Society for Computer Technology & Research's

PUNE INSTITUTE OF COMPUTER TECHNOLOGY

(Approved by A.I.C.T.E. & Government of Maharashtra, affiliated to the
Savitribai Phule Pune University & Accredited by NBA [All UG Programs] & NAAC)
DTE Code : 6271, AICTE permanent ID :1-5592509, AISHE code : C-42072
Survey No.27, Near Trimurti Chowk, Dhankawadi, Pune- 411043 (INDIA)

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Internal Quality Assurance Cell (IQAC) Meeting II
AY 2023-24
Minutes of Meeting

Date: 09-03-2024

Time- 11:00 AM

Mode: Online MS Teams

Agenda of the meeting:

- Confirm the minutes of the last IQAC meeting held on 30th September 2023.
- Consider and approve the Action taken report on last IQAC Minutes of the meeting.
- Review the Overall progress of the academic, co-curricular, extracurricular, research activities and extension activities
- Compliance to the NBA and NAAC expert team report.
- Review of Academic and Administrative Audit Report
- Review of Annual Quality Assurance Report 2022-23
- Any other issue with the permission of the chair

The meeting of the Internal Quality Assurance Cell (IQAC) was held online on Saturday, 09th March 2024 at 11.00 AM through Microsoft Office Teams.

The Following members were present :

1. Dr. P.T. Kulkarni –Management member (Director)
2. Dr. S.T.Gandhe - Principal (Chairman)
3. Dr.Y. Ravinder – IQAC Coordinator
4. Dr. Sandeep Pathak - Member (Academician)
5. Dr. G.V. Kale- Member (HoCD)
6. Dr. M. V. Munot - Member (HoED)
7. Dr. A. S. Ghotkar - Member (HoDIT)
8. Mr. E. M. Reddy- Member (HoDFE)
9. Dr. S. S. Narkhede – Member (TPO)

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10. Dr. R.G.Yelalwar- Member (Faculty)

11. Dr. K. C. Waghmare - Member (Faculty)

12. Dr. S.B. Deshmukh - Member (Faculty)

13. Mr.V.B.Patole - Member (Faculty)

14. Mrs. U.S. Bhosale - Member (I/C Registrar)

15. Ms. Soumya Garg - Member (Student)

16. Mr. Vedant barve - Member (Student)

The following members were granted leave of absence

1. Shri S. M. Sirsikar, Secretary, SCTR
2. Mr. Gautam Godse - Member (Industry)
3. Mr. Sanjeev Tamboli - Member (Industry)
4. Mr.Sanjeev Dhokte-Member (Almuni)
5. Mr.Pramod Karanjakr. - Member (Alumni)
6. Mr. Manish Choudhary - Member (Student)

Proceedings of the Meetings are as followed:

1. The Principal and IQAC chairperson, Dr. S. T. Gandhe, in his opening remarks, welcomed the members and thanked all the members for their active participation and contribution.
2. The Director advised all the members to actively participate in discussions and contribute the quality improvement.
3. IQAC Coordinator, Dr. Y. Ravinder welcomed all the members and presented the action taken report on the last IQAC Minutes of the meeting of September 2023 and the overall progress of various activities carried out at the institution level with respect to the key quality indicators. He also presented the NBA and NAAC findings and compliance in progress.
4. IQAC coordinator presented the Academic and Administrative Aduit report and Annual Quality Assurance Report(AQAR 2022-23).

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5. It is planned to carryout following activities
   - Facilitate and coordinate the compliance to NBA Expert team report and NAAC Peer team report in consultation with HoDs and functiona heads.
   - Facilitate and coordinate the preparation for the PG NBA of CE and CE(DS).
   - Conduct rigorous training programs, brainstorming sessions with all the stake holders on NBA, NAAC, and NIRF.
   - Automization of all the document preparation, OBE processes with the help of procured software.
   - Assist in curriculum development and establishment of evaluation processes for autonomy.

6. Principal informed the members that PICT has been selected as mentor for 7 mentee colleges under Paris Sparsh Yojna of Maharashtra governemt. The mentee colleges will be supported by our institute to get the mentee institutes accredited.

7. Student member Vedant Barve suggested to initiate the automated process for Auditorium booking.

8. Dr S A Phatak appreciated the efforts taken by the institute to initiate and implement various activities including extra curricular, co-curricular and extension activtivities in addition to curricular activities.

9. Dr. Y. Ravinder proposed vote of thanks, expressed his gratitude to all the members for their valuable suggestions, continuous contribution in over all progress of the institute. He also expressed special thanks to Dr R G Yelalwar and Mr T A Rane for their efforts in preparing the AQAR 2022-23 and carrying out Academic and Administrative Audit. Finally, with the permission of the chair, he concluded the meeting.

