

Date: 19/06/2025

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
2025-26/01 MEETING AGENDA**

Dear Sir/Madam,

It is my pleasure to inform you that the First Meeting of the Internal Quality Assurance Cell of Vidyalankar School of Information Technology for the academic year 2025-26 is scheduled to be held on 21st June 2025 at 11:30 am in Y-Block Seminar Hall. You are therefore requested to kindly make it convenient to attend the meeting.

The following agenda-items shall be discussed in the Meeting.

Agenda Item	Particulars
1	Introduction of IQAC members and explaining their role to begin with the new academic year
2	Explaining the role of IQAC to new members and giving them a roadmap of their work
3	Outlining Proposed IQAC Activities planned for this academic year
4	Overview of AQAR 24-25 and detailed discussion on the reports
5	Plan and schedule student activities in alignment with the Binary Accreditation Framework

Swadham

Dr.Swapna Kadam
Co-ordinator IQAC



Rohini Kelkar

Dr. Rohini Kelkar
Principal

Meeting Schedule Time:		11:30 a.m.		Starting Time: 11:30 a.m.	
Meeting of	IQAC	Meeting No.	01	Held on	21.06.2025

The following are the minutes of meeting of IQAC held on 21/6/2025 at 11:30 a.m. in Y-Block Seminar Hall:

Sr.No	Minutes of meeting														
1	Welcome of all members by Dr. Rohini Kelkar														
2	<p>Re constitution of Internal quality assurance sale The following IQAC members have been appointed:</p> <table border="1"> <tr> <td>1. Chairperson</td> <td>Dr. Rohini Kelkar</td> </tr> <tr> <td>2. Senior Administrative officers</td> <td>1. Apurwa Mahadik 2. Vidisha Panchal</td> </tr> <tr> <td>3. Teachers</td> <td>Dr. Asif Rampurawala Vijay Gawade Dr. Umesh Koyande Sindhu Krishnan Shreyas Bondre Avinash Chaurasiya Anita Choudhary Swarupa Gogate Shraddha Sonawane</td> </tr> <tr> <td>4. One member from the management</td> <td>Shri Milind Tadvalkar</td> </tr> <tr> <td>5. One /two nominees from local society, students and alumni</td> <td>Rashmi Joshi</td> </tr> <tr> <td>6. One /two nominees from industrialists/employers/stakeholders</td> <td>Mr. Uday Tardalkar</td> </tr> <tr> <td>7. Director of IQAC</td> <td>Dr. Swapna Kadam</td> </tr> </table>	1. Chairperson	Dr. Rohini Kelkar	2. Senior Administrative officers	1. Apurwa Mahadik 2. Vidisha Panchal	3. Teachers	Dr. Asif Rampurawala Vijay Gawade Dr. Umesh Koyande Sindhu Krishnan Shreyas Bondre Avinash Chaurasiya Anita Choudhary Swarupa Gogate Shraddha Sonawane	4. One member from the management	Shri Milind Tadvalkar	5. One /two nominees from local society, students and alumni	Rashmi Joshi	6. One /two nominees from industrialists/employers/stakeholders	Mr. Uday Tardalkar	7. Director of IQAC	Dr. Swapna Kadam
1. Chairperson	Dr. Rohini Kelkar														
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7. Director of IQAC	Dr. Swapna Kadam														
2	<p>Discussion of Activities for Odd Semester: The meeting began with the formal introduction of all IQAC members, wherein each member briefly shared their name, designation, and role within the committee.</p>														

3	The IQAC proposes to organize quality enhancement initiatives such as academic audits, peer mentoring programs, and seminars in collaboration with departments. Flagship events of the institution should be conducted jointly with IQAC, and all IQAC members must actively participate.
4	A structured feedback mechanism will be designed for collecting students' opinions on teaching, infrastructure, curriculum, and overall satisfaction. A Student Satisfaction Survey (SSS) will be conducted using available student data.
5	The academic calendar will include teaching schedules, internal assessment dates, holidays, and HoD meetings. This calendar must be finalized and uploaded to the institutional website and VMIS portal.
6	All departments must ensure timely updates of their activities, notices, and achievements on the website and VMIS.
7	Each department is required to regularly update their faculty profiles, including research papers, publications, patents, and FDPs. Every Saturday, time will be allocated for all faculty members to update departmental and personal academic data.
8	"The AQAR 24_25 data available for the previous year will undergo a thorough review. Departments will be informed through official communication to furnish any missing details promptly.
9	The committee discussed strategies to identify and promote best practices across the institution. Suggestions included fostering entrepreneurship, encouraging technology-based student projects, and integrating real-life case studies into the learning process
10	Resolved that IQAC should act as a dynamic system for quality changes in documentation with respect to academics and beyond syllabus activities.

