

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

Ref. No. VV/Engg/IQAC/2020/03

Date: 25/06/2020

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 Tuesday, 7thJuly, 2020 at 11.00 am through the online mode, Microsoft Teams.

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

Yours faithfully,

Dr. Megha Trivedi Coordinator, IQAC.

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

Agenda for the Meeting of IQAC to be held on 7th July, 2020:

- 1. Welcome address by the Chairman IQAC
- 2. Confirmation of the meeting and action taken on the points discussed in the meeting held on 18th June, 2020.
- 3. NBA progress and Pre-qualifier form.
- 4. Revision of Institute Best Practices and Distinctiveness
- 5. Internship policy of VCET
- 6. Conduction of online lectures, webinar, STTP/SDP, meeting of Proctors.
- 7. Industry Institute Interaction and Activities through MoU
- 8. Subject allocation and online content development.
- 9. Any other matter with the permission of the Chairman
- 10. Vote of thanks.



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Date: 07/07/2020

Meeting No. 11

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on Tuesday, 7th July, 2020 at 11.00 am through the online mode.

Name of the member		Present
Dr. Harish Vankudre	-Chairman	P
Shri. Vikas Vartak	- President, Vidyavardhini	P
Shri. Madhukar Mohol	- Secretary, Vidyavardhini	P
Shri. Hasmukh bhai Shah	- Treasurer, Vidyavardhini	P
Dr. Vikas Gupta	- Member	P
Dr. Uday Aswalekar	- Member	P
Dr. Swapna Borde	- Member	P
Mr. Vishal Save	- Member	P
Mr. Ashutosh Mohol(Student)	- Member	P
Mr. SwapnilKarvir (Alumni)	- Member	P
Dr. Megha Trivedi	-Coordinator, IQAC	P

The proceeding of the meeting on the various items on the agenda is as follows:

Item No. 1: Welcome address by the Chairman IQAC

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 18th June, 2020

The minutes of last meeting held on 18th June, 2020 was 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 member, the minutes were confirmed and the proceedings of the present meeting were started.

Item No. 3: NBA progress and Pre-qualifier form

Dr. Vikas Gupta informed that he data for NBA has been collected by Data Management Committee. The criteria are under final review. Dr. Uday Asolakar added that expert guidance sessions from faculty who have a recent experience of NBA visit has been scheduled. The pre-qualifier form shall be submitted by 15th July.

Item No. 4: Revision of Institute Best Practices and Distinctiveness

Dr. Megha Trivedi informed that process of revision of Institute Best Practices and Distinctiveness has to be initiated. Dr. Vankudre suggested that AICTE guidelines should be referred in the process. It was decided to have a discussion regarding this with NAAC Criteria 7 coordinator Dr. Madhavi Waghmare and nominee from all Departments.



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Item No. 5: Internship policy of VCET

Dr. Vikas Gupta informed that a 4-week Online internship of FE students has been started. The first 2 week are on Java programming, 1 week on Entrepreneurship skill and 1 week on soft skills. Mrs. Mamata Patil is coordinating the event. Mr. Swapnil Karvir suggested that Industry experts should be preferably involved in these internships for the conduction.

Item No. 6: Conduction of online lectures, webinar, STTP/SDP, meeting of Proctors.

Review of Conduction of online lectures, webinar, STTP/SDP, Bridge Courses, Value Added Course, meeting of Proctors was taken.

Item No. 7: Industry Institute Interaction and Activities through MoU.

Review of activities through MoU was taken. Dr. Asolekar informed that since physical Industrial visit have been cancelled due to Covid Pandemic, some virtual visits were organized. Also, expert lectures on various topics have been conducted by Departments

Item No. 8: Subject allocation and online content development.

Dr. Harish Vankudre suggested that all the Departments should complete the subject allocation so that the faculty can focus on the e-content development of the subject allotted to them before the commencement of next semester. Mr. Swapnil Karvir suggested that an there should be a common format fixed for e-content and an inventory of the e-content should be prepared. Mr. Vishal Save said that most of these things will be accommodated in the ERP system. Mr. Ashutosh suggested that, a forum for question-answer can be made on the online lectures conducted.

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

No additional matters was put forward by the members.

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.

