

INTERNAL QUALITY ASSURANCE CELL (IQAC)

No. RCOEM/IQAC/2022/7177(1)

Date: 10/1/2022

Meeting of Internal Quality Assurance Cell (IQAC) is scheduled as follows:


Day/Date: Thursday, 20/1/2022

Time: 3.00 p.m.

**AGENDA**

1. Review/Confirmation of Minutes of previous IQAC Meeting
2. Action Taken Report of previous IQAC Meeting
3. External Academic and Administrative Audit Report : Dr. (Mrs.) A.A.Khurshid  
Member Secretary, IQAC
4. Training and Placement Activities 2021-22 : Dr. Kaushik Roy  
(Engg./MCA) Dean (CDPC)
5. Training and Placement Activities 2021-22 : Dr. Rajesh Vaidya  
(DMT) T & P Coordinator, DMT
6. Report on Admissions 2021-22 : Dr. P.D. Pachpor  
Dean Admissions
7. PG (Engineering, MCA) Student Admission : Head of the Department  
and Engagement: Review of Roadmap
8. Research Internship Policy : Dr. D.S.Adane  
Dean (R&I)
9. Report on international conference ICICA'21 : Dr. D.S.Adane  
Dean (R&I)
10. Annual Report of the Institute 2020-21 : Dr. Vandana Gandhi  
Media Incharge
11. OBE Manual : Dr. D. R. Zanwar  
NBA Coordinator
12. Any other agenda with permission of Chair

  
**Dr. (Mrs.) A.A.Khurshid**  
Member Secretary, IQAC

  
**Dr. Rajesh S. Pande**  
Principal and Chairman, IQAC

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Date: 20/1/2022**

**Minutes of the Meeting, Dated: 20/1/2022**

A meeting of Internal Quality Assurance Cell (IQAC) was held on 20/1/2022 at 3.00 pm in the Conference Room, Administrative Block at RCOEM, Nagpur and Online via Google Meet.

**Following members and invitees were present**

1. Shri Rajendra Purohit, General Secretary, RCOEM, Nagpur
2. Dr. Rajesh S.Pande, Principal, RCOEM
3. Dr. Rajendra. M. Patrikar, VNIT, Nagpur (Joined online)
4. Dr. Priya Wanjari, Principal, Santaji Mahavidyalaya, Nagpur (Joined online)
5. Dr. S. D. Mohgaonkar, HOD , Mathematics
6. Dr. K. N. Agrawal, HOD, Mechanical Engineering
7. Dr. M. B. Chandak, Dean Academics
8. Dr. A. A. Aghase, Controller of Examinations
9. Prof. Aarti Karandikar, Assistant Professor, Computer Science and Engineering
10. Dr. P. D. Adane, HOD, Information Technology
11. Dr. Pallavi K. Parlewar, NAAC Coordinator
12. Ms. Janvi Tilwani, Student (Joined online)
13. Prof. Nikhil Damle, Registrar
14. Dr. (Mrs.) A.A.Khurshid, Member Secretary, IQAC

**Invitees:**

15. Dr. Jayant Joshi, Professor, Electrical Engineering
16. Dr.P.D.Pachpor, Dean Admission
17. Dr. M.S.Kadu, HOD, Civil Engineering
18. Dr. D. S. Adane, Dean Research & Innovation
19. Dr. Rupesh Pais, HOD, Management Technology
20. Dr. (Mrs.) M. A. Hasamnis, HOD, Electronics Engineering
21. Dr. Rajesh Raut, Associate Professor, Electronics & Communication Engineering
22. Dr. A. V. Bharati, HOD, Chemistry
23. Dr. M. M. Gupta, HOD, Industrial Engineering
24. Dr. Sanjay Bodkhe, HOD, Electrical Engineering
25. Dr. Amit Anurag, HOD, Physical Education
26. Dr. Sanjogta Meshram, Incharge, First Year
27. Dr. Vivek Khetade, Assistant Professor, EDT
28. Dr. Kaushik Roy, Dean CDPC
29. Dr. (Mrs.) P.D.Adane, HOD,IT
30. Dr. J.P.Kalambe, HOD EDT & Biomedical Engg.

31. Dr. Pratishruti Agrawal, Assistant Professor, Humanities
32. Dr. Vandana Gandhi, Assistant Professor, DMT
33. Dr. Bhumika Neole, MR, ISO
34. Dr. R. Hablani, Associate Professor, CSE

Mr. Nitin Sudame, Spacewood, Nagpur and Mr. Ajay Yawalkar, TCS Nagpur, Dr. Avinash Agrawal, HOD (CSE) sought leave and were granted leave of absence.

Member Secretary, IQAC welcomed all members present at the meeting. Thereafter, the agenda items were taken up for discussion with the permission of the Chair.

