



### Minutes of 14<sup>th</sup> IQAC Meeting

Meeting.: 14<sup>th</sup> IQAC

Day/Date : 29th September, 2023, Friday

Time : 3.00 pm to 5.00 pm

Place : Conference hall, main building, WCE, Sangli

Mode of meeting: Offline / Online

#### Attendees

1. Prof. Dr. Uday A. Dabade, Chairman
2. Prof. Dr. N.C. Shivprakash, Member
3. Shri. Deepak A. Shinde, Member
4. Dr. Guru R. Munavalli, Member
5. Dr. Dagadu S. More, Member
6. Dr. Sachin B. Kadam, Member
7. Dr. Sunil G. Tamhankar, Member
8. Dr. Sharad V. Gaikwad, Member
9. Dr. Anantkumar J. Umbarkar, Member
10. Mrs. Vasudha B. Girgaonkar, Member
11. Dr. Anant K. Kokane, Member Secretary
12. Mrs. Swapnali A. Aitwade, Invitee

Dr. Hariharan Subramnyan, a Member, could not attend the meeting and was granted a leave of absence.

#### Opening Remarks

The Chairman, Prof. U. A. Dabade opened up the forum for discussions on agenda items with initial formal remarks. Dr. A. K. Kokane, AD QA, WCE welcomed all members in the capacity of member secretary, IQAC. He briefed the members about the present organization structure formed for quality assurance-related functions at WCE. The functions of presently constituted Department Advisory Boards were discussed. The recent IQAC composition as attached herewith in Annexure 2 was also ratified.

**Item No. 14.1.** To confirm the minutes of the 13<sup>th</sup> IQAC meeting and Action Taken Report.

The member secretary presented the action taken report (Annexure 1) as attached herewith in response to previous IQAC resolutions. The minutes of 13<sup>th</sup> IQAC meeting were confirmed unanimously.

**Item No. 14.2.** To brief KRAs set for various WCE officials.

The Chairman briefed the members about the new practice of defining KRAs (Key result areas) for various WCE officials. The practice helps to clarify the roles and responsibilities of various sections of the institute. An example is given in Annexure 3.

It was resolved that the performance benchmarks be defined for various officials and evaluated at frequent intervals.





**Item No. 14.3.** To discuss the status of accreditations: NAAC 2<sup>nd</sup> cycle, NBA: 3 UG Programmes.

The member secretary briefed about the current status of accreditations and efforts undertaken to renew them. Stages such as IIQA, SSR, and DVV clarification were informed to have been completed for NAAC. It was further informed that the NAAC peer team visit is scheduled around the last week of November whereas the NBA accreditation visits for three UG programs ( Civil, Mechanical, and IT) are also expected soon. The institute's preparedness and results of mock exercises were discussed in brief, and members suggested various measures for the same. Furthermore, the Annual Quality Assurance Report (AQAR) submitted for the year 2021-22 was discussed, and members suggested submitting further reports before the due date.

It was resolved to go for external mock visits immediately to cover for any pitfalls in the way of NBA accreditations. Further, it was decided to apply for NBA for four Diploma programs in this calendar year.

**Item No. 14.4.** To discuss the findings from the Internal Academic Audit report; and updates on the Question Paper audit.

Member Secretary briefed the findings (Annexure 4) from the internal academic audit conducted from 21st July to 4th Sept. 23 in three stages for courses conducted in the last three semesters. Rubrics used to assess different types of courses were discussed. A detailed report was tabled for discussions. It was informed that the practice of Question paper audit was reinitiated. The rubric used to assess Question Papers (Annexure 5) was discussed.

It was resolved to continue this annual practice of Internal academic and question paper audit as one of the quality control tools. It was further suggested that the laboratory and Mini-project coursebooks must also be equally focused as these courses target a range of program outcomes that are not usually covered in theory courses.

**Item No. 14.5.** To discuss WCE's NIRF Rankings and measures to improve it.

Member Secretary presented an analysis of the WCE's declining performance in NIRF rankings. Data from the last four years was discussed; especially the comparative performance of the most relevant institute in Maharashtra. Member secretary presented the relative importance of research-related performance metrics amounts to about 35%. It was further demonstrated that the majority of the research marks are for the quantity and quality of Journal research papers.

It was resolved to adopt the actionable points proposed by the member secretary and agreed to the list of the relevant WCE officials assigned to work on each point as presented in Annexure 6 herein. A focus meeting at higher levels to improve research outputs was proposed. Members further suggested measures such as publishing newsletters, branding initiatives, more use of social media platforms, dynamic and professional websites, industry interactions through BoS, and DAB meetings for improvement in peer perception.

