

Shivajirao Kadam Institute of Technology & Management – Technical Campus

SKITM/IQAC/MoM-03

22/01/2020

MINUTES OF THE MEETING

A meeting of Internal Quality Assurance Cell (IQAC) members was conducted on Jan. 21, 2020 at IQAC, Board Room at 02:00 pm.

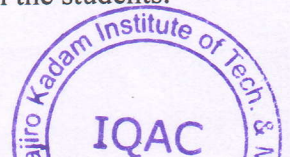
Members present:

1. Dr. Sanjay T. Purkar, Director
2. Dr. Amit Udawat, IQAC Coordinator
3. Dr. Sumeet Khurana, Director FMS
4. Mr. Prashant Lakkadwala, HOD CSE
5. Dr. Mahesh Pophaley, HOD ME
6. Mr. Sandeep Nighojkar, HOD CE
7. Dr. Rashmi Yadav, HOD ASH
8. Dr. Kailash C. Bandhu (Assoc. Prof., CSE)

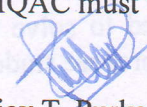
Following Measures are to be taken on the Recommendations proposed in Advisory Board Meeting.

1. The various committees should have been formulated to address the Criteria for NAAC and work distribution.
2. Several meetings to be conducted and guidelines to be given for proper documentation for NAAC.
3. The Vision and Mission of department have to be revised in consultation with all the stakeholders. They should be sent for BOG approval.
4. The gaps in curriculum must be identified and various training programs, seminars, webinars, expert talks should be conducted to incorporate quality in teaching, learning and evaluation through improvements in cognition, pedagogies, convergence, culture, and data.
5. Question banks must be prepared and distributed. Students must be instructed to solve and analyze the questions. The difficulties should have been identified and dealt to prepare students for examinations and research projects.
6. Students were assigned with projects based on real-society problems. They are evaluated on regular basis through presentations and discussions to ensure project based learning, problem solving and experiential learning methodologies.
7. Faculties have prepared the Course plan and conducted online lectures. Study material like hand-outs, assignments, tutorials and notes were provided on regular basis to all the students.

Director
Shivajirao Kadam Inst. of Tech.
& MGMT- Technical Campus
CSE (M.P.)



8. Feedback systems have been implemented for students, alumni and parents to cater suggestions for curriculum improvement. Objective is to ensure the quality of teaching, learning and evaluation processes by implementing feedback system, regular interaction with students, and development program for faculty.
9. Repository should have been prepared where student can access study material like assignments, tutorials, handouts, lab manuals, university and MST question papers with solutions.
10. Regular conduction of MST and Quiz has been adopted as per the RGPV university curriculum and academic flexibility is followed by offering departmental and open elective courses, which students can opt as per their interest.
11. Faculties have adopted different teaching strategies in the classroom to cater the diverse needs of the students. Tutorials are conducted to solve their curiosity and other problems. Bilingual medium of instruction is adopted in the classroom.
12. Presentations to cover the institute and department achievements under various heads were prepared for wide publicity and marketing
13. Faculty is encouraging use of ICT tools to incorporate quality in teaching, learning and evaluation through improvements in cognition, pedagogies, convergence, culture, and data.
14. Mentors are assigned for students to handle the problems on individual basis. The culture of conducting parents' teachers is adopted, where communication regarding attendance, overall performance of students can be held.
15. Beyond the curriculum and university syllabus a provision is kept for the training for aptitude, analytical, personality development, English language, group discussion and personal interview with assessments and monitoring.
16. Special classes for academically weak students for their improvement are conducted on regular basis.
17. The department is regularly offering skill development and add-on certification value addition courses to enrich curriculum.
18. Department is working for setting advance laboratories of Robotics, IoT, Data Analytics, Machine Learning and engaged in technical activities in emerging areas.
19. Department is collaborating and signing MoUs with local and global industry partners like AWS, Oracle, Redhat, Coursera, TCS-ION, ISRO and IIT Bombay spoken tutorial for academic development and certification.
20. IQAC must work regularly for quality enhancement and to maintain transparency in all aspects.


Dr. Sanjay T. Purkar
Director

Copy to

1. IQAC members
2. All HODs

