11/12/2019

Minutes of NAAC- IQAC Committee Meeting held on 29/11/19 at Seminar Hall-IV at 11 a.m.

Purpose of the meeting: To approve previous IQAC minutes of the meeting held on 28th June 2019 followed by presentation by IQAC coordinator on the revised annual quality assurance report to be submitted to NAAC for year 2018-19.

Agenda:

1. To discuss the actions taken by the departments on the actionable points identified in the previous meeting.
2. To discuss the strategies for implementing future plans of action for the second half of AY 2019-20
3. To discuss the Annual Quality Assurance Report (AQAR) for the year 2018-19 and get approval for the same from all the members.
4. To discuss the results of qualitative and quantitative audits conducted in this semester post autonomy.
5. Any other point with the permission of the Chair

<u>Welcome to all the members present:</u>

IQAC Chairperson, Dr. B. K. Mishra welcomed all to the IQAC meeting. The meeting began with the Principal reading out the points of the agenda of the meeting. The following dignitaries were present for the meeting:

Sr. No.	Name of External Members	Designation
1.	Mr. Sharad Tiwari	Associate consultant, TCS
2.	Dr. Radha Shreenivas	IQAC Coordinator (UoM)

Sr. No.	Name of Internal Members	Designation
1.	Dr. B. K. Mishra	Chairperson
2.	Dr. R. R. Sedamkar	Director of the IQAC
3.	Mr. V. N. Datta	Member from the Management
4.	Dr. Payel Saha	IQAC coordinator
5.	Dr. Deven Shah	Vice Principal
6.	Dr. Lochan Jolly	Senior administrative officer
7.	Dr. Kamal Shah	Senior administrative officer
8.	Dr. Sanjay Kumar	Faculty Member
9.	Dr. Vinitkumar Dongre	Faculty Member
10.	Dr. Rajesh Bansode	Faculty Member

11.	Dr. Sheetal Rathi	Faculty Member
12.	Dr. S.C Patil	Faculty Member
13.	Dr. Siddesh Siddappa	Faculty Member
14.	Dr. Seema Jagtap	Faculty Member
15.	Dr. Vivek Mishra	Faculty Member
16.	Ms. Poorva Waigankar	IQAC member
17.	Dr. Rekha Sharma	IQAC member
18.	Dr. Sangeeta Vhatkar	IQAC member
19.	Mr. Vimal Gosar	IQAC Member
20.	Ms. Purnima Chandrasekar	IQAC Member
21.	Ms. Ashwini Shanbag	IQAC member
22.	Ms. Vandana Munde	IQAC member
23.	Ms. Swetha Kulkarni	IQAC member
24.	Ms. Lydia Jacob	IQAC member
25.	Mr. Adit Rathi	Student Member (COMP)
26.	Mr. Amit Singh	Student Member (IT)
27.	Mr. Prathamesh Tendulkar	Student Member (E&TC)
28.	Mr. Lance D'Silva	Student Member (MECH)
29.	Ms. Shambhavi Joshi	Student Member (ES&H)

However, the leave of absence was granted to Dr. S.M. Ganechari, Mr. Neeraj Yadav, Mr. Uday Waskar and Mr. Shailesh Chavan.

The meeting began with the IQAC Coordinator, Dr. Payel Saha briefing the members present in the meeting regarding the steps taken by IQAC in this semester. Following are the points she discussed in her presentation:

- Activities undertaken under the revised ISO audit after the implementation of autonomy.
- Steps carried out during semester preparedness check. As the attainment score of preparedness was very low after the 1st check, another semester preparedness check was conducted in a span of 5 days which saw an improvement in the attainment score across all departments.
- Compliance of the various departments as per the suggestions given in the previous IQAC meeting.
- Inter-department interaction with various stakeholders based on the month of August QA report

The meeting then proceeded with the IQAC Director, Dr. R. R. Sedamkar throwing the floor open for the discussion of the agenda defined for the present meeting. The discussion began with the IQAC chairperson, Dr. B. K. Mishra emphasizing on the point that every action discussed should have a measurable outcome.

Based on the actionable points taken by the various departments as per the suggestions of the external members in the previous IQAC meeting, Mr. Sharad Tiwari remarked that as far as faculty assessment is concerned it should be based on their competency and not on student feedback. To this Dr. B. K. Mishra mentioned that the system already has a competency matrix in place based on which faculty members are given respective courses to teach. He also highlighted that during internship period in May/June

2019; only 25% of experts from the industry were invited to impart knowledge to students, whereas the remaining 75% were TCET's faculty members themselves conducting the internship. Dr. B. K. Mishra however said that the linkage between faculty competencies with student competency is being worked upon.

