

Date: 22/01/2020

CIRCULAR – IQAC Meeting – 7th February, 2020

An **Internal Quality Assurance Cell** meeting is scheduled on 7th February, 2020 at 10.00 am in the Conference Room.

The agenda of the meeting is as under:

1. Confirmation of the minutes of meeting of IQAC held on December 13, 2020.
2. Action taken report.
3. Decline in the admission of Engineering and the needed steps.
4. Implementation of Blooms Taxonomy in Teaching Learning Process.
5. Research and Development activities.
6. Approval to the academic calendar second half of 19-20 & students projects.
7. Approval to the Institute level and Department level electives.
8. Extension to the scope of academic audit to Library, Placement and student affairs activities.
9. Report reading on the STTPs, FDPs and Workshops conducted in the first half of 2019-20.
10. Report reading on students professional body activities.
11. Co-curricular and Extra-curricular activities (Cultural Fest & Technical Fest)
12. Best practices at the department level.
13. Best practices at the Institute level.
14. Any other business with the permission of chair.



Dr. Sanjay U. Bokade
Principal (I/C)



Copy to: The members of the IQAC Committee.

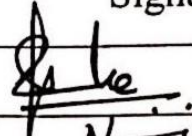
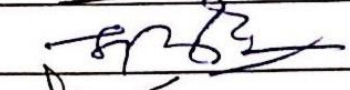
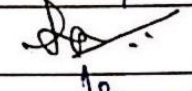
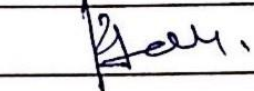
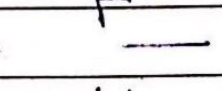
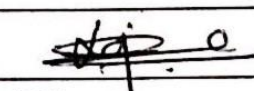
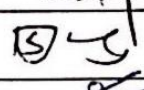
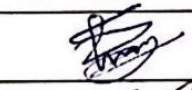
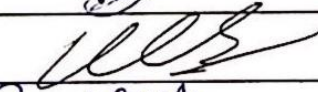
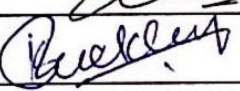
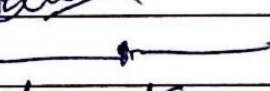
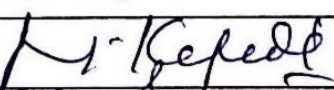
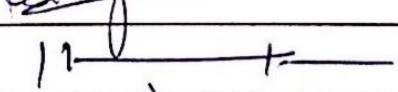
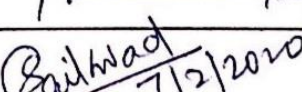
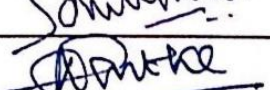
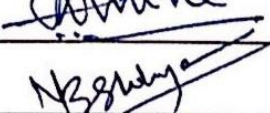
- 1) Dr. Sanjay U. Bokade – Chairperson & Principal
- 2) Mr. Nitin Angolkar – Management Representative
- 3) Dr. Sunil B. Wankhade – IQAC Coordinator & member
- 4) Dr. Satish Y. Ket - Member
- 5) Dr. R.V. Kale - Member
- 6) Dr. Kiran Chaudhari – Member
- 7) Dr. Sanjay D. Deshmukh – Member
- 8) Prof. N.S. Chame – Member
- 9) Prof. R.N. Shanmukha – Member
- 10) Prof. Mukund Valse – Member
- 11) Mr. Sameer Kadam – Member
- 12) Dr. Kushal Tuckley – Member
- 13) Mr. Shivaji Navtakke – Member
- 14) Ms. Ritika Singh – Member
- 15) Mr. Harsh Doshi – Member

Special Invitee: - Mr. Mahendra Kapadia,

Invitees: Dr. Sharmila Gaikwad, Prof. Ankush Hutke, Prof. Nilesh Shahapure, Prof. Priyanka Deshmukh

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Attendace of the Members for the Meeting 7th February, 2020 at 10.a.m. in conference room of RGIT, Mumbai.

