



# JAYAWANT SHIKSHAN PRASARAK MANDAL'S Bhivarabai Sawant Institute of Technology & Research

(Approved by AICTE New Delhi, DTE Mumbai & Affiliated to Savitribai Phule Pune University)

Prof. Dr. T. J. Sawant  
B.E. (Elec.) PGDM, Ph.D  
Founder Secretary

Accredited with B++ Grade by NAAC  
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[EN 6311] / [CEGP-013100]



Dr. T.K. Nagaraj  
ME. (Civil Engg), Ph.D (Civil Engg)  
LMISTE, LMIGS, LMIRC  
LMISMTT, LMIE  
Principal

\*\*\*Programs Accredited by National Board of Accreditation (NBA), New Delhi\*\*\*  
\* Electrical Engineering \* Electronics and Telecommunication Engineering. \* Information Technology

Ref: JSPM/BSIOTR/23-24 / 16689

Date: 15 Sept. 2023

## NOTICE

### Internal Quality Assurance Cell

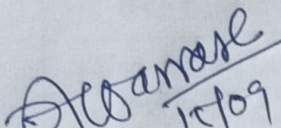
I am writing to invite you to our upcoming Internal Quality Assurance Cell (IQAC) meeting, which is scheduled to take place on 23 September 2023 at 10.00 am. The meeting will be held at Board Room of BSIOTR.

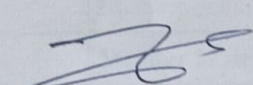
Your presence will be definitely a value addition in our efforts to maintain the quality of education. Therefore you are requested to kindly make it convenient to attend the meeting to deliberate on the following agenda.

#### Agenda for the IQAC Meeting:

1. Welcome and Introduction of Members
2. Review of Previous Meeting Minutes
3. Progress update of ongoing Quality Improvement Initiatives
4. Budget for FDP, NPTEL, STTP, Seminar and workshop conduction
5. Industry-Institute Interaction
6. Discussion of upcoming accreditation requirements and deadlines
7. Administrative training to teaching and non-teaching staff.

With regards.

  
Dr. Anil L. Wanare  
IQAC Coordinator/Director

  
Dr. T.K. Nagaraj  
Principal and Chairman IQAC

Copy to: All Heads of Dept.  
Campus Director  
All IQAC Members



PRINCIPAL  
Dr. T.K. Nagaraj  
Bhivarabai Sawant Institute of  
Technology & Research  
Wagholi, Pune-412207



Vision: "To Satisfy the aspirations of youth force, who want to lead the nation towards prosperity through techno-economic development"

Mission: "To provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship For all aspiring Students, which will prepare them to face global challenges maintaining high ethical and moral Standards"







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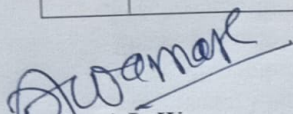
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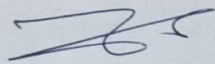
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Following Members were Present on 23 September 2023

Sr.No	Name of Member	Designation	Designation in IQAC
1	Dr.T. K. Nagaraj	Principal	Chairperson
2	Dr. Sachin Admane	Campus Director, JSPMs Wagholi Campus	Member (MR)
3	Kaushal S. Vaidya	Director, Pragamana private limited, Nagpur	Member (Industrialist)
4	Mr. Amol Shinde	Manager, Incedo Tech. Pvt. Ltd, Pune	Member (Employer)
5	Mr.Vijay Gadad,	Manager, Honeywell Int. India Pvt Ltd, Pune	Member Local Society
6	Mr. Santosh Jathar	Parent	Member (Parent)
7	Dr.Arun Patil	Dean academic	Member (Teaching)
8	Dr.N.N.Ghuge,	HOD, Electrical Engineering	Member (Teaching)
9	Dr.P.S.Kachare,	HOD, Mechanical Engineering	Member (Teaching)
10	Dr.Y.S.Angal,	HOD, Electronics and Tele Engg	Member (Teaching)
11	Dr. Pravin Barapatre	HOD, Information Technology	Member (Teaching)
12	Dr.Gayatri Bhandari	HOD, Computer Engineering	Member (Teaching)
13	Dr.Swati Godse	HOD, Engineering Science	Member (Teaching)
14	Mr.Ganesh Lahote	Training and Placement Officer	Member (Teaching)
15	Mrs. Kavita Patil	Sr. Clerk	Member Admin
16	Mr.Darshan Patil	Enzigma Pvt Ltd, Pune	Member (Alumni)
17	Mr. Viraj Pandit	Student,(TE) IT	Member Student
18	Miss. Rutuja More	Student, (TE) Electrical Engg.	Member Student
19	Mr. Tushar Jadhav	Student, (SE) E &TC Engg.	Member Student

