

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR-13

INTERNAL QUALITY ASSURANCE CELL (IQAC)

No. RCOEM/IQAC/2020/69321

Date: 29/01/2020

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

Day/Date: Monday, 03/02/2020


Time: 3.00 pm

Venue: Conference Room, Administrative Block

AGENDA

1. Confirmation of Minutes of previous Meeting
2. Conduction of External Academic Audit : Dr. Avinash Agrawal
Dean Academics
3. ISO External Audit Report and Action Plan : Dr. Padma Adane
MR, ISO
4. NIRF review : NIRF Team
5. 2nd cycle of Accreditation NAAC status : Dr. Pallavi Parlewar
NAAC Coordinator
6. Review/Status of NBA Accreditation and Compliance team visit : Dr. D. R. Zanwar
NBA Coordinator
7. Discussion of NBA expert team visit report : Dr. D. R. Zanwar
NBA Coordinator
(a) Computer Science and Engineering
(b) Electronics and Communication Engineering
8. Review of Placement and Internship of students : Dr. Anupam Kher
for session 2019-20 and roadmap Dean T&P
9. Student Mentoring Scheme : Dr. Preeti Voditel
ERP Incharge
10. Establishment of Center of Excellence : Dr. Rupesh Pias
Dean R&D
11. Annual Report of College for session 2018-19 : Dr. Vandana Gandhi
12. Report of International / National Conferences : Head of the Department /
(a) Electrical Engineering Department Conference Chair
(b) Civil Engineering Department
13. Any other Agenda with permission of Chair


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


Dr. Rajesh S. Pande
Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 04/02/2020

Minutes of the Meeting, Dated: 03/02/2020

A meeting of Internal Quality Assurance Cell (IQAC) was held on 03/02/2020 at 3.00 pm in the Conference Room, Administrative Block at RCOEM, Nagpur.

Following members and invitees were present

1. Shri. Govindlal Agarwal, Hon'ble General Secretary, RCOEM, Nagpur
2. Dr. Rajesh S. Pande, Principal and Chairman, IQAC
3. Dr. Rajendra M. Patrikar, VNIT, Nagpur
4. Mr. Nitin Sudame, Executive Director, Spacewood, Nagpur
5. Dr. Priya Wanjari, Principal, Santaji Mahavidyalaya, Nagpur
6. Dr. S. D. Mohgaonkar, Dean Second Shift
7. Dr. V. S. Deshpande, HOD, Industrial
8. Dr. K. N. Agrawal, Professor, Mechanical
9. Dr. M. B. Chandak, HOD, CSE
10. Dr. Avinash J. Agrawal, Dean Academics
11. Dr. A. A. Aghase, Controller of Examinations
12. Prof. Aarti Karandikar, Assistant Professor, CSE
13. Dr. P. D. Adane, Management Representative, ISO
14. Dr. P. S. Voditel, Incharge, ERP
15. Dr. Pallavi K. Parlewar, NAAC Coordinator
16. Mr. B. B. Paliwal, Finance Officer
17. Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC

Invitees:

18. Dr. R. B. Raut, HOD, EC
19. Dr. D. Mehra, HOD, Humanities
20. Dr. (Mrs.) A. A. Khurshid, HOD, EN/EDT
21. Dr. Chandan R. Vichoray, HOD, DMT
22. Dr. P. D. Pachpor, HOD, Civil
23. Dr. V. T. Barhate, HOD, Electrical
24. Dr. Amit Anurag, HOD, Physical Education
25. Dr. A. V. Bharati, HOD, Chemistry
26. Dr. S. M. Pande, HOD, Physics
27. Dr. Anupam A. Kher, Dean T&P
28. Dr. D. R. Zanwar, NBA Coordinator
29. Dr. Rupesh Pais, Dean R&D

30. Dr. P. B. Kulkarni, Dean Admissions
31. Dr. S. B. Bodkhe, Professor, Electrical Engineering
32. Dr. Rajiv Khaire, Incharge, III Cell
33. Dr. Rashmi Shahu, Associate Professor, Industrial Engineering
34. Dr. Vandana Gandhi, Assistant Professor, DMT
35. Dr. R. N. Khapare, Incharge, Coordination and Compliance

Member Secretary, IQAC welcomed all to the meeting.

