

MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI

(Permanently Affiliated to University of Mumbai)

Date: 25/05/2020

CIRCULAR – IQAC Meeting - 1st June, 2020

An Internal Quality Assurance Cell meeting is scheduled on 1st June, 2020 at 10.00 am on Zoom Cloud App Meet.

The agenda of the meeting is as under:

Sr.no.	Briefing in Meeting
1	Review of Previous IQAC Meeting held on 07/02/2020.
2	In view of COVID 19 Pandemic, planning on the following areas: i) Conduction of online classes. ii) Internship opportunities in online mode.
3	Industry oriented/value addition program/ certificate courses.
4	Review of placements of students and supportive carrier services.
5	Conduction of online FDP/Workshop/Seminar.



Dr. Sunil B. Wankhade

IQAC Coordinator



Dr. Sanjay U. Bokade

IQAC Chairperson

Copy to: The Members of the IQAC Committee.

1. Mr. Nitin Angolkar – Management Representative
2. Dr. S.Y. Ket – Member
3. Dr. R.V. Kale – Member
4. Dr. Kiran Chaudhari – Member
5. Dr. Sanjay D. Deshmukh – Member
6. Prof. N.S. Chame – Member
7. Prof. R.N. Shanmukha – Member
8. Prof. Mukund Valse – Member
9. Mr. Sameer Kadam – Member
10. Khusal Tuckley – Member
11. Shivaji Navtakke – Member
12. Ms. Ritika Singh – Member
13. Mr. Harsh Doshi – Member
14. Prof. Ankush Hutke – Member
15. Prof. Nilesh Shahapure – Member

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RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI

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Date: 01/06/2020

Minutes of the Internal Quality Assurance Cell meeting scheduled on 1st June, 2020 at 10 a.m.(Online Mode)

- **Prof. S.P. Sadala and Prof.R. N. Shanmukha** are granted the leave of absence due to their official engagement.
- **Dr. Sunil. B. Wankhade** , the IQAC Coordinator and Member opened the meeting by greeting all the members present for the meeting. He informed the members that the Institute is planning to start online teaching due to the COVID-19 pandemic. He seeks the opinion and suggestions from the members to carry out the action plan.

Item No.	Points of Discussion
1	To read and confirm the minutes of previous meeting held on 07/02/2020.
	• Dr. Sunil Wankhade read the minutes of last IQAC meeting conducted on 07th February, 2020. • All the highlighted points which were included in the previous minutes of IQAC meeting were elaborated and presented to the members. • Dr. Sunil. B Wankhade proposed the approval of minutes of IQAC meeting and members are approved unanimously.
2	Dr. Sanjay Bokade, the IQAC Chairman briefed about the planning of the following areas: • Conduction of online classes: G – Suite team is created with Prof. Swapnil Gharat and Prof. Bhavesh Panchal as coordinators. • Internship opportunities in online mode.
	• Members suggested various supportive technology for the conduction of online classes like Gsuite, Zoom application, Microsoft Teams. • As internship is important for the students, Placement Coordinators suggested to find the opportunities of Online Internships. Prof. A.E. Patil provided some good online internship opportunities from Internshalla, AICTE initiative.

3	Industry-oriented/Value addition program/ Certificate Courses.
	• Dr.S.D.Deshmukh discussed value addition ,certificate courses by proposing various topics and technology like Coursera, NPTEL, Udemmy. • It is decided that institute will register for Coursera and provide free registration facility for students and faculty members.
4	Review of placements of students and supportive carrier services.
	• Dr.Vishvanath Malji, Training & Placement Officer(TPO) explained special training programs are taken for facing interview and aptitude test for TE and BE students. He said students are placed in 50 plus companies like TCS, Wipro, Capgemini, Quantiphi etc. Further he explained about overseas internships, higher studies program for the students. It was proposed by Dr. Sanjay Deshmukh to take some skill development program to enhance the employability.
5	Conduction of online FDP/Workshop/Seminars.
	• Dr. Sanjay Bokade, Chairperson, IQAC, deliberated on overall development of faculty and staff so that they can take up the academic challenges in the coming days. As there is significant change in the new curriculum. So as to need Industry4.0 Faculty Upgradation becomes essential. In the light of New Education Policy to be implemented by the government it becomes essential to train the faculty. Thus online FDP/Workshop and various training program conducted in order to train faculty and staff.
	• There was no point left for the discussion on the agenda and the meeting was concluded with vote of thanks by Dr. Sanjay Bokade.



Dr. Sunil B.Wankhade
IQAC-Coordinator



Dr. Sanjay U. Bokade
IQAC-Chairperson-

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Date: 25/06/2020

CIRCULAR – IQAC Meeting – 27th June, 2020

An Internal Quality Assurance Cell meeting is scheduled on 27th June, 2020 at 11.00 am on Google Meet.

