Ref: IIITB/IQAC/2017-2018/8   Date: December 26, 2017

Dear Sir/Madam,

NOTICE AND AGENDA FOR 8th IQAC MEETING

1. Greetings to You.

2. The 8th Internal Quality Assurance Cell meeting of our institute is being conducted on January 02, 2018 (Tuesday) at 2.00 p.m. in the Board Room of the Institute.

3. The agenda of the meeting is as follows:

   o   To Confirm the Minutes of the Seventh IQAC meeting.
   o   Research office plan to organize faculty talks on the recent research works
   o   Preparation for AICTE approval
   o   Establishing of Research centers/Labs in the emerging and thrust areas
   o   Planning on implementation of Digital exams Pads on trial mode
   o   Technology upgradation in the concerned areas
   o   Review of curriculum
   o   General discussions (if any).

4. You are requested to make it convenient to attend.

Yours Sincerely,

Coordinator, IQAC & Dean (Academics)

Internal Quality Assurance Cell

The 8th IQAC meeting was conducted on January 02, 2018 in the Board Room of the institute at 2.00 PM, the following members were present in the meeting.

Sl. No.	Name	Designation	Role
1.	Prof. S Sadagopan	Director	IQAC Chairperson
2.	Prof. Chandrashekar Ramanathan	Dean (Academics)	IQAC Coordinator
3.	Prof. Jyotsna Bapat	Dean (Faculty)	Faculty Member, IQAC
4.	Prof. Srinath Srinivasa	Dean (R & D)	Faculty Member, IQAC
5.	Prof. Manisha Kulkarni	Coordinator (MS by Research & Ph.D)	Faculty Member, IQAC
6.	Prof. V. N. Muralidhara	Coordinator (MTech)	Faculty Member, IQAC
7.	Prof. Madhav Rao	Coordinator (iMTech)	Faculty Member, IQAC
8.	Prof. Amit Prakash	Coordinator (M.Sc. Digital Society)	Faculty Member, IQAC
9.	Prof. G. Srinivasaraghavan	Coordinator (Placements & Internships)	Faculty Member, IQAC
10.	Prof. Chetan D. Parikh	Coordinator (Student Affairs)	Faculty Member, IQAC
11.	Prof. Debabrata Das	Professor	Faculty Member, IQAC
12.	Prof. S. Rajagopalan	Professor	Faculty Member, IQAC
13.	Prof. V. Sridhar	Professor	Faculty Member, IQAC
14.	Mr. Gautam Hegde	Alumnus	Invited Member
15.	Cmde. S. R. Sridhar (Retd.)	Registrar	Senior Staff Member, IQAC

1. Director and Chairperson of IQAC the welcomed the committee members, IQAC Coordinator Prof. Chandrashekar Ramanathan welcomed the all the members and invitees of the meeting for the academic year 2017-2018. Chairperson of the IQAC requested all the members for Open house discussion in IQAC meeting.

2. As there was no comments received on the 7th IQAC meeting, the Minutes of 7th IQAC was confirmed and the members noted the same. The action taken points are appended below:

Sl.No	Points Discussed	Action Taken
(a)	Review of Academic Activities	Program coordinators reviewed the academic activities and suggested to adopt more ICT enabled teaching and learning process to improve the quality of academic activities.
(b)	Seating arrangements for exams	Examination section conducted the exams with proper seating plan with mixing of the different course students.
(c)	Review of functioning of various other committees at the institute.	IQAC committee reviewed the functioning of the other committees of the institute and reviewed its documents.
(d)	Addition of Core Course Option for M.Tech. (ESD)	On Program coordinators recommendations, IQAC committee suggested to seek approval in next senate meeting for the same.

3. The Minutes of the 8th IQAC Meetings are as follows

Sl. No.	Quality Feedback	Action To be Taken
(a)	Research office proposed a plan to organize faculty talks on the recent research works	Research office presented a plan to organize faculty talks in the Institute on the latest developments/ progress in research areas of the faculty and Research scholars. After detailed discussions, the IQAC committee recommended to start the talks which would benefit the student's community.
(b)	Preparation & Submission of details for AICTE approval	Registrar informed the IQAC committee regarding the need for preparation and submission of requisite data to AICTE for approvals of iMTech and MTech programs, after the discussions, Director suggested Registrar and Dean (Academics) to take this work forward.
(c)	Establishing of Research centers/Labs in the emerging areas	Dean (R & D) explained the need of labs on emerging and thrust areas and presented a plan. Director suggested Dean (R & D) to seek proposals from the faculty members.

(d)	Planning on implementation of Digital exams on trial mode	Dean (Academics) suggested his plan to conduct the examination in the digital mode using the digital pads and he also explained the advantages of conducting examinations in digital mode. After discussions IQAC suggested to go with the trial mode.
(e)	Technology up gradation in the concerned areas	IQAC and Alumni members suggested for Technology upgradation in all departments, for better day-to-day working activities.

4. As there were no further points, the meeting ended with the Chairman thanking the members.

Yours Sincerely,

Coordinator, IQAC & Dean (Academics)