Dr. Megha Trivedi Coordinator, IQAC

Approved



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Date: 09/10/2020

Action Taken Report

Item No. 3: NBA progress and Pre-qualifier form.

Dr. Vikas Gupta informed that he data for NBA has been collected by Data Management Committee. The criteria are under final review. Dr. Uday Asolakar added that expert guidance sessions from faculty who have a recent experience of NBA visit has been scheduled. The prequalifier form shall be submitted by 15th July.

Action taken: NBA pre-qualifier for 5 programmes viz. Mechanical Engineering, Electronics and Telecommunication Engineering, Instrumentation Engineering, Computer Engineering and Information Technology submitted in July 2020.

Item No. 4: Revision of Institute Best Practices and Distinctiveness

Dr. Megha Trivedi informed that process of revision of Institute Best Practices and Distinctiveness has to be initiated. Dr. Vankudre suggested that AICTE guidelines should be referred in the process. It was decided to have a discussion regarding this with NAAC Criteria 7 coordinator Dr. Madhavi Waghmare and nominee from all Departments.

Action taken: After several brainstorming sessions and discussions, the Institutes best practices of 1. Imbibing professionalism through Industrial exposure in students, and 2. Soft skill enhancement to incorporate Outcome Based Education were identified for presenting in AQAR. Student Centric and Faculty Centric activities in the Institute were recapitulated as in the unique distinctive feature of the Institute.

Item No. 5: Internship policy of VCET

Dr. Vikas Gupta informed that a 4-week Online internship of FE students has been started. The first 2 week are on Java programming, 1 week on Entrepreneurship skill and 1 week on soft skills. Mrs. Mamata Patil is coordinating the event. Mr. Swapnil Karvir suggested that Industry experts should be preferably involved in these internships for the conduction.

Action taken: The internship programmes were successfully conducted for FE students under the coordination of Mrs. Mamta Patil in support with the Industry-Institute Interaction Cell.

Item No. 8: Subject allocation and online content development

Dr. Harish Vankudre suggested that all the Departments should complete the subject allocation so that the faculty can focus on the e-content development of the subject allotted to them before the commencement of next semester. Mr. Swapnil Karvir suggested that an there should be a common format fixed for e-content and an inventory of the e-content should be prepared. Mr. Vishal Save said



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that most of these things will be accommodated in the ERP system. Mr. Ashutosh suggested that, a forum for question-answer can be made on the online lectures conducted.

Action taken: Subject allocation was completed by the respective head of the departments. Econtent developed by the faculty were made available to the students on the Institute website.



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Ref. No. VV/Engg/IQAC/2020/04

Date: 12/10/2020

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 Tuesday, 22nd Oct, 2020 at 11.00 am through the online mode, Microsoft Teams.

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

Yours faithfully,

Dr. Megha Trivedi Coordinator, IQAC.

Dr. Harish Vankudre
Shri. Vikas Vartak
Shri. Madhukar Mohol
Shri. Hasmukh bhai Shah
Dr. Vikas Gupta
Dr. Uday Aswalekar
Dr. Swapna Borde

- Chairman
- President, Vidyavardhini
- Secretary, Vidyavardhini
- Treasurer, Vidyavardhini
- Member
- Member
- Member

Dr. Swapna Borde - Member
Mr. Vishal Save - Member
Mr. Ashutosh Mohol(Student) - Member
Mr. Swapnil Karvir (Alumni) - Member

Agenda for the Meeting of IQAC to be held on 22nd Oct, 2020:

- 1. Welcome address by the Chairman IQAC
- 2. Confirmation of the meeting and action taken on the points discussed in the meeting held on 7th July, 2020.
- 3. Revision of course feedback for online mode teaching
- 4. Result calculation
- 5. NBA SAR Report of all programmes.
- 6. Academic Audit 2019-20 (done in Jan 2021)
- 7. Any other matter with the permission of the Chairman.
- 8. Vote of thanks.



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Date: 22/10/2020

Meeting No. 12

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on Thursday, 22nd Oct, 2020 at 11.00 am through the online mode.

