

**BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY)
RAJIV GANDHI INSTITUTE OF IT & BIOTECHNOLOGY
KATRAJ, PUNE**

Internal Quality Assurance Cell (IQAC)- 2019-20

Minutes of IQAC Meeting No. 1 (2019-20)

Date of Meeting	Time	Venue
11/06/2019	10.00 am	NAAC room

Agenda:

1. Preparation of Institutional Annual Quality Assurance Report (AQAR)
2. Preparation of University AQAR report
3. M.Sc. dissertation and project evaluation
4. Student mentoring and academic plan
5. PhD presentation
6. Admissions of UG and PG courses for academic year 2019-20
7. Tabling the draft of revised syllabus of B.Sc. Biotechnology
8. Activities to be conducted by Cell of Entrepreneurship Development in Biotechnology
9. Organising training for placement for MSc final year students.

1. Preparation of Institutional Annual Quality Assurance Report (AQAR)

Action taken:

Academic calendar for the year 2019-20 was prepared and displayed on the institute website.

Annual Quality Assurance Report (AQAR) for 2018-19 was finalized and submitted to University

2. Preparation of University AQAR report: The work for the preparation of university AQAR was distributed to the faculty members as follows:

To start the preparation as per the new framework, following members have been appointed as institute level Criteria In-charges

No.	Criteria	Incharge
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1	Feedback obtained and analyzed/ Student satisfaction survey/ Student mentoring system	Dr. Mrs. Vidya Tale
2	Bibliometrics of publications	Dr. Bipinraj N. K
3	Facility e-content/research/library	Dr. Mrs. Rama Bhadekar
4	Alumini/Curricular Aspect	Dr. Mrs. Alpana S. Moghe
5	Infrastructure and Learning Resources	Dr. Bipinraj N. K.
6	Admissions	Dr. Shamim A. Shaikh, Dr. Mrs. Vidya Tale and Mrs. Pritee Chunarkar Patil
7	Utilization of physical/academic /support facilities/Student Council/Institutional audit /Institutional distinctiveness	Dr. Shamim A. Shaikh

3. MSc Dissertation and project evaluation

Resolution

- Students should carry out dissertation work only in Sem IV.
- Students from sister concerns of Bharati Vidyapeeth Deemed University to be charged a bench fees of Rs 5000/- to carry out their dissertation work in RGITBT
- Students from other Universities to be charged a bench fees of Rs 10,000/- to carry out their dissertation work in RGITBT
- Industry training to be given as option for M.Sc. dissertation program
- MSc Project Co-ordinator Dr. Mrs Rama Bhabekar
- All faculty members to take maximum 4 students
- Students doing project work in other institutes should have an internal guide from RGITBT. Internal guide should co-ordinate with the external guide so that the dissertation work is completed within the prescribed time frame
- Project evaluation will be done in two parts: Midterm evaluation (40 marks) and final presentation (60 marks)
- Mid-term evaluation should be done in last week of February.

4. Student mentoring and academic plan

Resolution

- Faculty members will act as Mentors for students from all classes
- Each faculty member to be assigned about 6-10 students for mentoring

5. PhD presentation

Resolution

- First presentation of PhD students 2017-18 batch to be conducted in month of August
- Two six monthly reports to be submitted by the students in the revised format provided by the University
- External experts can be invited if necessary

6. Admissions of UG and PG courses

Resolution:

Common entrance test to be conducted on 23rd of June

Counseling UG: 1st July

Counseling M.Sc: 2nd July

Orientation program for BSc: 8th July to 10th July 2019

Orientation programs for MSc: 11th of July to 13th July 2019

7. Tabling the draft of revised syllabus of B.Sc. Biotechnology

Resolution

Course structure and syllabus of B.Sc Biotechnology to be revised with the participation of teachers including representatives from industry and academia to participate in drafting of syllabus.

8. Activities to be conducted by Cell of Entrepreneurship Development in Biotechnology

Resolution

Industry training to be given as option for M.Sc. dissertation program

- To organize entrepreneurship development programs.
- To arrange visits to Small Scale Industries
- To conduct Workshops/seminars for PG students to create the awareness of entrepreneurship among the students and guide them about self - financial schemes of various agencies.

9. Training for Placement:

Resolution:

It was resolved that a week-long "Training for Placement" activity will be organized in Feb-March 2020.


(IQAC Coordinator)




(Principal)

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