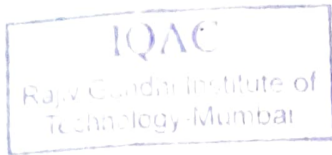


MCT
MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI



Internal Quality Assurance Cell (IQAC)

Date: 09/09/2021

Circular-IQAC Meeting- 13th September, 2021

As consented with chairperson-IQAC, the meeting of IQAC is scheduled on 13th September 2021 at 11.00 am in online mode. All the IQAC members are requested to join the meet.

Meeting Link: meet.google.com/riu-eodg-eih

The agenda of the meeting is as under:

1. Confirmation of the minutes of meeting of IQAC held on 12th May, 2021 and action taken report.
2. Annual Quality Assurance Report (AQAR) submission A.Y. 2020-21.
3. Approval of revised Vision, Mission of various department.
4. Discussion on Best student professional body award.
5. Increase in Ph.D. intake
6. Staff Attendance with the present lift up of the major lockdown
7. Bio-Metric Attendance
8. Staff information related to Vaccination
9. Leave policy and online Lectures during work from home.
10. Any other business with the permission of chair.


Dr. Sunil Wankhade
IQAC Coordinator

Copy to: The members of the IQAC Committee.

- 1) Dr. Sanjay U. Bokade – IQAC Chairperson & Principal
- 2) Mr. Nitin Angolkar – Management Representative
- 3) Dr. Sunil B. Wankhade – IQAC Coordinator
- 4) Dr. Sanjay D. Deshmukh – Member
- 5) Dr. Kiran Chaudhari – Member
- 6) Prof. Sunil Khachane - Member
- 7) Dr. R.V. Kale - Member
- 8) Dr. S.P. Sadala – Member
- 9) Mr. Yuvraj Bedse- Member
- 10) Mr. Anant Dharmale- Member
- 11) Dr. Kushal Tuckley – Member
- 12) Mr. Soumil Khandhadia – Member
- 13) Ms. Ritika Singh – Member
- 14) Mr. Harsh Doshi – Member



Minutes of the Internal Quality Assurance Cell meeting scheduled on 13th September, 2021 at 11.00 a.m. (Online Mode)

The following members were present:

- 1) Dr. Sanjay U. Bokade
- 2) Mr. Nitin Angolkar
- 3) Dr. Sunil B. Wankhade
- 4) Dr. Sanjay D. Deshmukh
- 5) Dr. Kiran Chaudhari
- 6) Prof. Sunil Khachane
- 7) Dr. R.V. Kale
- 8) Dr. S.P. Sadala
- 9) Mr. Yuvraj Bedse
- 10) Mr. Soumil Khandhadia
- 11) Mr. Harsh Doshi

Leave of absence was granted for Dr. Kushal Tuckley, Miss Ritika Singh and Mr. Anant Dharmale. Dr. Bokade, IQAC Chairperson and Principal welcomed all the members present for the IQAC meeting.

Item 1: Confirmation of the minutes of meeting of IQAC held on 12th May, 2021 and action taken report.

Dr. Sunil Wankhade, IQAC Coordinator, read the minutes and action taken report of last IQAC meeting held on 12/05/2021. Minutes and action taken report of last IQAC meeting was confirmed by members unanimously.

Item 2: Annual Quality Assurance Report (AQAR) submission A.Y. 2020-21.

Dr. Sunil Wankhade informed to the committee members that the AQAR for the A.Y. 2019-20 was submitted to NAAC portal and AQAR 2020-21 to be submitted in December 2021.

Item 3 Approval of revised Vision, Mission of various department.

Dr. Bokade briefed on NBA accreditation for 3 departments Mechanical Engineering, Electronics and Telecommunication Engineering and Computer Engineering in 2014 and now applied for second round of accreditation. The earlier Vision and Mission statements need to be revised from accreditation point of view. Accordingly, the Institute and Departments prepared new Vision and Mission statements. The new Vision and Mission statements were read, discussed at length and approved unanimously by the IQAC members.

Dr. Sanjay Bokade advised all the HoDs to drafting Department Vision and Mission statements accordingly and present to DAB and publish by disseminating it at different places.

Resolution: Institute revised Vision and Mission are approved unanimously.

Item 4 Discussion on Best student professional body award.

Dr. Bokade briefed on various student's professional bodies established in the Institute, which hold several social and career-oriented events throughout the year.