Sr. No.	Name of the Member	Signature
1.	Dr. Sanjay Bokade	
2.	Mr. Nitin Angolkar	
3.	Dr. Sunil B. Wankhade	
4.	Dr. Satish Y. Ket	
5.	Dr. R. V. Kale	
6.	Dr. Kiran Chaudhari	
7.	Prof. S. D. Deshmukh	
8.	Prof. N. S. Chame	
9.	Prof. R.N. Shanmukha	
10.	Prof. Mukund Valse	
11.	Dr. Kushal Tuckley	
12.	Mr. Shivaji Navtakke	
13.	Mr. Mahendra Kapadia	
14.	Ms. Ritika Singh	
15.	Mr. Harsh Doshi	
16.	Dr. Sharmila Gaikwad	
17.	Mr. Sameer Kadam	
18.	Prof. Ankush Hutke	
19.	Prof. Nilesh Shahpure	

IQAC
Rajiv Gandhi Institute of
Technology-Mumbai

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IQAC Meeting

7th February, 2020 at 10.a.m. in conference room of RGIT, Mumbai.



From left to right: Dr.Satish. Y Ket, Dr. Sunil. B Wankhade, Mr.Mahendra Kapadia, Hon. Principal Dr. Sanjay. U Bokade, Dr.KushalTuckley, Mr.NitinAngolkar, Hon. Vice Principal Dr. Sanjay. D Deshmukh



Internal Quality Assurance Cell members and Invitees

**Minutes of the Internal Quality Assurance Cell meeting
scheduled on 7th February, 2020 at 10.a.m. in conference
room of RGIT, Mumbai.**

- **Dr. Kiran Chaudhari** is granted the leave of absence due to her official engagement on Unnat Bharat Abhyan work.
- **Dr. Sunil. B Wankhade, IQAC Coordinator and member** opened the meeting by greeting all the members present for the meeting. He informed the members that the Institute received NAAC Accreditation recently and the suggestions given during the peer team visit will be considered and accomplished in this IQAC meeting. He is of the opinion that this meeting will help us to form a concrete base by gathering some exceptionally good points
- **Dr. Sanjay. U Bokade, Principal** welcomed all and requested everyone to give a brief introduction. He also informed all the members that another agenda was missing from the allocated agenda i.e. the discussion on **BUDGET 2020-2021** and will be taken up for discussions in the current meeting. He requested everyone to include it in the given agenda. He thanked all the members and the meeting proceeded with the discussions on the following items

Item No.1:-Confirmation of the minutes of meeting of IQAC held on 13th December, 2019

- **Dr. Sanjay. U Bokade** read the minutes of last IQAC meeting held on 13th December, 2019.
- All the highlighted points which were included in the previous minutes of IQAC meeting were elaborated and presented to the members
- Documentation and Academic Audit completion, Project activities, successful completion of all Department meetings of the previous semester, R & D activities, Project calendar discussion and other standardized processes were some of the highlighted points of previous meeting
- **Dr. Sunil. B Wankhade** proposed the approval of minutes of IQAC meeting held on 13th December, 2019 and **Dr. Satish Y Ket** seconded it. Thus the minutes of IQAC meeting held on 13th December, 2019 is approved unanimously

Item No.2:- Action taken Report

- **Dr. Sanjay. U Bokade** discussed the action taken report of the previous IQAC meeting held on 13th December, 2019. He informed the members that a corresponding action taken report is made and read out all the important points

Item No. 3:- Decline in the Admission of Engineering and the needed steps

- **Dr. Sanjay. U Bokade** addressed the above topic as the global issue and not just an Institutional issue. He showed his concern for the above and said that it is an alarming situation for all the Institutions and steps to curb the same need to be taken
- He informed everyone that we have planned to reach out to the Junior Colleges and initiatives to develop interest in Engineering as a career in the students there is our prime motive. He mentioned that decline in the number of students choosing Engineering as a career is not because there are no jobs after Engineering but because

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students have lost interest in Engineering and basic knowledge of what is Engineering and how does this help one to grow and prosper in his career is unknown to the students. Progress of a Country is possible only when good quality Engineers are made. He suggested that magnificent developments in today's era which are nothing but the wonders of Engineers need to be spread among the students to develop their interest in Engineering. The students minds needs to be counseled and adverse effect of social media needs to be washed away.