#### **Agenda 1: Review/Confirmation of Minutes of previous IQAC Meeting**

Member Secretary, IQAC presented the Minutes of the previous IQAC Meeting dated 9/12/2021. All members unanimously confirmed and approved the minutes of the previous meeting.

#### **Agenda 2: Action Taken Report of previous IQAC Meeting**

Member Secretary, IQAC presented the Action Taken Report of the previous IQAC Meeting dated 9/12/2021. All members unanimously approved the Action Taken Report.

#### **Agenda 3: External Academic and Administrative Audit Report**

The External Academic and Administrative Audit (AAA) of all the Academic and Administrative Departments of the Institute was conducted during January 17-19, 2022. The team of external members included

- Dr. Manoj Dixit, Ex-Vice Chancellor, Dr. Ram Manohar Lohia Awadh University, Ayodhya.
- Dr. Amitabh Saxena, Hon. Vice Chancellor, CV Raman University, Khandwa, MP

The Member Secretary, IQAC presented the summarized observations of the team for all academic and administrative departments on various parameters i.e. curriculum design, teaching-learning, infrastructure, research and faculty development including Institutional SWOC.

The Member Secretary, IQAC informed the house that a committee under chairmanship of Dr. S.D. Mohgaonkar is constituted to study the audit report and propose the implementation strategies based on the observations/ suggestions given in the report.

The summarized External Academic and Administrative Audit (AAA) Report of the Institute is enclosed in Annexure 1.

**IQAC recommended to all the departments/units also to prepare plan of action on the suggestions/observations derived from the External Academic and Administrative Audit (AAA) report enabling growth and ranking of the Institution.**

#### **Agenda 4: Training and Placement Activities (Engg./MCA) 2021-22**

Dr. Kaushik Roy, Dean (CDPC) presented the Training and Placement activities conducted for Engineering and MCA programmes. He presented various activities conducted by the departments and placement cell for students such as Training, Internship, Placement and Outreach. He also elaborated the efforts taken for the placement of students and statistics related to multiple offers, number of unique offers and the highest & average salary offered to the students for the current year.

**The house noted the report and the efforts of the department and CDPC cell related to training and placement activities for 2021-22.**

#### **Agenda 5: Training and Placement Activities (DMT) 2021-22**

Dr. Rajesh Vaidhya presented the Training and Placement activities conducted by Department of Management Technology. He briefed about the various activities conducted by the department for students related to Training, Internship, Placement and Outreach.

He presented the statistics for last year and the status of the current year placement activities highlighting the number of offers, number of companies visited, unique offers, highest salary and average salary received by the students for past /current year.

**The house noted the report and Principal, Dr. Rajesh S. Pande requested the head of the department to kindly identify the reasons for the gap between number of companies visiting for placement & the number of students placed in these companies and plan action accordingly.**

#### **Agenda 6: Report on Admissions 2021-22**

Dr. P.D.Pachpor, Dean Admissions presented the report on the first year admissions (2021-22) for all programmes.

**The house noted the admission statistics and urged the departments to review the programmes offered in view of emergent advances and develop a coordinated effort to plan strategies for increasing student enrolment, quality and engagement.**

### **Agenda 7: PG (Engineering, MCA) Student Admission and Engagement: Review of Roadmap**

Dr. P.D.Pachpor, Dean Admissions presented the activities planned for promotion of PG programmes and strengthening the student engagement/outcomes as received from all concerned heads of the department.

**The house noted the same and as per the resolution of the IQAC meeting held on June 3,2021 to review the roadmap after six months for PG programmes offered in engineering and management streams, Principal, Dr. Rajesh S. Pande requested all heads of the department to submit the roadmap of the planned activities to IQAC for periodic review.**

### **Agenda 8: Research Internship Policy**

Dr. D.S.Adane, Dean R&I presented the one semester research internship policy for undergraduate students of VII semester (Annexure II). He informed that the research internship will provide opportunity for conducting research, implementing ideas and helping write technical paper thereby enabling students for higher studies and pursue career in research.

**The house in principle approved the internship policy for implementation and requested Dean(R&I) to formulate the framework including expected outcomes.**

### **Agenda 9: Report on international conference ICICA'21**

Dr. D.S.Adane, Dean R&I and General Chair , ICICA'21 presented the report about the international conference on innovative computing and applications organized in association with University of the District of Columbia, Washington, DC, USA organized by the Department of Information Technology during 26 - 27 November, 2021 in virtual mode. He presented the details about the plenary talks, different tracks on which papers were presented and the best paper awards conferred.

**The house congratulated the Information Technology Department for successfully organizing the conference and urged to utilize its outcome for enhancing the research visibility.**

### **Agenda 10: Annual Report of the Institute 2020-21**

Dr. Vandana Gandhi, Incharge Media Center, presented online the Annual Report of the Institute for session 2020-21 to be uploaded on the Institute website. The report for all the academic, co-curricular and extension activities undertaken during the session were included in the report.