Dr. Sanjay Bokade suggested that the Institute shall felicitate these professional bodies, student chapters, various students' clubs and the social wings of RGIT every year as a token of appreciation towards the work carried out by them.

Dr. Sanjay Deshmukh seconded the suggestion and expressed his view about National level participation of students for benefiting them in long term.

Resolution: It was decided to organize the award function on 15th September on occasion of Engineers days every year.

Item 5 Increase in Ph.D. intake

Dr. Sanjay Bokade invited suggestions from all the members about increase in Ph.D. intake in EXTC, Mechanical and Computer Engineering. All the HoDs seconded the suggestion. Dr. Rajesh kale has been assigned work to look into the proposal submission to Mumbai University for increase

in Ph.D. intake. Ph.D. coordinators of these departments will help Dr. Rajesh Kale for preparation of the proposal. He will submit his report in due course of time.

Resolution: Resolved to increase the Ph.D. intake by 10 for Mechanical, Electronics & Telecommunication and Computer Engineering.

Item 6 Staff Attendance with the present lift up of the major lockdown

Dr. Sanjay Bokade informed to the members that the state government lifting the major lock down and advised the staff attendance on the campus shall be as under with effect from 15th September 2021.

Resolution:

- All the Non-Teaching staff members are required to resume their duties regularly.
- All the faculty members will have to report thrice in a week.

He advised HODs to prepare roster of the attendance as per the Guidelines.

Item 7 Bio-Metric Attendance

Dr. Sanjay Bokade also informed that the use of Bio-Metric attendance (finger print) was restricted by University of Mumbai to contain the spread of COVID 19. Institute has now installed the Face recognition Bio-Metric machines and the attendance records shall be collected from the same.

All the IQAC members appreciated the efforts taken for the installation of new attendance system in every department of the Institute.

Item 8 Staff information related to Vaccination

Dr. Sanjay Bokade informed to HODs/ COE/LIBRARIAN/WS/OS/TPO/AO that they should submit the updated vaccination record (certificates) of all the staff members of their department against COVID 19 to the Vigilant officer on 15th Sept 2021.

Item 9 Leave policy and online Lectures during work from home.

Leave policy and online lectures during work from home are discussed in the meeting.

Leave Guidelines:

- In case of non-reporting on one of the allotted days, as per the schedule, one-day leave of absence shall be applicable.
- In case of non-reporting for more than one day, as per the schedule, leave of absence shall be applicable from the day of non-reporting till the day of reporting including intermediate holidays if any.