Name of the member		Present
Dr. Harish Vankudre	-Chairman	P
Shri. Vikas Vartak	- President, Vidyavardhini	P
Shri. Madhukar Mohol	- Secretary, Vidyavardhini	P
Shri. Hasmukh bhai Shah	- Treasurer, Vidyavardhini	P
Dr. Vikas Gupta	- Member	P
Dr. Uday Aswalekar	- Member	P
Dr. Swapna Borde	- Member	P
Mr. Vishal Save	- Member	P
Mr. Ashutosh Mohol(Student)	- Member	P
Mr. SwapnilKarvir (Alumni)	- Member	P
Dr. Megha Trivedi	-Coordinator, IQAC	P

The proceeding of the meeting on the various items on the agenda is as follows:

Item No. 1: Welcome address by the Chairman IQAC

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 7th July, 2020

The minutes of last meeting held on 7th July, 2020 was 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 member, the minutes were confirmed and the proceedings of the present meeting were started. Dr. Megha Trivedi presented the Action Taken Report on the points discussed in the last meeting.

Item No. 3: Revision of course feedback for online mode teaching

Dr. Vikas Gupta suggested that considering the online mode of teaching, the format of course feedback should be modified. Dr. Megha Trivedi was assigned the task of modifying the form.

Item No. 4: Result calculation

Dr. Harish Vankudre informed that the Sem IV and VII results have been calculated and declared as per the guidelines of the University. Also, the Sem. VIII examinations have been successfully conducted and evaluation of the same will be done as per University Guidelines.



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Item No. 5: NBA SAR Report of all programmes.

The status of NBA SAR of all the Department was reviewed. Dr. Aswalekar informed that the submission of the same shall be completed in one week.

Item No. 6: Academic Audit 2019-20 (done in Jan 2021)

Dr. Megha Trivedi informed that the Academic Audit for 2019-20 should be completed after the declaration of BE results. Looking at the norms related to Covid19 the audit could be internal or external.

Item No. 7: Any other matter with the permission of the Chairman

No additional matters were put forward by the members.

Item No. 8: 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



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Date: 02/02/2021

Action Taken Report

Item No. 3: Revision of course feedback for online mode teaching

Dr. Vikas Gupta suggested that considering the online mode of teaching, the format of course feedback should be modified. Dr. Megha Trivedi was assigned the task of modifying the form.

Action taken: The course feedback form was revised.

Item No. 5: NBA SAR Report of all programmes

The status of NBA SAR of all the Department was reviewed. Dr. Aslolekar informed that the submission of the same shall be completed in one week.

Action taken: NBA SAR of 5 programmes was submitted in October 2020.

Item No. 6: Academic Audit 2019-20 (done in Jan 2021)

Dr. Megha Trivedi informed that the Academic Audit for 2019-20 should be completed after the declaration of BE results. Looking at the norms related to Covid19 the audit could be internal or external

Action taken: The academic audit of all the departments was done with the help of internal cross department experts.



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Ref. No. VV/Engg/IQAC/2021/01

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, 18th Feb, 2021 at 11.00 am through the online mode, Microsoft Teams.

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

Yours faithfully,

Date: 05/02/2021

Dr. Megha Trivedi Coordinator,IQAC.

Dr. Harish Vankudre -Chairman

Shri. Vikas Vartak - President, Vidyavardhini Shri. Madhukar 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
Mr. Ashutosh Mohol(Student) - Member
Mr. Swapnil Karvir (Alumni) - Member

Agenda for the Meeting of IQAC to be held on 18th Feb, 2021:

- 1. Welcome address by the Chairman IQAC
- 2. Confirmation of the meeting and action taken on the points discussed in the meeting held on 22nd Oct, 2020.
- 3. Department activities on online mode
- 4. Review of preparation of NBA visit
- 5. Test on learning style
- 6. Revision of Institutes' NBA Manual
- 7. Any other matter with the permission of the Chairman.
- 8. Vote of thanks.



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Date: 18/02/2021

Meeting No. 13

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on Thursday, 18th Feb, 2021 at 11.00 am through the online mode.