  
**Dr. A.L. Wanare**  
IQAC Coordinator

  
**Dr. T.K. Nagaraj**  
Principal and Chairman IQAC

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## Minutes of IQAC Meeting

On behalf of Dr. T.K. Nagaraj Principal and chairman IQAC, Dr. Anil L Wanare coordinator IQAC welcomed all the members for the IQAC meeting. IQAC meeting is conducted on Saturday, 23<sup>rd</sup> September 2023, between 10.00 am to 1.00 pm and the following points were discussed in the meeting.

Date of Meeting	Time	Venue
23 September 2023	10.00 am	Board Room

**Following points of agenda were discussed in details and following resolutions were passed:**

### 1. Review of Previous Meeting Minutes

Resolution: Review of action taken report of last meeting on 23 September 2023.

### 2. Progress update of ongoing Quality Improvement Initiatives

Resolution: Review of progress updates of ongoing Quality Improvement Initiatives like Curricular Aspects, Teaching Learning and Evaluation, Research Innovations and Extensions, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management, Institutional Values and Best Practices. Students motivated to undergo industrial internship/training/ Rewards/ appreciation given by organising competitions. Also motivated for higher education by conducting awareness sessions. It is ensured that the initiatives are on track.

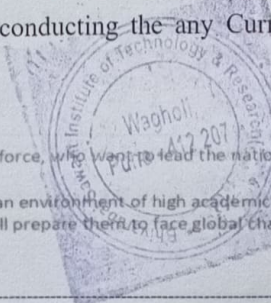
### 3. Budget for FDP, NPTEL, STTP, and Seminar and workshop conduction

Resolution: When it comes to resolving budgets for various academic or professional programs like Faculty Development Programs (FDP), National Programme on Technology Enhanced Learning (NPTEL), Short-Term Training Programs (STTP), Seminars, and Workshops, it's important to follow a structured approach to allocate funds appropriately. As per management instructions, required budgets have been sanctioned before conducting the any Curricular and Co-Curricular Activities. Proper format is there for the same.



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NAAC



#### 4. Industry-Institute Interaction

Resolution: Industry-Institute Interaction (III) is a crucial component of any educational institution's efforts to enhance the quality of education and prepare students for the real-world challenges. The Internal Quality Assurance Cell (IQAC) plays a pivotal role in overseeing and facilitating these interactions. In this IQAC meeting, we have discussed the significance, benefits, challenges, and strategies for fostering effective Industry-Institute Interaction.

Dr. T.K. Nagaraj , Principal and Industry expert Mr. Gadad emphasize the need for more hands-on training and industry-relevant skills in our curriculum. We should also encourage faculty to participate in industry projects and research, which not only benefits students but also keeps our faculty up-to-date with industry trends

Significance of Industry-Institute Interaction: Bridging the Gap: Industry-Institute Interaction bridges the gap between academic knowledge and practical application. It enables students to understand real-world scenarios and industry requirements and Skill Enhancement: It helps in aligning the curriculum with industry needs, ensuring that students

#### 5. Discussion of upcoming accreditation requirements and deadlines

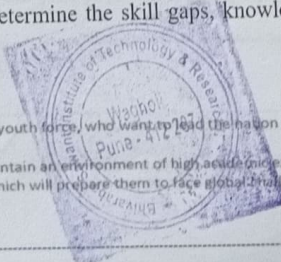
Resolution: Reviewed last AQAR which has been submitted yearly to NAAC. Institution seeking NAAC accreditation is usually required to submit comprehensive documentation, including self-study reports and institutional data. This documentation typically includes information on various aspects of the institution, such as infrastructure, teaching and learning processes, research, governance, and more. SSR: Institutions are required to prepare a detailed SSR that reflects their academic and administrative processes, strengths, weaknesses, and plans for improvement. This report is a critical component of the accreditation process. As per discussion with NAAC coordinator Prof. P.V. Jatti, all process is going on for second cycle of NAAC accreditation.