**The Annual Report was approved by the house for further submission to Board of Management.**

**Agenda 11: OBE Manual**

Dr.D.R.Zanwar, NBA coordinator presented the guidelines for refinement in the implementation of OBE which included details about the procedures that assist the faculty for continuous improvement of the teaching-learning process and detailed design for the Outcome Based Assessment, use of revised Blooms taxonomy in formulating the learning plan, course and programme level assessment.


**It was decided to circulate the OBE manual to all departments to seek suggestions for implementation in a structured manner. The OBE Manual will further be appended to include other domains of learning i.e. Psychomotor and Affective in the subsequent phase. Dr. Rajesh S. Pande, Principal appealed to heads of the department to ensure that all faculty members undergo the course on OBE to imbibe and demonstrate OBE proficiency.**


**Agenda 12: Any other agenda with permission of Chair**

Dr. Rajesh S. Pande, Principal informed the house that Board of Management (BOM) in its meeting on June 6, 2021 decided to work on the suggestions of Prof. J.S. Joshi with regards to implementation of NEP 2020 and has sent the submission to vision 2030 team for necessary consideration. For detailed analysis a committee under chairmanship of Dr. J.S.Joshi, Professor, Deptt. of Electrical Engineering is constituted to prepare the Institute for sustained progress in view of NEP 2020. He requested Dr. J.S.Joshi to present the details. Dr. J.S.Joshi presented the features of NEP2020 and challenges to be overcome in order to attain excellence and bring global reputation.

**It was resolved to study the NEP 2020 report and invite suggestions from the house and submit the same to Prof. J.S.Joshi.**

The meeting ended with vote of thanks from Member Secretary, IQAC.

  
**Dr. (Mrs.) A. A. Khurshid**  
**Member Secretary, IQAC**

  
**Dr. Rajesh S. Pande**  
**Chairman, IQAC**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Minutes of the Meeting, Dated: 20/1/2022

Sr. No.	Agenda Items	Discussions	Action Taken
1.	Agenda 1: Review / Confirmation of Minutes of previous IQAC Meeting	--	Minutes of the previous IQAC Meeting dated 09/12/2021 were confirmed.
2.	Agenda 2: Action Taken Report of previous IQAC Meeting	--	Action Taken Report of previous IQAC Meeting dated 09/12/2021 was approved.
3.	Agenda 3: External Academic and Administrative Audit Report	IQAC noted the summarized observations of the team for all academic and administrative departments on various parameters i.e. curriculum design, teaching-learning, infrastructure, research and faculty development including Institutional SWOC .	Necessary actions are initiated for preparing implementation strategies on External Academic and Administrative Audit (AAA) Report .
4.	Agenda 4: Training and Placement Activities (Engg./MCA) 2021-22	IQAC noted the report and the efforts of the department and CDPC cell related to training and placement activities.	
5.	Agenda 5: Training and Placement Activities (DMT) 2021-22	IQAC noted the report and requested to identify the reasons for the gap between number of companies visiting for placement & the number of students placed in these companies and plan action accordingly.	Communicated to Head of the Department (DMT) to initiate the corrective actions.
6.	Agenda 6: Report on Admissions 2021-22	IQAC noted first year admission report and requested the departments to review the programmes offered in view of emergent advances and develop a	Noted

		coordinated effort to plan strategies for increasing student enrolment, quality and engagement.	
7.	Agenda 7: PG (Engineering, MCA) Student Admission and Engagement: Review of Roadmap	The house noted the activities presented by Dr. P.D.Pachpor, Dean Admissions to be planned for promotion of PG programmes and strengthening the student engagement/outcomes and IQAC resolved to review the roadmap after six months for PG programmes.	Communicated to all heads of the departments offering PG programmes in Engineering and MCA to submit the accomplishments after six months.
8.	Agenda 8: Research Internship Policy	IQAC noted and in principle approved the internship policy for implementation	Communicated to Dean(R&I) to formulate the framework including expected outcomes.
9.	Agenda 9: Report on international conference ICICA'21	IQAC congratulated the Information Technology Department for successfully organizing the conference.	
10.	Agenda 10: Annual Report of the Institute 2020-21	IQAC noted Annual Report of the Institute 2020-21	Forwarded to Board of Management(BOM) for approval
11.	Agenda 11: OBE Manual	The contents of the manual was noted by the house and IQAC resolved to circulate the OBE manual to all departments to seek suggestions for implementation in a structured manner and further append the manual to include other domains of learning in the subsequent phase.	Dr. D.R.Zanwar was requested to initiate the action for seeking suggestions from all departments.
12.	Agenda 12: Any other agenda with permission of the chair NEP 2020 implementation	IQAC noted the features of NEP2020 and challenges to be overcome in order to attain excellence and bring global reputation.	Action initiated to invite suggestions from the house and all the faculty members.

  
 31/11/2022  
**Dr. (Mrs.) A.A. Khurshid**  
**Member Secretary, IQAC**