- **Mr. Mahendra Kapadia** is of the opinion that Alumni are the best placed as to what is the present scenario in the market and how beneficial Engineering was to them. He was disappointed to see that the generation today takes Engineering to be a boring and mundane profession. Another fact highlighted by him was that supply has increased and demand has decreased as the number of professions other than Engineering also have grown rapidly. Students look for professions that provide jobs that are comfortable and as the Engineering field is too demanding, students tend to divert away from this career. If students are not thinking oriented then the difficulties of surviving in the market are evident. He opined that jobs have become monotonous as computers have replaced human intervention. Hence brain tickling concepts in Engineering need to be promoted as a source of attraction
- **Ms. Kritika Singh** suggested that to attract the students there is a need to show how attractive a profession is engineering than just being a noble profession. She is of the opinion that demo of projects will also be a source of attraction for the students. Problem solving and solution building i.e. creativity along with technical skills is the prime source of interest in Engineering. Anybody can learn coding and technical skills but innovation in that is the driving force of interest
- **Dr. Kushal Tuckley** said that the Engineers today are not employable. They have very good grades but have no clue what is the essence of Engineering. Innovation is the primary source of attraction for Engineers. He suggested that propagation of good project ideas might develop interest of students in Engineering. Industry – Institute interaction should be the focus and a good push for startups and good opportunities is needed. Students need to be made aware that smart people can make a huge difference to Engineering community
- **Dr. Sanjay Deshmukh, Vice Principal** opined that students are attracted towards emerging technologies like Big Data, Artificial Intelligence, IoT, etc. Initiatives to train the faculties of the Institute for the above emerging trends by providing them the infrastructure and support will be beneficial.
- **Dr. Sunil. B Wankhade** informed everyone that placements in our college are sufficiently good even in such a critical situation. Students lose interest as they believe on media and mouth publicity that engineering as a career will not fetch any jobs in the future. Hence awareness driven programs need to be arranged. He appreciated the initiatives taken by Hon. Principal Dr. Sanjay. U Bokade and the management towards the same
- **Dr. Sanjay. U Bokade** thanked everyone for their valuable suggestions and assured them to embark themselves on the path to attract students and increase the admissions next year. He also said that efforts from our end will be made and a good team with an attractive presentation will be sent to different colleges to spread the pros of Engineering as a career

Item No. 4:- Implementation of Blooms Taxonomy in teaching learning process

- **Dr. Sanjay. U Bokade** informed everyone that our Institute has adopted implementation of Blooms Taxonomy in teaching learning process since a long time and is well versed with the meticulous application of the same. He advised all the Head of department of all branches to elaborate on how their respective Department choose to imply this process
- **Dr. R. V Kale, HOD, Department of Mechanical Engineering** explained in detail the application of blooms taxonomy in Mechanical Department.
- He explained how every term test paper is made by adhering to the above point
- **Dr. Satish. Y Ket HOD, Department of Computer Engineering** discussed the application of blooms taxonomy in Department of Computer Engineering
- **Dr. Sanjay. D Deshmukh HOD, Department of Electronics and Communication Engineering** discussed the application of blooms taxonomy in Department of Electronics and Communication Engineering
- **Dr. Sunil. B Wankhade HOD, Department of Information Technology Engineering** discussed the application of blooms taxonomy in Department of Information Technology Engineering
- **Prof. N. S Chame HOD, Department of Instrumentation Engineering** discussed the application of blooms taxonomy in Department of Instrumentation Engineering
- **Dr. K. G Chaudhari** discussed the application of blooms taxonomy in **Department of Applied Science and Humanities**
- All the members appreciated the dedicated inclusion of the blooms taxonomy implementation in all the departments and suggested that any further up-gradation on the same can also be included

Item No. 5:- Research and Development activities

- **Dr. Sanjay. U Bokade** advised **Dr. Sharmila Gaikwad, Convener R & D** to give an update on the above topic of discussion
- **Dr. Sharmila Gaikwad** informed everyone that Institute level R & D committee is taking major efforts to enhance the R & D activities
- She informed that the faculty members are encouraged by getting grants for the projects. Incubating projects by giving a platform to the students to present their work and then commercialize them to external stake holders
- Plans are made to conduct seminars on IPR so that faculties are motivated towards getting patents
- Efforts are made from the Institution towards motivating students to adopt R & D Culture by funding 5 best projects from all the Departments. Efforts are also made to encourage the faculty members to publish papers in renowned Journals to add up to the R & D activities
- Efforts are made towards having MOUs with various research organizations to enhance the research culture of our Institution
- She briefed everyone with the R & D activities carried out in all the Department by both faculty members and students in the recent past and was happy to inform that the Research culture is gradually excelling
- She informed that recently Plagiarism detection software was purchased and rules and regulations for using the software are put up on the website