**Item No. 14.6.** To brief proceedings of the Department Advisory Board meetings.

A brief review of DAB meetings held at various departments was done. The PO attainment processes, attainment results, improvement proposals and student feedback were discussed.



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It was resolved to push for improving the practice of conducting DABs as tools to percolate quality initiatives taken from IQAC. In view of adverse feedback from students in DAB, it was resolved that the overlapping of re-exams and academics should be avoided.

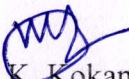
**Item No. 14.7.** Any other point with the permission of the Chairman, IQAC.

The chairman encouraged any other issues from all members.

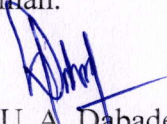
HOD representative, Dr. G. R. Munavalli suggested revisiting the current statements such as the Institute's Vision, mission, objectives, and quality policy so that each department and program can align with policies at the central level policy statement.

Prof. N.C. Shivprakash suggested that the IQAC should plan – Calendar events and execute quarterly meetings with internal IQAC members. The feedback from the stakeholders such as faculty, HoDs, DAB, Alumina, and parents should be processed to actionable points. IQAC should monitor the outcomes and processes it has planned for. The use of ERP should be done for hassle-free data collection without stressing out faculty and staff. Prof. Shivprakash further advised to focus on finance, governance, academics, administration, and faculty for overall quality improvement.

The meeting was concluded by extending a vote of thanks from the chairman.

  
Dr. A. K. Kokane  
Member Secretary, IQAC

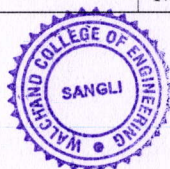


  
Prof. U. A. Dabade,  
Chairman, IQAC



**Annexure 1: Action Taken Report(in response to the 13<sup>th</sup> IQAC minutes)**

<b>Agenda Item No</b>	<b>Points</b>	<b>Remark</b>
<b>Agenda Item No. 13.2</b>	Plan industrial training to young Faculty	Established a framework through Dean CAS
	Students' employability, Accreditation, Attainment etc. should be considered for benchmarks	Established a framework through Associate Dean QA
	Document evidence of all activities be uploaded on web portal	Done intermittently, All relevant documentation is uploaded for NAAC Purposes
<b>Agenda Item No. 13.3</b>	feedback collected, analysis performed and communicated	Feedback mechanism in place through mid-essm feedback , CES, GES, alumni feedbacks etc. Department wise analysis done
<b>Agenda Item No. 13.4</b>	National Conference/Symposium be arranged	RSC 2022 conducted , ETCE 2023 scheduled on 28-29 December 2023, Organizing multidisciplinary International Conference in 2024 is in progress,
	Research Students, regular and part time should be increased	Efforts are put in to start WCE's own Ph.D. programme to improve research student's numbers.
	One industry conclave be conducted	Industry meet conducted on 13 <sup>th</sup> of June 2022 (Danfoss, Whirlpool and Aquachill, Vyom labs, TCS and Siemens DISW , Dhruva, Veritas , Rubiscape, Shapoorji Pallonji Constructions' and Sonai Infrastructure)
	Ideation centre named WCE RISE centre	WCE-IIE Cell established
	Foreign students	NRI students admitted, infrastructure upgrading for foreign students is in progress
	Doctorate Faculty	Efforts are made to give incentives to Ph.D. Faculty candidates to join in. For year 2023-24, 11 doctorate faculty joined out of 53 recruited.
	Collaborate with good Institutes like IIT	Collaborations are focused. IITB, MPCB, BARC, Mumbai, Danfoss, John Deere, NVidia, Ultratech Cements, etc. The latest activity is One Week FDP under DTE-IITB MOU
NIRF ranking coordinator	Prof. N. V. Patel is appointed as NIRF coordinator through IQAC	
Build up a team and reach Industry association	Established a framework through Dean CAS, MoU's Signed with Industries	





	WCE perception Analysis	--
	Give recognition to Student/Faculty achievements such as Publication, patents,	WCE facilitates the patent publication through Dean R&D, Recently, 07 published, and 5 are granted
<b>Agenda Item No. 13.2</b>	Plan industrial training to young Faculty	Established a framework through Dean CAS, 7th Pay Commission has put a condition of industrial training for any promotions.
<b>Agenda Item No. 13.5</b>	Appoint professor in CSE branch	The CAS promotion to Associate Professor Dr. Momin is in progress. New recruitments are awaited but constrained to Govt. policies.
<b>Agenda Item No. 13.6</b>	Distinguished Alumni awards	Were awarded in platinum jubilee meet 8 <sup>th</sup> January 2022,
	Increase awards and Scholarships	KRA High AIRA Ranking, IIC Five stars E Cell engagement, Maximum startups, Startup ecosystem, Innovative projects, Corporate contest, Setting up incubation.
<b>Agenda Item No. 13.8</b>	Value added courses	Provision is made in the curriculum for VAC. Ex. Python Essentials for Data Science (1VA0035), Data Structure (1VA0034,1VA0040) etc.
	Internship schedule	Provision is made in the curriculum for mandatory internships.
	WCE Lecture series	2 lectures conducted in this academic Year





Annexure 2: Recent IQAC cell Composition Order.



