

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 26/04/2020

Minutes of the Meeting dated 25th April 2020

Internal Quality Assurance Cell (IQAC) meeting was held on 25th April 2020 at 2.30 pm using Google Meet in the presence of Shri Govindlal Agarwal, General Secretary, RCOEM, Shri Rajendra Purohit, Secretary, RCOEM, Dr. Rajesh S. Pande, Principal, RCOEM, All Heads, Deans, Functional Heads and few faculty members.

The meeting started with the opening remarks by Principal Dr. R. S. Pande. He welcomed all to the meeting.

Thereafter the agenda items were taken for discussion.

Agenda 1: Approval of Student Feedback Form considering online system during Lockdown

Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC presented the student feedback form regarding the online support provided to the students during Lockdown on teaching, learning and evaluation.

The Student feedback form was approved by the house with minor changes.

It was decided that, after incorporating the suggestions given by the house the feedback form will be communicated to Incharge Juno, to be configured in MIS and to be activated for the students.

Agenda 2: Brief presentation by Departments and Functional Heads on the progress of work related to Research, Innovation, Placements, Academics – teaching, learning and evaluation, online courses and initiatives and student progression during Lockdown

Since 15th March 2020 all academic activities at campus are suspended due to COVID 19. To compensate loss of teaching days and to keep the students motivated, various online

academic initiatives are carried out by the Departments. The faculty members are also motivated to carry out research work along with the academic activities.

All Deans, All Heads, Functional Heads presented the work going on during the lockdown period related to Research, Innovation, Placements, Academics – teaching, learning and evaluation, online courses and initiatives and student progression.

Dr. Avinash Agrawal, Dean Academics, presented the academic activities / initiatives carried out at RCOEM. He informed that various online platforms and online teaching tools are used by departments and faculty members to complete syllabus. Online examination and assessments are carried out using online platform which includes Test, Assignments, quizzes, Lab submission, Seminar, Viva-voce etc. Additional resources from AICTE, NPTEL, M-Tutor, ELIS, and Coursera helped to add in Academic quality and students are also participating enthusiastically.

Dr. Rupesh Pais, Dean R&D presented the research work going on during the lockdown period where in RCOEM is working on submitting the joint grant proposal with MSME under the schemes of Govt. of India such as Design Clinic, Ministry of MSME, Govt. of India and Technology Development Fund, DRDO, Govt. of India. He also emphasized on looking for best practices to increase the research activity while working remotely, propagating relevant information and suggestions and propagating funding opportunities.

Section 8 company of RCOEM, RCOEM-TBI is also promoting innovative activities during lockdown. Prof. P. A. Dwaramwar, Director TBI presented a report wherein he informed that four RCOEM teams are shortlisted for Grand Finale of SMART INDIA HACKATHON 2020 which is scheduled tentatively on July 18-19, 2020. Students are attending various webinars and online sessions and upgrading their skill sets. TBI is also networking with the alumni for mentoring and has identified more than 200 prominent alumni with more than 20 years of product, technology development, and business experience. They are going to play a vital role in POST COVID era to provide momentum to incubation and startup activities.

Similarly Dr. Rajiv Khair, Incharge Industry Institute Interaction Cell has organized various webinars in association with CII for Industry. Webinar on “Decision Making”, Social Distancing Mobile Application, and “Solar based disinfection Box for sanitising daily used equipments” are initiatives under III to name a few.

Dr. Anupam Kher, Dean T&P shared the various initiatives taken by T&P department for Final year and Pre Final year students. T&P department of RCOEM has organized a rigorous online test series of fifteen tests for all prefinal year students. This test series included aptitude, reasoning, verbal as well as technical tests of mock company specific tests of various multinationals like Amazon, Accenture, Infosys, IBM, TCS, etc. A special 66 hours of online teaching was also arranged for all the prefinal year students in which students are being provided training on Aptitude, reasoning, verbal, non verbal patterns of questions, as well as on technical topics like C, C++ and basics of programming. For students of 2020 batch a webinar was conducted which was twofold. First to inform students about their joining dates by various companies and second was to bridge the gap between company mentors and students who were presently undergoing Internships. Apart from this, Training and Placement cell conducted a webinar for the entire prefinal year students, informing them about the current and future challenges of campus hiring by companies.

Dr. Abhijeet Agashe, Controller of Examination informed about the various strategies for conduction of End Semester Examination. He discussed about the various softwares available to conduct the Examination. He also emphasized on the various challenges faced by students, faculties and showed concern related to technological hurdles. He presented a roadmap and timeline for the execution of strategies so that the outcome should be effective from the perspective of students as well as Institution.

