 9: 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.

Approved

Chairman.

Dr. Harish Vankudre.



Dr. Megha Trivedi  
Coordinator, IQAC.





Date: 25/07/2019

### **Action Taken Report**

#### **Item No. 3: Review of the comments received from NAAC Peer team**

Dr. Vikas Gupta highlighted the major comments received from the NAAC peer team during their visit such as increase in publications, research and MoU with industries.

Dr. Harish Vankudre suggested that faculty members pursuing their PhD should be directed to ensure their affiliation to VCET be mentioned in the papers that they publish. Shri. Vikas Vartak also suggested that faculty members must be encouraged to send research proposals and apply for research grants. Dr. Harish Vankudre further added that each faculty member should have MoU and interaction with one industry.

**Action taken:** These points were communicated to all the faculty members through head of the department and also reinforced in the principal's address in the semester start meeting held on 10<sup>th</sup> July 2019.

#### **Item No. 4: E-content development by faculty**

Dr. Uday Aswalekar suggested that each faculty member should use Google class room/ Moodle /WordPress website for the subject they teach. Ms. Najiba Halim expressed that students actively participate in such initiatives since it gives them flexibility regarding accessing study material, submission of assignment/quiz.

**Action taken:** Faculty members were encouraged to develop E-contents and make them available to the students through ICT tools such as Google class room/ Wordpress through head of the department and also reinforced in the principal's address in the semester start meeting held on 10<sup>th</sup> July 2019.

#### **Item No. 5: Formation of NSS chapter**

Based on the NAAC requirements regarding a NSS chapter for carrying out social activities, Dr. Harish Vankudre pointed out that the local UDAAN chapter be converted into a NSS chapter. It was decided that Dr. Pradip Gulbhile should be the coordinator of the local NSS chapter and initiate the process of filing an application for the same.

**Action taken:** The application for forming a NSS chapter was filed on July 2019. A NSS committee comprising of 8 members was formed on 24<sup>th</sup> July 2019 with Dr. Pradip Gulbhile as the coordinator.

#### **Item No. 6: Preparation for NBA**

Shri. Hasmukh bhai Shah commented that the Departments must gear for going for NBA accreditation as this would give an added advantage for admission and placement. Dr. Swapna Borde




commented that NBA accreditation would also increase the opportunity to get research grants as it is requisite for a number of schemes. Dr. Vikas Gupta and Dr. Uday Aswalekar were appointed as the coordinator and co-coordinator for NBA work. They were also directed to form a committee and for the same. It was also decided that the eligible department should fill their pre-qualifier forms for NBA by 15<sup>th</sup> August

**Action taken:** The distribution of NBA criteria among various departments was done on 4<sup>th</sup> July 2019 by Dr. Vikas Gupta. The formation of NBA institute level committee was formed on 15<sup>th</sup> July 2019.

**Item No.7: Starting of internal internship**

Dr. Harish Vankudre proposed to design an internal internship program by the department. Mr. Swapnil Karvir expressed the acute need for students to go through internship programme to increase their employability and make them industry ready. Dr. Megha Trivedi commented that, this give opportunity to more number of students to take up internship. Dr. Vikas Gupta suggested that the guidelines given by AICTE for internship must be training be followed for the Batch admitted in 2019-20.

**Action taken:** A 2 week internal internship programme on Arduino based projects was designed by the Department of Instrumentation Engineering from 24<sup>th</sup> June to 5<sup>th</sup> July 2019. 12 students undertook the internship.

  
Dr. Megha Trivedi  
Coordinator, IQAC