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Ref: WCE/ IQAC/Notification/ 1750

Date: 01/09/2023

**NOTIFICATION**

**Internal Quality Assurance Cell**

The Internal Quality Assurance Cell is re-constituted for the period of 2 years (Sep.2023 to Aug. 2025), as per provisions in UGC Regulations, 2018.

Sr No	Composition	Name and Affiliation	Nominated By	Remarks
1	Director /Principal	Prof. Dr. U. A. Dabade	Ex-Officio	Chairperson
2	Senior Faculties and administrative officials	Dr. G. R. Munavalli	Director	Member
		Dr. D. S. More		Member
		Dr. S. B. Kadam		Member
		Dr. S. G. Tamhankar		Member
		Dr. S. V. Gaikwad		Member
		Dr. A. J. Umbarkar		Member
3	External experts on Quality Management/ Industry/Local Community	Prof. N. C. Shivprakash, Professor, IISc, Bangalore	Director by rotation	Member
		Dr. Hariharan Subramnyan, Head-Tata Projects Ltd. Academy, Corporate Learning & Development, Mumbai		Member
		Shri Deepak A. Shinde, Finance Committee member, WCE Sangli		Member
4	Senior Faculty as Director/ Coordinator IQAC	Dr. A. K. Kokane	Director	Secretary

PLATINUM JUBILEE

YEAR 2021-22

The committee will be responsible for following activities:

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College;
2. Facilitating for creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
3. Arrangement for feedback responses from students, parents and other stakeholders on quality.
4. Dissemination of information on the various quality parameters of higher education;
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

(1/2)



6/10



(.2.)

6. Documentation/Statistics of the various programmes/activities of the College, leading to quality improvement.
7. Development and maintenance of institutional data-base through MIS for the purpose of maintaining / enhancing the institutional quality.
8. Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
9. Preparation of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format.
10. Bi-annual development of Quality Radars (QRs) and Ranking of Integral Unites of Colleges based on the AQAR.
11. Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavors.
12. Preparing long term and short term quality related goals, calendar of activities and pursuing related activities, necessary towards attaining the goals.
13. Conducting Quarterly meetings, Preparing and submitting required reports to statutory agencies such as UGC, AICTE, Shivaji University etc.
14. Updating the related information in the institute website regularly.



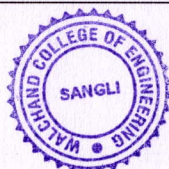
Prof. Dr. U. A. Dabade  
I/C Director

## Copy to

1. All Members
2. All departments, Deans
3. Establishment Section

## Annexure 3: KRA example (Associate Dean ,QA)

Duties and Responsibilities	KRA
<ul style="list-style-type: none"> <li>• Internal Quality Assurance Cell (IQAC)</li> <li>• Quality Parameters of Outcome based Educations.</li> <li>• Improvement in all quality parameters. TQM approach</li> <li>• Statistical Analysis, Benchmarking,</li> <li>• Institute Development Plan (IDP) parameters for improvement</li> <li>• Improvement parameters of NBA, NAAC and others.</li> <li>• Academic Audit</li> <li>• Polices and execution of NBA, NAAC, NIRF and other rankings or accreditation parameters.</li> <li>• To study and implement global rankings and incorporate for the same.</li> <li>• Monitoring on all parameters and development of good practices including keeping benchmarks.</li> <li>• Student Feedback on academics and academic infrastructure and academic deliveries.</li> <li>• AICTE, UGC quality aspects, AISHE, NAD etc.</li> <li>• Any other point as instructed by authorities</li> </ul>	<p>Uninterrupted accreditation cycle</p> <p>Improvement in Rankings, accreditations.</p> <p>MIS on quality parameters</p> <p>Quality Radars</p> <p>AQAR and annual Progress Reports</p> <p>Inputs to all departments / CoE</p> <p>IDP MIS and reviews.</p>



11/4  
7/10



## Annexure 4: Internal Academic audit Report Results

### Summary of Results:

- Total number of courses expected to be audited: 895
- Percentage of coursebook records made available: 69%
- Average audit rating: 47%
- Average Lowest rubric Element rating: 17% (Counselling to students)
- Average Highest rubric Element rating: 59% (Course delivery, Results)
- Average CO attainment rating: 54%

### Conclusions

- The coursebook record keeping, along with CO attainments, seems to have suffered due to a four-year break in the coursebook audit practice.
- It is observed that laboratory and Mini-project coursebooks are not maintained in comparison
- Formative assessments need to be encouraged
- The visits of the NBA, NAAC committee is expected in the current semester. Hence, corrective actions in form of course records and calculation of CO attainments is most urgent.