#### 6. Administrative training to teaching and non-teaching staff.

Resolution: Discussion on providing administrative training to both teaching and non-teaching staff is crucial for the efficient operation of educational institutions. Such training can help staff members better understand their roles and responsibilities, improve communication and collaboration, and enhance overall institutional effectiveness. Here's how you can approach administrative training for teaching and non-teaching staff. Begin by conducting a needs assessment to identify the specific training needs of your staff. This can be done through surveys, interviews, or discussions with staff members and department heads. Determine the skill gaps, knowledge deficiencies, and areas where training is most needed.



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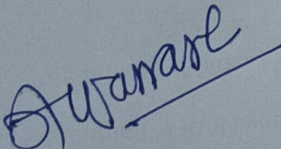
**For Teaching Staff:** Pedagogy and teaching methodologies: Classroom management and discipline, Assessment and evaluation techniques, incorporating technology in teaching, Student engagement and motivation.

**For Non-teaching Staff:** Administrative processes and procedures, Effective communication and customer service skills, Time management and organizational skills, Use of office software and tools, Campus safety and emergency protocols, Training scheduled that accommodates staff members' work responsibilities and doesn't disrupt the regular functioning of the institution. Maintain a training database for reference and reporting purposes.

**Any other point with the permission of chairman:** Need for functional MoUs for improving various skills of students.

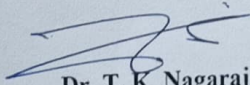
Resolution: It is important to collaborate with various institutes and organisations to adopt and learn new skills important for the students. There could be many such companies who would like to collaborate with different departments of the college to work on any mutually engaging work benefitting all. Various activities can be taken up under MoUs which shall give exposure to students to work on different projects, internships, research ideas or start-ups. Different courses on language skills can be taken up by students to develop themselves. Principal Sir elaborated the benefits of the association with existing MOUs in which many students have got benefitted from the college.

Dr. T.K. Nagaraj Principal, thanked the members of the IQAC and in particular the expert members and all IQAC members for the contribution and suggestions for the development.



Dr. A. L. Wanare  
IQAC Coordinator



  
Dr. T. K. Nagaraj  
Principal and Chairman IQAC

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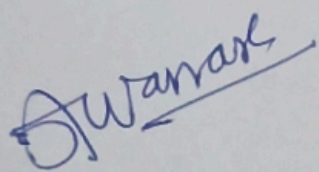
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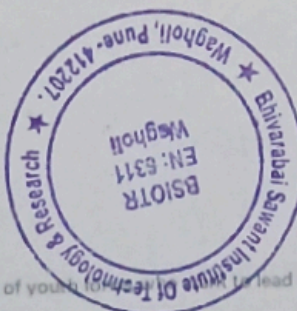
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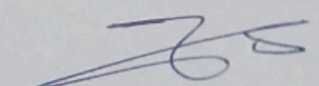
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## Action Taken Report of IQAC Meeting No. 02 AY 2023-24 conducted on 23 Sept. 2023

Point Nos	Subjects/Points from Agenda	Action Taken
3	Progress update of on-going Quality Improvement Initiatives.	Academics Dean have prepared the report for the same, Moodle Updation, Course file verification, Results analysis
4	Budget for FDP, NPTEL, STTP, and Seminar and workshop conduction.	All Heads of Department are instructed to prepare the budget for FDP, STTP, Workshops, Seminar etc.
5	Industry-Institute Interaction.	TPO and TPCs are instructed to increase the MoUs with software and core industry, keep it active by calling experts, conduct visits, experiential learning must be there through MoUs. Conducted industrial visits by all departments.(80+ MoUs are there with TPO)
6	Discussion of upcoming accreditation requirements and deadlines.	NAAC coordinator (Prof. Jatti P.V.) is preparing the required data for AQAR of last four years to submit the IIQA of NAAC for Second cycle.
7	Administrative training to teaching and non-teaching staff.	Scheduled of Administrative training programs

  
Dr. Anil L. Wanare  
IQAC Coordinator/Director



  
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