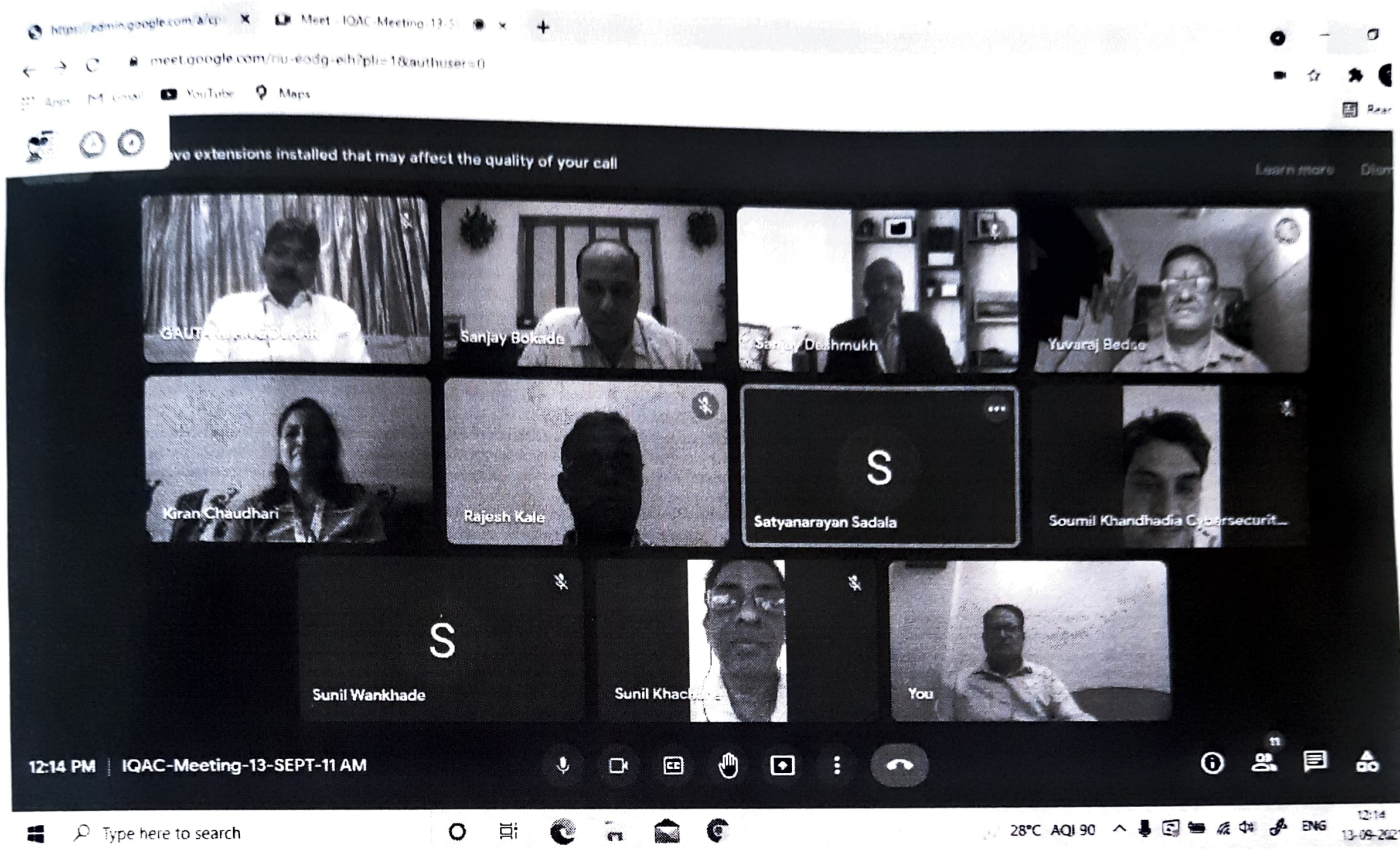
Online Lectures:

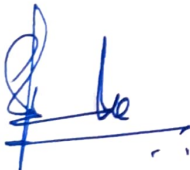
Lectures through mobile devices shall not be acceptable. Faculty will have to make their own arrangement for laptop and any accessories required. While on campus the provision of online lecture is facilitated in the department and faculty members can avail the same.

Item 10 Dr. Sanjay Bokade asked members to share any other point.

Mr. Soumil Khandhadiya explained about the Cyber security threats and organizations need to promote a culture of data protection, one where employees readily understand what types of threats are common, and the impact they can have on the organization as a whole. He also suggested that there is a need to give the awareness of cyber threats to the staff members of the Institute.

There was no point left for the discussion on the agenda the meeting ended with a vote of thanks. Dr. Sanjay Bokade thanked all the members of IQAC for joining and contributing to the meeting.




Dr. Sanjay U. Bokade
IQAC-Chairperson



MCT
MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI

Internal Quality Assurance Cell (IQAC)

Action Taken Report on IQAC Meeting

22/10/2021

Date of IQAC Meeting: 13th September, 2021.

Sr. No	Agenda Item	Action Taken
1	AQAR submission A.Y. 2020-21.	As a part of AQAR submission A.Y. 2020-21 Student Satisfaction Survey process started.
2	Approval of revised Vision, Mission of various department.	Institute revised Vision and Mission are approved unanimously by the IQAC members.
3	Discussion on Best student professional body award.	It was decided to organize the award function on 15 th September on occasion of Engineers days every year.
4	Increase in Ph.D. intake	Resolved to increase the Ph.D. intake by 10 for Mechanical, Electronics & Telecommunication and Computer Engineering.
5	Staff Attendance with the present lift up of the major lockdown	It was Decided that all the Non-Teaching staff members are required to resume their duties regularly and faculty members will have to report thrice in a week. All the HODs prepared roster of the attendance as per the Guidelines.
6	Bio-Metric Attendance	Institute has installed the Face recognition Bio-Metric machines and the attendance being recorded from the machines
7	Staff information related to Vaccination	Vaccination record: COVID 19 (certificates) of all the staff members have been collected.
8	Leave policy and online Lectures during work from home.	All the faculty members are using laptop/Desktop machines to conduct the lectures online. The Computing and Internet facility has been provided in the respective departments.




Dr. Sunil Wankhade
IQAC Coordinator