Agenda 1: To discuss the actions taken by the departments on the actionable points identified in the previous meeting

As briefed by Dr. Payel Saha in her presentation, Dr. R. R. Sedamkar asked the Heads of all departments to brief everyone as to how the actionable points taken by different departments have benefitted the students. Following were the points raised by the Heads of various departments:

HOD IT:

- Dr. Rajesh Bansode mentioned how feedback was taken from students about the quality of their learning from the formative assessment tests that were conducted.
- He mentioned about the competency attained by students through project based learning. To this, Dr. R.R. Sedamkar suggested defining a performance metric that will take into consideration the benefits that students are getting and the impact on faculty load.

HOD ELEX:

- Dr. S.C. Patil highlighted the different activities initiated by the department like involvement of senior faculty members in syllabus setting, faculty interaction with industry etc.

HOD E&TC:

- Dr. Vinitkumar Dongre highlighted the manner in which holistic development of students through Activity Based Learning (ABL) has been implemented successfully through activities that have focussed on attitude building, communication, teamwork etc.
- The assessment of the same has been done through group presentations for which resource persons mainly from HR background have been called.
- He also mentioned how Project Based Learning (PBL), skill development through Professional Skills have been fruitfully conducted keeping in mind the recent trends of the IT industry

HOD MECH:

- Dr. Siddesh Siddapa highlighted the involvement of industry experts while designing the curriculum after implementation of autonomy.
- He also mentioned that skill development through Professional Skills and Project Based Learning has been successfully implemented.

HOD CIVIL:

- Dr. Seema Jagtap emphasized on how efforts have been taken by the department to improve employability of students by providing training in Computer and IT related skills.
- Further, she mentioned how knowledge of software related to civil engineering have been imparted to students in holistic student development and the learning gained by students have been utilised in PBL and in-house internship taken up by the faculty members
- Dr. Jagtap also highlighted the other initiatives of the department viz. mentoring of students for NPTEL and GATE, application towards UNNAT BHARAT ABHIYAAN under AICTE through which five villages were visited and a proposal has been drafted towards water conservation. An initial amount of 50,000/- has already been received by the department.

HOD COMP:

- Dr. Sheetal Rathi emphasized on the smooth conduction of workshop/seminar.
- She highlighted how peer learning has been encouraged through student focus groups.
- She also mentioned how industry experts, who are mainly alumni students of TCET, were invited for assessment of final year projects.

ES&H In-Charge:

- Dr. Vivek Mishra mentioned how post autonomy each subject now has a practical exam.
- He also mentioned how 90 hours of induction programme of FE students has been successfully implemented as per AICTE norms.
- He also emphasized on how the introduction of society outreach and yoga through ABL has been successfully carried out and how the writing skills of students has drastically improved through the activity of summarizing in a one page report all that they learnt in ABL throughout the semester.

Examination In-Charge:

- Dr. Sanjay Kumar highlighted the different initiatives taken by the examination cell through conduction of improvement tests, uniform guidelines for oral/practical examinations etc.

In the course of the discussion, Dr. B. K. Mishra highlighted several key points some of which were as follows:

- Imparting quality education is the key factor towards attracting more students in taking admission in less preferred streams like MECH & CIVIL.
- Devising ways and means of making employability of students market independent through self-employment and consultancy.
- Imparting knowledge to students about different computational subjects as per the needs of industry 4.0.
- Blending 20-30% core conceptual subjects like Data Mining, AI, Embedded Systems with IT.

- Introducing 'Life Skills' as a mandatory part of the autonomous syllabus for higher semesters.

Dr. Deven Shah, Vice-Principal highlighted some of the new initiatives of the institute post autonomy, the key points of which were as follows:

- Curriculum devised for FE and SE as per requirements of autonomy.
- Introduction of only one mid-term examination followed by an improvement examination for students who wish to improve their mid-term marks.
- Evaluation of term-work enhanced into different heads that focuses on student involvement and not just a consolidated score.
- Holistic Development activities initiated by the institute have been positively accepted by the FE & SE students.
- The need to fill the gap in the curriculum by faculty members going for Industrial Visit (IV) through submission of gap analysis in the existing curriculum. This is possible with diligent interactions with the experts of the industries visited during IV. Faculty members are expected to submit a report on what knowledge was gained through these visits and whether gaps have been duly identified.