The agenda of the meeting is as under:

1. Review of previous IQAC Meeting held on 01/06/2020 (online).
2. To be aware of new guidelines for AQAR- 2019-20 submission.
3. Review of training and implementation of Google Suite for online teaching.
4. Review of Academic activities, result and action plan for improvement.
5. Status of research projects, publications and future plan.
6. NBA Accreditation and action plan.
7. Submission of E-AQAR 2019-20.
8. Conduction of online University theory/practical examination.
9. To discuss the recomposition of departmental NAAC coordinators and members.



Dr. Sunil B. Wankhade

IQAC Coordinator



Dr. Sanjay U. Bokade

Principal & IQAC Chairperson

Copy to: The members of the IQAC Committee.

1. Mr. Nitin Angolkar – Management Representative
2. Prof. S.P. Khachane – Member
3. Dr. R.V. Kale – Member
4. Dr. Kiran Chaudhari – Member
5. Dr. Sanjay D. Deshmukh – Member
6. Dr. S.P. Sadala – Member
7. Prof. R.N. Shanmukha – Member
8. Prof. Mukund Valse – Member
9. Mr. Sameer Kadam – Member
10. Khusal Tuckley – Member
11. Shivaji Navtakke – Member
12. Ms. Ritika Singh – Member
13. Prof. Ankush Hutke – Member
14. Mr. Harsh Doshi – Member
15. Prof. Nilesh Shahapure – Member

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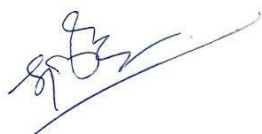
Date: 27/06/2020

Minutes of the Internal Quality Assurance Cell meeting scheduled on 27th June, 2020 at 11 a.m. (Online Mode)

- **Prof. Mukund Valse** is granted the leave of absence due to their official engagement.
- **Dr. Sunil. B Wankhade**, IQAC Coordinator and member opened the meeting by greeting all the members present for the meeting.

Item No..	Points of Discussion
1	Review of previous IQAC Meeting held on 01/06/2020 (online).
	• Dr. Wankhade, IQAC Coordinator, read the minutes of last IQAC meeting held on 1st June, 2020. • All the highlighted points which were included in the previous minutes of IQAC meeting were elaborated and presented to the members. • Decline in the admissions of engineering, Project activities, Successful completion of all Department meetings of the previous semester, Research & Development activities, Implementation of Bloom's taxonomy, approval of academic calendar and other standardized processes were some of the highlighted points of previous meeting. • Dr. Sanjay Deshmukh proposed and Mr. Nitin Angolkar, seconded the approval of minutes of IQAC meeting was held on 07th February, 2020.
2	To be aware of new guidelines for AQAR- 2019-20 submission.
	• Dr. Sunil. B Wankhade discussed the new guidelines for AQAR submission and detailed information required to be submitted online. An elaborate discussion took place on the point it was resolved to align out documentation accordingly.
3	Review of training and implementation of Google Suite for online teaching.
	• Dr. Sanjay. U Bokade, IQAC chairperson thanked management for providing G-suite as official platform for online teaching learning. • All members recommended their happiness for the use of G-suite as an e-learning resource for online teaching. • In order to train faculty and staff members, Dr. Sunil. B Wankhade conducted 3 days (online) Faculty development program on "e-learning: managing online classes and creating e-content". All the members appreciated the efforts with round of blows. • Use of different Google applications for online teaching learning process is covered in the FDP.
4	Review of Academic activities, result and action plan for improvement.
	• Dr. Sanjay. U Bokade briefed the gathering with the details of the academic activities.

	- The major points briefed were commencement and end of semester dates, dates of term tests, project review dates and E report submissions, 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. - Head of Departments discussed the results of all departments, their performance and focused on the improvement of results.
5	Status of research projects, publications and future plan.
	Dr. Sharmila Gaikwad, Convener Research and Development informed everyone that Institute level R & D committee is taking major efforts to enhance the R & D activities. - Incubating projects by giving a platform to the students to present their work and then commercialize them to external stakeholders. - Dr. Sharmila 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.
6	NBA Accreditation and action plan.
	Dr. Sanjay. U Bokade advised that department of computer engineering, Information Technology and Electronics and Telecommunication should start preparation of NBA accreditation. - He also suggested preparing departmental action plan which includes feasibility study of each department.
7	Submission of E-AQAR 2019-20.
	Dr. Sunil. B Wankhade informed about submission of E-AQAR as per updated guidelines by NAAC. All the members thanked the NAAC team for the same.
8	Conduction of online University theory/practical examination.
	Government have initiated universities and higher education systems to adapt to remote instruction to cover lectures, exams, evaluations, and result publications. Dr. Sanjay Bokade confirmed the creation of email address of all the students and faculty members on G-suite and conducting online Quiz, assignment and subjective examination through the use of google classroom and google meet.
9	To discuss the recomposition of departmental NAAC coordinators and members.
	- Due to changes in roles and responsibilities of faculty it was suggested by Dr. R.V. Kale and Prof. S.P. Khachane to recompose the current NAAC coordinating team. - There was no point left for the discussion on the agenda and the meeting was concluded with vote of thanks by Dr. Sanjay Bokade.



Dr. Sunil B. Wankhade

IQAC-Coordinator



Dr. Sanjay U. Bokade

IQAC-Chairperson