Name of the member		Present
Dr. Harish Vankudre	-Chairman	P
Shri. Vikas Vartak	- President, Vidyavardhini	P
Shri. Madhukar Mohol	- Secretary, Vidyavardhini	P
Shri. Hasmukh bhai Shah	- Treasurer, Vidyavardhini	P
Dr. Vikas Gupta	- Member	P
Dr. Uday Aswalekar	- Member	P
Dr. Swapna Borde	- Member	P
Mr. Vishal Save	- Member	P
Mr. Ashutosh Mohol(Student)	- Member	P
Mr. SwapnilKarvir (Alumni)	- Member	P
Dr. Megha Trivedi	-Coordinator, IQAC	P

The proceeding of the meeting on the various items on the agenda is as follows:

Item No. 1: Welcome address by the Chairman IQAC

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 22nd Oct, 2020

The minutes of last meeting held on <u>22nd Oct</u>, <u>2020</u> was 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 member, the minutes were confirmed and the proceedings of the present meeting were started. Dr. Megha Trivedi presented the Action Taken Report on the points discussed in the last meeting.

Item No. 3: Department activities on online mode

Dr. Vikas Gupta presented gave an overview of the academic activities being conducted online. Shri. Vikas Vartak enquired about the placement training and activities. Mr. Swapnil Karvir suggested that online platform must be utilized fully to take benefit from experts from Industries.



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Item No. 4: Review of preparation of NBA visit

Dr. Aswalekar discussed about the criteria-wise visits to the departments. He said that documentation is also being verified and suggestions are given.

Item No. 5: Test on learning style

Dr. Megha Trivedi suggested that a test on assessing the learning style of the FE students must be taken and then faculty must be oriented about teaching methods they can adopt to best suit the class based on the outcome statistics.

Item No. 6: Revision of Institutes' NBA Manual

Dr. Vankudre informed that the NBA manual of the Institute is to be revised. All details must be included in it so that it can serve as a guide for faculty. Mr. Vishal Pande was assigned the task. Inputs should be taken from Dr. Amruta Ruperee and Dr. Megha Trivedi.

Item No. 7: Any other matter with the permission of the Chairman

No additional matters were put forward by the members.

Item No. 8: 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



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Date: 03/05/2021

Action Taken Report

Item No. 5: Test on learning style

Dr. Megha Trivedi suggested that a test on assessing the learning style of the FE students must be taken and then faculty must be oriented about teaching methods they can adopt to best suit the class based on the outcome statistics.

Action taken: Test on assessing the learning styles was taken with the help of FE coordinator and class teachers using https://www.webtools.ncsu.edu/learningstyles/ to take a questionnaire on learning styles. The scores of the students were collected from students through google spreadsheet by the class teachers. Analysis of the scores was shared with the faculty teaching FE to help them adopt appropriate teaching methodologies based on the statistics.

Item No. 6: Revision of Institutes' NBA Manual

Dr. Vankudre informed that the NBA manual of the Institute is to be revised. All details must be included in it so that it can serve as a guide for faculty. Mr. Vishal Pande was assigned the task. Inputs should be taken from Dr. Amruta Ruperee and Dr. Megha Trivedi.

Action taken: The NBA manual was prepared by Mr. Vishal Pande, Dr. Amruta Ruperee, Dr. Megha Trivedi and Mr. Rahul Iyer and was made available to the faculty for reference.



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Ref. No. VV/Engg/IQAC/2021/02

Date: 07/05/2021

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, 20th May, 2021 at 11.00 am through the online mode, Microsoft Teams.

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

Yours faithfully,

Dr. Megha Trivedi Coordinator,IQAC.

Dr. Harish Vankudre
Shri. Vikas Vartak
Shri. Madhukar Mohol
Shri. Hasmukh bhai Shah
Dr. Vikas Gupta
Dr. Uday Aswalekar

Dr. Garaga Banda

- Chairman
- President, Vidyavardhini
- Secretary, Vidyavardhini
- Treasurer, Vidyavardhini
- Member
- Member

Dr. Swapna Borde - Member
Mr. Vishal Save - Member
Mr. Ashutosh Mohol(Student) - Member
Mr. Swapnil Karvir (Alumni) - Member

Agenda for the Meeting of IQAC to be held on 20th May, 2021:

- 1. Welcome address by the Chairman IQAC
- 2. Confirmation of the meeting and action taken on the points discussed in the meeting held on 18th Feb, 2020.
- 3. Teachers Training Policy
- 4. Refresher Program for faculty
- 5. Student satisfaction survey 20-21
- 6. Formatting Guidelines for AQAR data
- 7. Any other matter with the permission of the Chairman.
- 8. Vote of thanks.



