

Bharatiya Vidya Bhavan's

SARDAR PATEL INSTITUTE OF TECHNOLOGY

Munshi Nagar, Andheri(W), Mumbai – 400 058. (Autonomous Institute Affiliated to University of Mumbai)

MINUTES OF MEETING

Internal IQAC meeting			
3/7/2021	Time:	2:30pm	
Ananthalakshmi V	Location	Virtual	
	3/7/2021	3/7/2021 Time:	3/7/2021 Time: 2:30pm

Meeting Agenda:

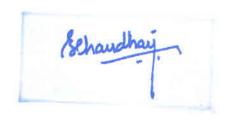
- 1. To discuss activity plan for IQAC calendar
- 2. Approval of IQAC manual

Present Members:

Prof B N Chaudhari, Dr Pooja Raundale, Prof Manish Parmar, Prof Pallavi Thakur, Prof Pramod Bhide. Prof Rupali Sawant, Prof Ananthalakshmi

	Topics	Discussion
1.	Presentation of IQAC Activities planned for next semester	Prof Pooja Raundale presented the IQAC activity plan for next semester / academic year 22-22 and celebration of various events during the next semester Also discussed the IQAC manual prepared by Prof Ananthalakshmi Internal and academic audit timelines were also discussed
2.	Principal Comments	Dean, IQAC to coordinate with Dean (Academics, student affairs and R & D) to ensure targets are met Appraisal, Mentoring, Audit and Accreditation to be the focus areas for IQAC team Appraisal: Self appraisal document submitted by IQAC team in Jan 21 to be finalized and presented before IQAC team on 7th July, 2021, 360° feedback to be a subset of self appraisal process Mentoring: Manual on Mentoring process prepared by Dr Rita Das and Mrs Ananthalakshmi to be reviewed in weeks time. Manual resent by Mrs Ananthalakshmi Audit: Internal audit of last academic year to be completed over the next two weeks before commencement of next academic year Two or three senior professors of each department to conduct the audit. Exte department to conduct audit of IT, IT department, Computers department to conduct audit of IT, IT department to conduct audit of Computers department Academic audit to be conducted domainwise by two experts virtually. Individual faculty to interact one to one with the experts for better understanding. Audit of question papers also to be carried out alongside. Audit to completed by end of July. Prof Pooja Raundale to discuss existing domain segregation with all HoDs explore if additional domains are required for existing courses





 Existing templates for internal and academic audit to be shared with Principal for review and suggestions

Accreditation:

- Target date for filing of application for NAAC by Dec 2021.
- Aim should be to score A+ grade so that autonomy is extended for another six years
- Annual report of IQAC for AYs 20-21 and 19-20 to be prepared

Miscellaneous

- Internal IQAC members to continue.
- Among the external members, Dr Daruwalla and Prof Katchi to continue. Two other expers from engineering background to be added. Some suggestions given by Principal were Prof Sutaone. Dy Director, C.O.E.P, Dean, Academics, C.O.E.P, or senior professors from Ramdeve Baba College of Engineering or Walchand college of engineering.
- IQAC activities to prioritized in the following order: Audit, Juno Implementation and NAAC accreditation

IQAC Co-ordinator



Dr. Pooja Raundale

Principal

Schaudhar



Schaudhau