At the outset Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC welcomed External IQAC members, Dr. Rajendra M. Patrikar, VNIT, Nagpur, Mr. Nitin Sudame, Executive Director, Spacewood, Nagpur, Dr. Priya Wanjari, Principal, Santaji Mahavidyalaya, Nagpur to the meeting. She welcomed Shri. Govindlal Agarwal, Hon'ble General Secretary, RCOEM, Dr. Rajesh S. Pande, Principal and Chairman IQAC, IQAC Members, Head of the Departments, Deans and all invitees for the IQAC meeting.

Thereafter, the agenda items were taken up for discussion with the permission of the Chair.

Agenda 1: Confirmation of minutes of previous meeting

Member Secretary, IQAC presented the Minutes of the previous Meeting and the Action Taken Report. All members unanimously confirmed and approved the minutes of the meeting dated 18/10/2019.

Agenda 2: Conduction of External Academic Audit

Dr. Avinash Agrawal, Dean Academics informed the house that External Academic Assessment and Audit for all the Programmes of the institute for session 2019-20 is scheduled in month of February 2020. A structured form for the audit is prepared and is communicated to all the departments. The form for Academic Assessment and Audit is based on the following assessment parameters

1. Academic Standards

The focus is on Curriculum and Learning outcomes.

2. Academic Quality

The focus is on learning experiences of students (Teaching-Learning process)

3. Academic Assessment

The focus is on assessment tools (Quality of evaluation methods)

4. Academic Quality Assurance

The focus is on monitoring, support and assurance

5. Research Initiatives

The focus is on overall research environment in the department

The tentative schedule and the list of the external assessors department wise for the audit are finalized.

It was decided that after the completion of External Academic Assessment and Audit for all the Programmes, the observations and suggestions given by the assessors and the plan of action submitted by the respective departments based on the suggestions given by the external assessors to be discussed in next IQAC meeting.

Agenda 3: ISO External Audit Report and Action Plan

Dr. Padma Adane, Management Representative, ISO informed that surveillance audit was conducted on 25th November 2019. Mr. R. U. Tiwari and Mr. J. V. Deshpande were the auditors for the surveillance audit. The departments audited were Mechanical Engineering, Electrical Engineering, Chemistry, Electronics Design Technology, Electronics and Communication Engineering, Dean Training and Placement, Administrative Officer and Dean Academics. The concerned departments were asked to comply with the observations given during the audit and submit the compliance report to the MR, ISO.

MR, ISO was asked to ensure the compliance to the observations and suggestions given by the auditors from the respective departments.

Agenda 4: NIRF review

Institute has applied for National Institutional Ranking Framework (NIRF) 2020. Dr. Avinash Agrawal, Dean Academics presented the statistics of 2019 of the weightages for the parameters (a) Teaching, Learning and Resources (b) Research and Professional Practice (c) Graduation Outcomes (d) Outreach and Inclusivity and (e) Perception for our institute.

He further highlighted the new parameters introduced in NIRF 2020. The parameters are:

- National/International awards/recognition to Faculty from central government agencies
- International awards (Won by Students)
- NBA Accreditation
- Village Adoption (Unnat Bharat Scheme)

He also highlighted the points which are our strengths and the points which are our weaknesses.

It was decided to work on the weaknesses and the areas of concerns by all the departments which will help improve the NIRF rank of the institution further.

Agenda 5: 2nd cycle of Accreditation NAAC status

Dr. Pallavi Parlewar, NAAC Coordinator informed the house that Self Study Report (SSR) has been uploaded to NAAC on 25th January 2020. Student Satisfaction Survey (SSS) and Data Validation and Verification (DVV) process is initiated.

It was decided to start the preparations for peer team visit and Principal urged all to cooperate.

Agenda 6: Review/Status of NBA Accreditation and Compliance team visit

Dr. D. R. Zanwar, NBA Coordinator presented the status of NBA Accreditation for all the UG programmes of the institute as given below

- Computer Science and Engineering and Electronics and Communication Departments accredited by NBA under Tier – I for three years.
- Compliance Report of UG programmes in Civil, Electrical, Electronics and Mechanical Engineering Departments communicated to NBA. Compliance team visit for these departments is scheduled on 22nd February 2020.
- NBA pre-qualifier for UG programmes in Industrial Engineering and Information Technology is prepared.

