



## MINUTES OF MEETING

<b>Meeting Name:</b>	<b>IQAC</b>		
<b>Date of Meeting</b>	15/06/2020	<b>Time:</b>	9.30 AM
<b>Minutes Prepared By:</b>	Ananthalakshmi V	Virtual meeting	
<b>Meeting Agenda :</b> IQAC Meeting with Principal, Prof B N Chaudhari			
<b>Present Members:</b> Dr B N Chaudhari Dr Radha Shankarmani Dr Pooja Raundale Prof Manish Parmar Prof N A Bhagat Prof Rupali Sawant Prof Vijaya Kamble Prof Pramod Bide Prof Pallavi Thakur Prof Ananthalakshmi V			
<b>Topics</b>	<b>Discussion</b>		
1. Introduction	<ul style="list-style-type: none"><li>• Dr Radha Shankarmani and Dr Pooja Raundale gave a brief overview of IQAC activities conducted during 2019-20</li><li>• Dr Chaudhari then invited each of the IQAC members to express their individual views on the role of IQAC</li><li>• Prof Bhagat suggested that all the online lectures conducted for various courses during the last semester should be stored as video repository for future reference</li><li>• Prof Bide suggested conduction of more inter and intra institutional FDPs and workshops for students and also agreed with the suggestion of online content to be developed for various courses</li><li>• Prof Vijaya Kamble requested for greater information and knowledge sharing between departments with respect to teaching learning methodology, research areas etc. Also introduced the concept of uniqueness and uniformity of processes adopted by every department</li><li>• Prof Ananthalakshmi suggested segregating quality under different heads like academics, research, etc and listing quality parameters under each subhead for a systematic approach</li></ul>		
2. Principal's Remarks	<ul style="list-style-type: none"><li>• IQAC should be invisible but at the same time be present in every institutional process and in this direction, should completely detach itself from conducting various activities</li><li>• Dean IQAC to work individually with Dean, Academics, Research, Industrial Relations and Student Affairs to ensure adherence to quality standards in all areas</li><li>• Thorough feedback system from all stake holders and new templates to be explored for peer feedback for faculty, deans and principal. Revision of the self-appraisal system for faculty also to be explored.</li><li>• Awards and recognition system to be developed to motivate performers and at the same time any non-adherence to IQAC standards to be red</li></ul>		



*B. Chaudhari*

	<p>flagged</p> <ul style="list-style-type: none"><li>• Equitable access to academic processes to all sections of society</li><li>• Formulation of an IQAC manual detailing every process of the Institution aiming for transparency at the highest level</li><li>• SPIT's latest position in the NIRF ranking and reasons for fall in ranking were also discussed. Benchmarking against reputed institutions to be carried out and details to be obtained from mandatory disclosures uploaded on institutes websites.</li></ul>
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**IQAC**  
Co-ordinator  
S.P.I.T. Mumbai



*Shandhai*

Dr. Pooja Raundale

Principal



*Shandhai*



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(Autonomous Institute Affiliated to University of Mumbai)

## MINUTES OF MEETING

<b>Meeting Name:</b>	<b>IQAC-Internal Members</b>		
<b>Date of Meeting</b>	9/8/2019	<b>Time:</b>	1.30PM
<b>Minutes Prepared By:</b>	Ananthalakshmi V	<b>Location</b>	Room - 403
<b>Meeting Agenda :</b> Introduction of new IQAC members and brainstorming over IQAC plan / calendar			
<b>Present Members:</b> Dr. Pooja Raundale Prof. Manish Parmar Dr. Deepak Karia Prof. Pramod Bhide Prof. Ananthalakshmi V			
<b>Topics</b>	<b>Discussion</b>		
1. IQAC Calendar	<ul style="list-style-type: none"><li>• Induction workshop for all IQAC members to be conducted by external resource; Budget approval to be obtained for the same</li><li>• Room 205 to be designated as IQAC cell and all further meetings to be conducted in room 205</li><li>• Meeting of IQAC members on weekly basis</li><li>• Meeting with external stakeholders every six months, 1<sup>st</sup> meet to be planted in August.</li><li>• Internal Audit of all departments to be conducted during Mid Semester Examination in the week of 16 September, 2019.</li><li>• Academic Audit: template to be designed in consultation with external stakeholders.</li><li>• Exam Audit - feedback on question paper to be collected through a random survey of students as they exit the exam hall. Survey questionnaire for collecting feedback from students as they exit exam hall to be prepared and list of questions to be vetted by external resource.</li><li>• Benchmarking visits to other colleges within and outside Maharashtra</li><li>•</li></ul>		
2. Documentation	<ul style="list-style-type: none"><li>• Common set of documents for NBA, NIRF and NAAC where documents related to activities conducted by various departments will be prepared in the standard format and filed and referenced.</li><li>• IQAC has to coordinate with NBA and NAAC coordinators for follow up and updates. The mock-drill is arranged in the week of MSE exams.</li><li>• IQAC will arrange Presentation of research proposals by Associate professors and professors. Also the proposal which received the grant in AY 18-19.</li></ul>		



*Schaudhary*

3.  
Branding

- Henceforth all presentations will use slides with the SPIT colour scheme and water mark in line with SPIT letterhead. A master-slide with the design template will be forwarded to all users,
- Common memento for visitors to be designed with the SPIT logo Dr Karia and Prof Ananthalakshmi to coordinate.

*P. Raundale*

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*Y.S. Rao*

Dr. Pooja Raundale

Dr. Y.S. Rao



*Sehanshaj*