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Date: 20/05/2021

Meeting No. 14

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on Thursday, 20th May, 2021 at 11.00 am through the online mode.

Name of the member		Present
Dr. Harish Vankudre	-Chairman	P
Shri. Vikas Vartak	- President, Vidyavardhini	P
Shri. Madhukar Mohol	- Secretary, Vidyavardhini	P
Shri. Hasmukh bhai Shah	- Treasurer, Vidyavardhini	P
Dr. Vikas Gupta	- Member	P
Dr. Uday Aswalekar	- Member	P
Dr. Swapna Borde	- Member	P
Mr. Vishal Save	- Member	P
Mr. Ashutosh Mohol(Student)	- Member	P
Mr. SwapnilKarvir (Alumni)	- Member	P
Dr. Megha Trivedi	-Coordinator, IQAC	P

The proceeding of the meeting on the various items on the agenda is as follows:

Item No. 1: Welcome address by the Chairman IQAC

IQAC Chairman, Dr. Harish Vankudre welcomed the committee members.

<u>Item No. 2: Confirmation of the Minutes of Meeting and Action taken on the points discussed in the meeting held on 18th Feb, 2021</u>

The minutes of last meeting held on 18th Feb, 2021_was 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 member, the minutes were confirmed and the proceedings of the present meeting were started. Dr. Megha Trivedi presented the Action Taken Report on the points discussed in the last meeting.

Item No. 3: Teachers Training Policy

Dr. Vankudre suggested that a teachers training policy should be devised so that faculty at all level can get training suitable to their cadre. Shri. Vikas Vartak suggested that administration



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related training programmes also should be done by senior faculty. Dr. Megha Trivedi was assigned the task to devise the policy.

Item No. 4: Refresher Program for faculty

Dr. Uday Aswalekar discussed that refresher programmes related to Outcome based education, Course and Program attainment, NBA visit preparation are being planned at the beginning of the next semester. Mr. Swpanil Karvir suggested that some training sharing sessions on innovative methods of teaching-learning could also be conducted.

Item No. 5: Student satisfaction survey 20-21

Dr. Megha Trivedi informed that Student Satisfaction survey for AY 2020-21 has to take from all the students. Dr. Amruta Ruperee was assigned the task to explore the possibility of taking the same though ERP.

Item No. 6: Formatting Guidelines for AQAR data

Dr. Megha Trivedi shared the data collection and formatting guidelines for AQAR data. With minor changes the guidelines were finalized.

Item No. 7: Any other matter with the permission of the Chairman

No additional matters were put forward by the members.

Item No. 8: 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



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Date: 06/07/2021

Action Taken Report

Item No. 3: Teachers Training Policy

Dr. Vankudre suggested that a teachers training policy should be devised so that faculty at all level can get training suitable to their cadre. Shri. Vikas Vartak suggested that administration related training programmes also should be done by senior faculty. Dr. Megha Trivedi was assigned the task to devise the policy.

Action taken: The Teachers Training Policy was devised to guide the faculty members about self-development programmes to be undertaken by them as per their cadre.

Item No. 4: Refresher Program for faculty

Dr. Uday Aswalekar discussed that refresher programmes related to Outcome based education, Course and Program attainment, NBA visit preparation are being planned at the beginning of the next semester. Mr. Swpanil Karvir suggested that some training sharing sessions on innovative methods of teaching-learning could also be conducted.

Action taken: Expert sessions on various aspects of outcome-based education and NBA were organized.

Item No. 5: Student satisfaction survey 20-21

Dr. Megha Trivedi informed that Student Satisfaction survey for AY 2020-21 has to take from all the students. Dr. Amruta Ruperee was assigned the task to explore the possibility of taking the same though ERP.

Action taken: The student satisfaction survey was taken through Google forms.

Item No. 6: Formatting Guidelines for AQAR data

Dr. Megha Trivedi shared the data collection and formatting guidelines for AQAR data. With minor changes the guidelines were finalized.

Action taken: The formatting guidelines for AQAR were shared with all the criteria coordinators