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- This will develop a sense of responsibility in students and faculty members that plagiarism is not at all acceptable in Research and Development
- **Dr. Sanjay. U Bokade** informed everyone that major efforts are made towards setting up Incubation Centre and soon will be inaugurated. He also said that **Prof. N. J Panaskar, Mechanical Department** has been appointed as the Coordinator of Incubation Centre. He is happy to announce that the pyramid of research excellence is expanding well and the efforts were appreciated for the same. He is of an opinion that faculty members and students need to be encouraged to make some magnificent research proposals and get better grants. He said that RGIT is known for its Research Culture and efforts will be made towards enhancing patenting. He said that showcasing some of the best Projects, mini projects in the form of exhibitions in Junior Colleges can be a source of inspiration for those students

Item No.6:- Approval to the Academic Calendar second half of 2019-2020 and students projects

- **Dr. Sanjay. U Bokade** briefed the gathering with the details of the academic calendar
- The major points briefed were commencement and end of semester dates, dates of term tests, extra and co-curricular activities, tech fest, cultural fest, project review dates and E report submissions, Vacation slots, etc.
- All the dates are meticulously planned and the process is standardized across the departments
- Monitoring of the academic calendar will be done in Department Advisory Board meetings, Department meetings called by Head of Department
- A new inclusion is the Program Assessment where the policies of the Institute will be monitored by the Externals
- The members highly appreciated such a clear and crisp planning of the academic calendar
- **Dr. Kushal Tuckley** suggested that if the documentation is done in the soft copy format and not on paper it will lead to green revolution
- **Dr. Sanjay. U Bokade** appreciated the suggestion and said that complete efforts are made towards the same. He asked Prof. Ankush Hutke to give a seminar to the faculty members on Effective usage of smart classrooms
- The Academic Calendar is proposed to be approved by **Dr. Kushal Tuckley** and **Prof. Ankush Hutke** seconded the approval. Thus the Academic Calendar for second half of 2019-2020 is approved unanimously

Item No. 7:- Approval to the Institute Level and Department Level electives

- **Dr. Sanjay. U Bokade** advised **Dr. R. V Kale** to brief the members on the planned Institute and Department level electives
- **Dr. R. V Kale** informed everyone that the Institute level electives are introduced from VII semester and Department level electives are introduced from the V semester. The main purpose of including electives is for the overall development of the student
- **Dr. Sanjay. U Bokade** informed that all the electives offered were to make the students employable and enhance skill development
- **Mr. Mahendra Kapadia** suggested that Time Management, Stress Management, Communication, Self-Management etc. can be introduced as electives as these subjects help in the overall personality development of the student and are mandatory when they

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face the challenges in the practical world. These attributes when taught in a subject helps an engineer to grow positively and excel tremendously

- **Dr. Sanjay. U Bokade** seconded this suggestion and said that these attributes are a must and need to be instilled in a budding Engineer to climb the ladder of success in corporate world. He thanked **Mr. Mahendra Kapadia** for his insightful thoughts
- The Institute level and Department Level electives are proposed to be approved by **Dr. Kushal Tuckley** and **Prof. N. B Shahapure** seconded it. Thus the Institute level and Department Level electives are approved unanimously

Item No. 8:- Extension to the scope of academic audit to library, placements and student affairs activities

- **Dr. Sanjay. U Bokade** asked everyone's opinion on academic audit extension of academic audit to library, placements and student affairs activities
- **Dr. R. V Kale** is of the opinion that the meaning of auditing is reviewing hence the extension of this to other activities will help in analyzing the lacuna and finding solutions to curb it can be initiated. Quality standards can be enhanced.
- **Dr. S. D Deshmukh** enlightened all that an elaborate documentation has been made on academic audit extension procedure for library, placements and student affairs activities. The same was reviewed
- Extension to the scope of academic audit is proposed to be approved by **Dr. R. V Kale** and **Dr. S. D Deshmukh** seconded it. Thus Item No. 8 is approved unanimously

Item No.9 & 10:- Report reading on STTPs, FDPs and Workshops conducted in the first half of 2019-20, Report reading on Student's Professional body activities

- **Dr. Sanjay. U Bokade** advised the Head of the Department of all branches to give an update on the above topic of discussion
- Head of the Department of all the branches reviewed the recent past STTPs, FDPs, Workshops, Professional bodies activities and also the upcoming activities that will be conducted by their respective Departments
- A big fat number of activities in each Department is witnessed and is appreciated by everyone
- **Dr. Sanjay. U Bokade** appreciated the efforts of all the faculty members, students and Head of Department of all the branches for their efforts and contributions for the above. He is proud to inform that many of our faculty members are speakers for various FDPs and STTPs in other Institutions. All these activities will boost the morale of the students and also enhance the quality up-gradation of both faculty members and students. It is an initiative to upgrade the faculty members from the perspective of Research and Development