All the HODs presented a report related to the academic, research and placement related activities at their department. Various initiatives by institution related to online resources are made available for faculty members as well as students. Faculty members are also looking actively for some online webinars to learn new skills that will be useful for teaching the students. Every department is meeting with the deadlines for the tests, assessments and viva-voce. Regular faculty meetings are conducted by the departments. Faculty and students are doing research and publishing papers in Scopus, WoS, SCI journals. Patents and copyright filing and publishing are also taken care by departments.

Some of the important points are:

- Study materials are prepared by faculties in digital formats (PPT, PDF, Video) and are shared with students. Free e-books and journals are also shared with the student.
- Online Quiz/Assignments are conducted to complete continuous assessment.

- Before introducing any new technique of evaluation, MOCK is conducted for students.
- Question bank for MCQ, Short answer question is in progress for theory and laboratory course.
- To keep the moral of students at high level is need of time. Text, video, PPT or any activity, that is full of positive thoughts, are posted to the students.
- Attendance of students was taken online, and random video calls were dialled to students during exam duration as token of invigilation.

Online learning initiatives by the institution were presented by Dr. Asmita Deshpande, SPOC, SWAYAM-NPTEL Local Chapter, in charge, Interdisciplinary Courses. Institution has taken membership at Coursera wherein 3791 free courses are available on for faculty and students. TCS iON Digital Class Room Subscription (Enables online mode of learning) was taken wherein Debates, quizzes, polls, surveys and online meetings can be organized to collaborate with learners. RCOEM is a Virtual Lab Nodal Center (Initiative of MHRD under the National Mission on Education through ICT) wherein seven online workshops are conducted till date. All students and faculty of First year BE are registered on M-Tutor which provides video lectures of all courses of First year BE as per the model curriculum of AICTE. All students are informed about the NDL of India (National Digital Library) where video lectures, Notes, Questions, Solutions from authoritative sources like spoken tutorial, MIT Open Courseware, NPTEL are available free of cost. Students are also provided with a link of almost 150+ MOOCs online learning platform so that they can explore the world of e-learning at the same time keep themselves involved in learning new domains of knowledge. Information about ELIS (Enhancement in Learning with Improvement in Skills) portal which is designed by AICTE and launched on 12th April 2020 is given to all the students which will surely endeavor of all students to stay home and make the best use of opportunity to improve their skills by enrolling in the courses/platform under ELIS

Dr. Amit Anurag, Head Physical Education and NSS shared CSR activities of the institution during COVID 19 Lockdown.

- 100 NSS volunteers donated Rs. 20,000/- in PM cares Fund.
- Students are creating awareness amongst people about social distancing.
- Feeding the street animals like cow, dogs, goats and many more animal like them.

- Helping elder people by providing medicine and daily needs.
- Grain Donation, sanitization of village with the help of volunteers, Distributing breakfast everyday to policemen, sanitization workers, doctors, nurses and the labourers who are unable to afford ration.
- Prepared homemade masks and distributed to the homeless and needy people in locality.

Shri Govindlal Agarwal, General Secretary, RCOEM, Shri Rajendra Purohit, Secretary, RCOEM appreciated the efforts taken by all during the Lockdown period and asked to stay motivated and continue the same.

The meeting ended with vote of thanks by Dr. Rajesh S. Pande, Principal, RCOEM.



Dr. (Mrs.) Meghana A. Hasamnis
Member Secretary, IQAC



Dr. Rajesh S. Pande
Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Minutes of the Meeting, Dated: 25/04/2020

Sr. No.	Agenda Items	Discussions	Action Taken
1.	Agenda 1: Approval of Student Feedback Form considering online system during Lockdown	It was decided that, after incorporating the suggestions given by the house the feedback form will be communicated to Incharge Juno, to be configured in MIS and to be activated for the students.	Minor changes were incorporated in the Student Feedback Form considering online conduction of classes due to Lockdown. Feedback form was configured in MIS and feedback was activated and feedback collected from students.
2.	Agenda 2: Brief presentation by Departments and Functional Heads on the progress of work related to Research, Innovation, Placements, Academics – teaching, learning and evaluation, online courses and initiatives and student progression during Lockdown	House appreciated the efforts taken by all during the Lockdown period and asked to stay motivated and continue the same.	Noted.



Dr. (Mrs.) Meghana A. Hasamnis
Member Secretary, IQAC