The meeting ended with a vote of thanks to the chair.

Swapna

Dr. Swapna Kadam

Co-ordinator IQAC



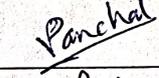
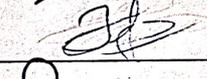
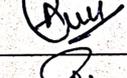
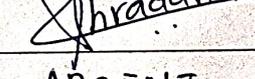
Rohini

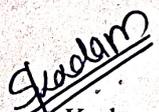
Dr. Rohini Kelkar

Principal

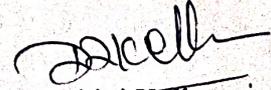
INTERNAL QUALITY ASSURANCE CELL

The following members were present for the IQAC Meeting held on 21st June 2025 in
"Y" Block Seminar hall at 11.30 am

Sr No.	Name of Person	Signature
1	Dr. Rohini Kelkar	
2	Apurwa Mahadik	
3	Vidisha Panchal	
4	Dr. Asif Rampurawala	
5	Vijay Gawde	
6	Dr. Umesh Koyande	
7	Sindhu Krishnan	
8	Anita Chaudhary	
9	Swaroop Gogate	
10	Shreyas Bondre	
11	Avinash Chaurasia	
12	Shraddha Sonawane	
13	Shri Milind Tadvalkar	ABSENT
14	Mr. Uday Tardalkar	ABSENT
15	Dr. Swapna Kadam	


Dr. Swapna Kadam
IQAC Co-ordinator




Dr. Rohini Kelkar
Principal

INTERNAL QUALITY ASSURANCE CELL (IQAC)

2025-26/02 MEETING AGENDA

The following agenda-items shall be discussed in the Meeting.

Agenda Item	Particulars
1	Review of the Overall Action Taken Report (ATR) from the previous meeting
2	Discussion on proposed structural and organizational changes for institutional improvement
3	Discussion on collaboration for the upcoming conference in Coimbatore
4	Updates on research policy implementation and funding proposals
5	Discussion on faculty exchange programs and academic collaborations
6	Discussion on sending faculties for FDPs, workshops, and skill enhancement programs
7	Discussion on the preparation and standardization of lab manuals for practical courses
8	Planning and scheduling of audits (academic, administrative, green audit, etc.).
9	Discussion on community engagement and outreach programs to strengthen social responsibility initiatives.

Swarna Kadam

Dr. Swapna Kadam
Co-ordinator IQAC



Rohini Kelkar

Dr. (Mrs.) Rohini Kelkar
Principal

Meeting Schedule Time:		11:00 a.m.		Starting Time:		11:00 a.m.	
Meeting of	IQAC	Meeting No.	02	Held on	01.11.2025		

The following are the minutes of meeting of IQAC held on 01/11/2025 at 11:00 a.m. in Conference Room, 7th Floor, VIT:

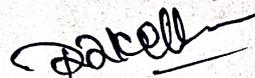
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1	Welcome of all members by Dr. Swapna Kadam.														
2	<p>Re constitution of Internal Quality Assurance Cell The following IQAC members have been appointed:</p> <table border="1"> <tr> <td>1. Chairperson</td> <td>Dr. Rohini Kelkar</td> </tr> <tr> <td>2. Senior Administrative officers</td> <td>1. Apoorva Mahadik 2. Vidisha Panchal</td> </tr> <tr> <td>3. Teachers</td> <td>Dr. Asif Rampurwala Vijay Gawade Dr. Umesh Koyande Sindhu Krishnan Shreyas Bondre Avinash Chaurasiya Anita Choudhary Swarupa Gogate Shraddha Sonawane</td> </tr> <tr> <td>4. One member from the management</td> <td>Shri Milind Tadvalkar</td> </tr> <tr> <td>5. One /two nominees from local society, students and alumni</td> <td>Rashmi Joshi</td> </tr> <tr> <td>6. One /two nominees from industrialists/employers/stakeholders</td> <td>Mr. Uday Tardalkar</td> </tr> <tr> <td>7. Director of IQAC</td> <td>Dr. Swapna Kadam</td> </tr> </table>	1. Chairperson	Dr. Rohini Kelkar	2. Senior Administrative officers	1. Apoorva Mahadik 2. Vidisha Panchal	3. Teachers	Dr. Asif Rampurwala Vijay Gawade Dr. Umesh Koyande Sindhu Krishnan Shreyas Bondre Avinash Chaurasiya Anita Choudhary Swarupa Gogate Shraddha Sonawane	4. One member from the management	Shri Milind Tadvalkar	5. One /two nominees from local society, students and alumni	Rashmi Joshi	6. One /two nominees from industrialists/employers/stakeholders	Mr. Uday Tardalkar	7. Director of IQAC	Dr. Swapna Kadam
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7. Director of IQAC	Dr. Swapna Kadam														
2	Review of the Overall Action Taken Report (ATR) from the previous meeting was taken.														
3	IQAC incharge informed the members about the structural and organizational changes implemented for institutional improvement. She also briefed the members about IQAC plan for year 2025-26, Beyond Syllabus activities, major activities, Student & faculty achievements, new initiatives, student outreach programs and staff development activities conducted during odd semester of current academic year.														
4	Ms. Anita Chaudhary informed the committee that Student Branch of IQAC is organizing an Alumni Conclave, themed - "From Milestones to Vision 2030: The Alumni Perspective" on Saturday, 31 st January 2026 at Vidyalkar Auditorium.														