Dr. R. R. Sedamkar then asked the student members present in the meeting to give their suggestions, if any, post implementation of autonomy. Following were the suggestions received from various student members:

- Training students in sixth semester in INFYTQ. Including the topics being covered in INFYTQ in the curriculum itself could help the students at large. To this, Dr. B. K. Mishra informed that two level training through classroom training followed by portal training will be imparted.
- Connecting the different concepts with each other while imparting the same in classroom teaching.
- Quickening the process of transcripts by the HOC cell.
- Arranging workshops for FE students on what is the expected curriculum in the upcoming semesters.
- Organising competition between projects made under PBL to promote healthy competition among the SE students.

Agenda 2: To discuss the strategies for implementing future plans of action for the second half of AY 2019-20.

Following are the suggestions given by the members present in the meeting to strengthen the implementation of autonomy one notch higher.

Dean R&D:

- Dr. Kamal Shah emphasized on mapping the activities conducted at the institute with the pre-defined mission for which IQAC needs to define the mission statement in terms of expectations of the autonomy.
- Having tie-up with small-level and mid-level industries to further strengthen industry-institute interaction.

- Good amount of publications on problem statements based on recent trends in the industry will boost the R&D activities of the institute.

Dean SSW:

- Dr. Lochan Jolly mentioned that different clubs have been introduced in the institute which need to be carried out smoothly so as to attract the participation of more students.

Dr. Radha Shreenivas:

- The biggest challenge that IQAC has is in creating a proper database of students and looking into the admission process for which a study is needed that addresses the needs of the local students based on their background.

Mr. Sharad Tiwari:

- Identify the crème of students among the above average, average and below average crowd of students.
- Mentor such students through appropriate counselling and grooming sessions.

Mr. V. N. Datta:

- Initialize a centralised body within the institute that collates the projects of different departments.
- Expand the society outreach work by visiting different villages and taking up projects that is benefitting the welfare of such villages.
- Let this centralised body approach the government through the initiatives introduced and work as a single unit.

Agenda 3: To discuss the Annual Quality Assurance Report (AQAR) for the year 2018-19 and get approval for the same from all the members.

Dr. R. R. Sedamkar enquired about the status of the AQAR and suggested a deadline of 15th December, 2019 for finalizing the draft of the same.

Agenda 4: To discuss the results of qualitative and quantitative audits conducted in this semester post autonomy.

Dr. Deven Shah gave some suggestions that could strengthen autonomy in the upcoming semesters some of which were as follows:

- Identify industry needs and incorporate it in the curriculum
- Sustain whatever activities have been conducted in this semester post autonomy and create suitable timelines that will ensure proper planning for the next semester.
- An internal Smart India Hackathon competition needs to be conducted in order to shortlist seven really competent teams across all departments in the month of December itself as the Government of India has put restrictions on the number of teams participating in the competition.
- All higher authorities who are research guides need to impart appropriate guidance and mentorship to their mentee students.

Dr. B.K. Mishra further added to the points suggested by Dr. Deven Shah which were as follows:

- Streamlining the different experimentations done under autonomy for which commitment of different stakeholders is required.
- Working with a mission that is linked with the vision of the institute post autonomy.
- Identifying suitable metrics as measurable outcomes.
- Documenting all the activities conducted in the institute post autonomy into suitable ISO processes.

In conclusion to the meeting, following were the key points made by Dr. B. K. Mishra:

- Inputs from stakeholders regarding autonomy needs to be taken into consideration.
- Competency mapping, CO mapping needs to be suitably implemented.
- Train students to become professionally competent.
- A sense of optimism needs to be developed by all Faculty Members towards different multi-tasking activities.
- Extra-curricular activities needs to be conducted with the intention of scouring genuine talent and not as a task as mentioned in the academic calendar.
- Participation of students should be uniform across different departments which focus on recent trends, challenges and opportunities.
- Diversify research into other areas viz. need of quality education, individual areas of specialization and collaboration with students.
- A structured timeline in R&D activities that gives equal attention to research and academics.

Since there were no other points for discussion, the meeting ended with a vote of thanks.

Prepared By	Checked By	Verified By	Approved By
Sd/-	Sd/-	Sd/-	Sd/-
Ms. Purnima Chandrasekar	Dr. Payel Saha	Dr. R.R. Sedamkar	Dr. B.K. Mishra
IQAC Member	IQAC Co-Ordinator	IQAC- Director	IQAC- Chairperson