## Annexure 5: Rubric used to assess quality of Question Papers

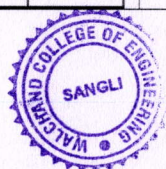
1. Academic Year and Semester:	SEM I / II	2. Department:	3. Class:		
Course code					
Course Name					
Course Teacher Name					
Coverage of Syllabus					
Relevance of Questions <i>(How relevant the question is to the larger learning goal of the class.)</i>					
Mapping Relevant CO at appropriate Bloom's level (check Verb)					
Repeated Questions from MSE to ESE					
Question-wise mark allotment					
Clarity in language used and grammar <i>(Would everyone in the group agree on what this question means?)</i>					
Auditor's judgement of overall quality					
Remarks if any					
Name and Signature of Auditor					
<b>Ratings: 0: Very Poor, 1: Poor, 2: Average, 3: G: Good, 4: VG: Very Good, 5: Excellent</b>					





### Annexure 6: Functional Heads and Responsibilities

Sr.	Functional Head	Metric Responsible for		Actionable Points
1	Dean R and D	Metric	Wt.	<ul style="list-style-type: none"> <li>• Mapping current Faculties with immediate Research outcomes potential</li> <li>• Improving QIP/Part-time Ph.D. enrolments</li> <li>• Promoting Journal publications at conferences</li> <li>• Promotion of Research collaborations with other Peers</li> <li>• Standardize WCE affiliation styles</li> <li>• Proposing rewards for Research outcomes (SCI / Scopus / UGC care)</li> <li>• Follow-ups with funded project outcomes</li> </ul>
		PG and Ph.D. student's Enrollment	6%	
		No. of Publications per faculty	11%	
		No. of good citations per faculty	12%	
		No. of patents (granted rather than only published)	5%	
		Projects fundings per faculty	1%	
		<b>Total</b>	<b>35 %</b>	
2	Registrar	No. of Faculties	9%	<ul style="list-style-type: none"> <li>• Benchmarking Faculty-student Ratio and gradual improvement</li> <li>• Recruitment policy changes</li> <li>• Attract Doctorate faculties with research potential</li> <li>• Experience, Gender balance</li> </ul>
		No. of Ph.D. faculty	3%	
		No. of Experienced Faculty (1:1:1 ratio)	3%	
		At least 20% women faculty	3%	
		<b>Total</b>	<b>18 %</b>	
3	Dean CAS	% students placed	4%	<ul style="list-style-type: none"> <li>• Focusing upon all branches and all students</li> <li>• Inviting Reputed firms with good offers</li> <li>• Tracking student's progression with documentation</li> </ul>
		% students selected for higher studies	4 %.	
		Median Salary	3 %	
		<b>Total</b>	<b>11 %</b>	
4	Finance Coordinator	Avg. Annual Cap. Exp. Excl. new buildings	11%	<ul style="list-style-type: none"> <li>• Improving Expenditures per student / Benchmarking</li> <li>• % Full tuition fee reimbursement students : Restructuring annual rewards schemes</li> </ul>
		Avg. Annual Op. Exp. Excl. maintenance of hostels and allied services		
		Exp. per student		
		% Full tuition fee reimbursement students		





5	HODs	Projects fundings per faculty	3%	External research funding and consultancy
		Consultancy earnings per faculty		
6	Dean Academics:	% students passing exams in stipulated time	5%	Improving Academic Practices such as remedial classes, tracking weaker students.
7	Associate Dean Students	% Other state students % Other country students	3%	Facilities for Foreign students/encouragements
8	Dean Planning	Facilities for handicapped	2%	Developments of Ramps /Lifts/ Toilets etc.
9	Director and Management	Peer Perception	10%	<ul style="list-style-type: none"> <li>• Peer Perception by Branding,</li> <li>• WCE presence in external influential committees,</li> <li>• MoUs with other Institutes/ Industries</li> <li>• Encouraging external visits of WCE Faculties for relation developement amongst peers</li> </ul>