Item No.11:- Co-curricular and Extra-curricular activities (Cultural and Technical fest)

- **Dr. Sanjay. U Bokade** advised the student Conveners, **Prof. R. N Shanmukha** and **Prof. Mukund Valse** to brief the updates on the Technical and Cultural Fests
- **Prof. R. N Shanmukha** informed the current dates of both Technical fest (ICARUS) and Cultural fest (ZODIAC) and assured that all the preparations will be done tactfully

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and hassle free. He informed that efforts are taken to see to it that many students participate in both /technical and cultural activities as this will enhance their technical skills and creativity and a mixture of both are a key to the development of students

- **Dr. Sanjay. U Bokade** appreciated their efforts and asked them to continue with the good work and see to it that the activities are meticulously planned and carried out in a smooth manner
- A detailed planned document of the activities is presented by the student conveners

Item No.12 & 13:- Best practices at the Department level and Best practices at the Institute level

- **Dr. Sanjay. U Bokade** advised the Head of Department of all the branches to put forth the best practices in their respective Departments
- **Dr. Sanjay. D Deshmukh** presented a few best practices followed in the Department of Electronics and Communication
- Certification courses offered to the students free of cost to increase their technical advancement and overall development, motivation by faculties to the students to contribute towards social up-liftment, involving Alumni in the Internship Programs provided to the students are a few best practices laid down by him
- **Dr. Sunil. B Wankhade** briefed about a few best practices followed in Department of Information Technology like an extensive planning for linkages with renowned Institutions, Project exhibitions to boost the confidence of students, good quality seminars
- **Dr. Satish. Y Ket** briefed about a few best practices followed in Department of Computer Engineering like Project planning starts from VI Semester itself, Practical exams are held with versatility and providing different non repetitive programs
- **Dr. R. V Kale** briefed about a few best practices followed in Department of Mechanical Engineering like NPTEL and other certification courses taken up by the Faculty members for their up-gradation, MOUs and tie ups with renowned Industries and Educational Institutions
- **Prof. N. S Chame** briefed about a few best practices followed in Department of Instrumentation Engineering like initiatives taken for students to participate in various competitions, compulsory **SIEMENS** training given to the students
- **Dr. K. G Chaudhari** briefed about a few best practices followed in Department of Applied Science and Humanities like remedial lectures conducted, extra lectures for weak students, mentoring sessions
- **Dr. Sanjay. U Bokade** appreciated the best practices carried out in all the Departments and said that this continuous efforts will add to the up-liftment of the Institution. He informed that all the best practices of the Departments and the Institution is uploaded on the Institution Website. He elaborated on how AICTE explains about best practices and why they should be included in the Institute. He advised Head of Department of all the branches to refer AICTE best practices booklet. He categorically enlisted some of the **best practices of the Institute**
- Alumni Engagement, Student Counseling, Social Responsibilities through **Unnat Bharat Abhyan, SOCH**, Documentation and Academic Audit, various celebrations to mark social, economic, political and cultural achievements, Student skill development like coaching on Japanese language, Founders Day celebration, different awards to boost the confidence of students are some of the best practices followed by the Institution

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- **Ms.Kritika Singh** suggested that faculty appraisal can be taken into consideration by giving 'Outstanding Faculty Award' and research can be improved by giving ' Best Researcher Award'

Item No.14:- Any other Business with the permission of the chair

- **Budget 2020-2021** was discussed and final budget was handed by **Dr. Sanjay. U Bokade** to **Mr. Nitin Angolkar, Management Representative**
- **Prof. Ankush Hutke and Prof. N. B Shahapure, Exam Cell Incharge** discussed the policies for Internal Exam Conduction
- **Dr. Sanjay .U Bokade** extended a heartfelt gratitude to all the members and promised to consider all the valuable suggestions given by the members and centre all the upcoming activities, considering all the minute details discussed in the meeting. He requested all the members to extend their involvement for the development of the Institution.
- There was no other agenda to be discussed. The meeting was concluded by extending vote of thanks by **Dr. Sanjay .U Bokade**

Dr. Sanjay.U Bokade
Principal