Dr.Y. Ravinder   20/03/2024

IQAC Coordinator

Dr. S.T. Gandhe   20/3/24

Principal PICT
Principal
SCTR's Pune Institute of Computer Technology

SCTR's Pune Institute of Computer Technology, Pune
PICT Internal Quality Assurance Cell (IQAC)

Action Taken Report for IQAC Meeting II held on 9th March 2024
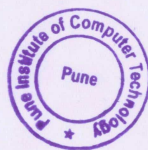**(AY- 2023-24)**

Sr. No	Points discussed and suggestions made	Action taken
1	Facilitate and coordinate the compliance to NBA Expert team report and NAAC Peer team report in consultation with HoDs and functional heads	- Detailed analysis of the NBA expert team and NAAC Peer Team visit March 2023 report is carried out. - Major Activities on Compliance - Standard Operating Procedure (SOPs) are prepared and submitted. Under review by the management. - Institute Vision and Mission Statements are revised and submitted to the higher authorities for discussion and finalization. - Methodology for inclusion of In-Semester examination marks in CO calculation is devised and adopted from academic year 2023-24. The entire methodology has been revised accordingly. - Course exit survey format is devised and circulated to all the departments. Survey is taken for all the courses, and it is also included in CO attainment calculations. - Research activities are reviewed on a regular basis. - IQAC and Academic and Administrative Audits are streamlined and strengthened. - Annual Quality Assurance Report for 2022-23 is prepared, submitted to NAAC and it has been approved. - Data collection for the academic year 2023-24 is completed and analysis is in process. - Academic and Administrative audit will be carried out in the month of September 2024. The data and the status will be analyzed, and the report will be submitted. - NBA detailed compliance report and Pre-Qualifier will be submitted well before the expected date of submission by December 2024 to get the continuation of current accreditation status for another three academic years.

2	Facilitate and coordinate the preparation for the PG NBA of CE and CE(DS)	• Guidelines for PG accreditation have been studied and circulated to all the HoDs and NBA coordinators of the departments. • It has been identified that ME (CE) and ME (DS) will be eligible for NBA accreditation. • First draft of Programme Education Objectives, Programme Outcomes for PG is prepared and discussed in recent Department Advisory Board meeting and Board of Studies (CE) meeting. • While preparing PG curriculum for Autonomy requirements of NBA, assessment, evaluation, CO-PO mapping, CO-PO attainment etc. are taken into consideration and incorporated. • Implementation OBE is in progress for ME from the academic year 2024-25. • OBE will be implemented for AY 2024-25, 2025-26 onwards rigorously. • Application will be submitted in the academic year 2025-26 after analyzing and on meeting the pre-qualifier requirements.
3	Conduct rigorous training programs, brainstorming sessions with all the stake holders on NBA, NAAC, and NIRF	• Facilitated the deputation of faculty members for various training programs including NPTEL, SWAYAM, IUCEE etc. , and many faculty members participated faculty development programs on pedagogy. • Faculty development workshop on "Innovative Pedagogical Practices and ICT Enabled Teaching Learning" was organized at PICT and training was conducted by NITTTR, Bhopal faculty in physical mode at PICT during 24th to 28th June 2024. Thirty PICT faculty members actively participated and were given certificates after completing the rigorous evaluation process.
4	Documentation for NBA, NAAC, OBE will be automized with the help of procured software	• Institute procured ERP software 'Wordpro' from Computer Consultancy Private Limited. • Customization of various modules for various functions is in process. It will be completed by the end of the current semester and all the processes will be incorporated and operated through the customized ERP.
5	Assist in curriculum development and establishment of evaluation processes for autonomy.	• NEP 2020 documents, NHEQF, NCrF released by the UGC, and guidelines released by the government of Maharashtra are studied in detail. • NEP 2020 guidelines are followed while framing the syllabus for autonomy. • Syllabus and structure for First Year B.Tech and M.Tech (DS,CE, EC(WCT)) has been prepared incorporating all the NEP guidelines.

		• Guidelines released by Maharashtra state government for implementation of autonomy have also been followed while designing the curriculum for First Year B.Tech syllabus. • The syllabus has been circulated to industry, R&D and academic experts for their feedback. • Feedback has been collected, analysed, and incorporated into all the suggestions. • Guidelines of implementation of MOOCs, Attendance Policy, Credit system for Co-Curricular activities, RUBRICs for various activities as part of Continuous Internal Evaluation are proposed. • It has been presented to the respective Board of Studies and suggestions are incorporated. • Evaluation guidelines for autonomy have been prepared incorporating NEP 2020, UGC, and AICTE guidelines in Board of Examination meeting and got approved. • The proposed syllabus and evaluation guidelines are presented in the first meeting of Academic council for review and the same is approved by the academic council.
6	The mentee colleges will be supported by our institute to get the mentee institutes accredited under Paris Sparsh Yojna	• Seven institutes were allocated IQAC SPPU, to PICT for mentoring them to get their NAAC accreditation. • Discussions and interactions are in progress with the mentee institutes and the required training and support will be facilitated by PICT.
7	Student member Vedant Barve suggested to initiate the automated process for Auditorium booking	• There is a set procedure for booking the auditorium with prescribed formats. It will be automated by incorporating in ERP in due course of time.

Dr. Y. Ravinder   19/08/2024

IQAC Coordinator

Dr. S. T. Gandhe

Principal, PICT
Principal
SCTR's Pune Institute of Computer Technology