5	Ms. Sindhu K. informed the committee about the collaboration for the upcoming conference in Coimbatore. She also informed that conference will be held in offline mode on 23 rd and 24 th January 2026.
6	Dr. Swapna K. updated committee members on research policy implementation mentioning about Rs. 5000 research grant provided to faculty members. She also briefed about funding proposal - Seminar on GST Reforms and their Socio-Economic Impact will be sent to ICSSR.
7	Dr. Asif Rampurawala informed committee on faculty exchange programs and academic collaborations mentioning about designated staff attending the collaboration program for Shadow teaching at University of Toronto from 12 th November 2025.
8	Ms. Swaroopa G. informed committee that our institute deputed and encourages faculties for FDPs, workshops, and skill enhancement programs. An FDP in collaboration with MSFDA, Pune will be planned for staff members on effective teaching tools.
9	Dr. Asif Rampurawala briefed the committee on the preparation and standardization of lab manuals for practical courses. He informed committee that lab manual creation will be focused on software creation including running case studies.
10	Mr. Avinash C informed the committee that academic, administrative, gender, energy and green audit will be conducted in March – April 2026.
11	<p>Committee discussed about various community engagement and outreach programs to strengthen social responsibility initiatives.</p> <p>Ms. Rashmi suggested:</p> <ul style="list-style-type: none"> • VAC on nutrition and acupuncture can be offered to students since this course is widely demanded and provided by numerous autonomous institutes. • Community adoption and conducting few awareness programs on health, education, garbage segregation etc. • Conduct session on microgreens production. • Conduct sessions on menstrual hygiene. • Conduct skill based training in adopted community. <p>Dr. Asif Rampurawala informed the committee that:</p> <ul style="list-style-type: none"> • Construction of new building is planned complying with requirements for Green building. • Vidyalkar is certified by BEST using renewable energy and has Sewage Treatment Plant in campus. • Department wise SDGS are allotted to conduct few programs / events.

The meeting ended with a vote of thanks to the chair.

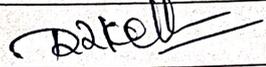
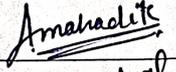
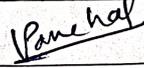
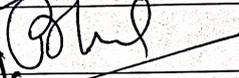
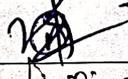
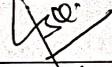
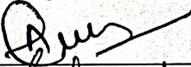
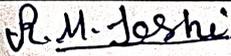

Dr. Swapna Kadam
Co-ordinator IQAC




Dr. Rohini Kelkar
Principal

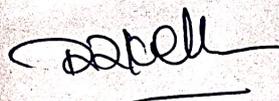
INTERNAL QUALITY ASSURANCE CELL

The following members were present for the IQAC Meeting held on 01st November 2025 in Board Room at 11.00 am

Sr. No	Name of Person	Signature
1	Dr. Rohini Kelkar	
2	Apurwa Mahadik	
3	Vidisha Panchal	
4	Dr. Asif Rampurawala	
5	Vijay Gawade	-
6	Dr. Umesh Koyande	
7	Shajil Kumar	
8	Sindhu Krishnan	
9	Rumeli Sharma	
10	Shreyas Bondre	
11	Avinash Chaurasiya	
12	Anita Chaudhary	
13	Swarupa Gogate	
14	Shraddha Sonawane	
15	Mr. Milind Tadvalkar	-
16	Eric Mandaviwala	-
17	Khushal Shah	-
18	Ms. Rashmi Joshi	
19	Mr. Uday Tardalkar	-
20	Dr. Swapna Kadam	


Dr. Swapna Kadam
IQAC Co-ordinator




Dr. Rohini Kelkar
Principal