Principal asked the four departments Civil, Electrical, Electronics and Mechanical Engineering to prepare for the compliance team visit.

Agenda 7: Discussion of NBA expert team visit report

(a) Computer Science and Engineering

(b) Electronics and Communication Engineering

Dr. D. R. Zanwar, NBA Coordinator informed that two programmes B.E. (Electronics and Communication) and B.E. (Computer Science and Engineering) have been NBA accredited for period of 3 years (July 2019 to June 2022). He presented the observations and suggestions given by the Chairperson and the experts of the NBA committee for the two departments.

The observations and suggestions given by the Chairperson and the experts of the NBA committee for the two departments are enclosed in Annexure 1.

Principal asked to initiate the necessary corrective actions on the observations and suggestions given and asked NBA Coordinator to take follow up.

Agenda 8: Review of Placement and Internship of students for session 2019-20 and roadmap

Dr. Anupam Kher, Dean T&P, presented the review of the placements and internship of the students, department wise for session 2019-20 till date and also presented the roadmap for next six months for the placements of the unplaced students.

Mr. Nitin Sudame suggested having a mechanism to track the placed students such as – the students are placed in which company, till what time they continue in the same company, what next they do and so on.

Principal asked the Head of the departments were placement is less to take corrective actions immediately.

It was also resolved that a formal mechanism to be designed to track the progress of the placed students.

Agenda 9: Student Mentoring Scheme

Dr. Preeti Voditel, ERP Incharge, presented the Mentoring Functionality in Juno Campus. The steps to implement mentoring scheme are required to be done from Academic Admin Login. The steps are:

- Step 1: Allocation of Mentors to the students
- Step 2: Viewing Mentor Allocation
- Step 3: Displaying Mentor Allocated Student List
- Step 4: Viewing from Faculty Login
- Step 5: Managing mentees

Mentor Feedback can also be given for the mentee. The faculty can give feedback for all those students who are his/her mentee. The questions for the feedback can be entered from the Academic Admin Login.

It was resolved to implement the Mentoring Scheme in Juno Campus from session 2020-21 onwards.

Agenda 10: Establishment of Center of Excellence

Dr. Rupesh Pias, Dean R&D informed about Center of Excellence at RCOEM. He presented the details about association, focus, departments involved, investment and current status of the Centers of Excellence. He also presented the guiding principles for the same. Following are the Centers of Excellence initiated at RCOEM.

1. RCOEM-Tata Center for Invention, Innovation, Incubation and Training

2. RCOEM-NVIDIA Center of Excellence for Artificial Intelligence, Machine Learning, Deep Learning and Data Analytics
3. Energy Research Center
4. Center for Microsystems
5. RCOEM-QCFI Center of Human Excellence

House congratulated the Departments involved in the establishment of the Centers of Excellence.

Agenda 11: Annual Report of College for session 2018-19

Dr. Vandana Gandhi, Incharge Media Center, presented the Annual Report of the college for session 2018-19.

The Annual Report was approved by the house with some minor changes. It was also decided to upload the Report on College Website after incorporating the changes suggested.

Agenda 12: Report of International / National Conferences

- (a) **Electrical Engineering Department**
- (b) **Civil Engineering Department**

(a) Report of International Conference on “Power Electronics, Drives, Energy & Power System” PEDEPS 2019 was presented by Dr. V. T. Barhate, Head, Department of Electrical Engineering. The conference was conducted on 23rd and 24th December 2019 at V.A.N.A.M.A.T.I., VIP Road, Dharampeth, Nagpur. He presented the Tracks, Procedure for Paper selection and Paper Statistics of the conference. He also presented Conference Schedule, Keynote Speakers, Session Chairpersons and Best Paper Awards distributed. Overall the conference was a success.

(b) Dr. P. D. Pachpor, Head, Department of Civil Engineering, presented the reports of the conferences conducted by Civil Engineering Department.

1. National Conference and Expo on “Advances in Mining and Geotechnical Engineering” (GEOMINE 2019) on 14th -16th Oct 2019

Conference was jointly organized by Civil Engineering Department of Shri Ramdeobaba College of Engineering and Management, Nagpur, Branch of Indian Mines Manager Association and VNIT Mining Alumni Association. The three day conference was attended by 150 delegates from academia, coal, metal, explosives, R&D, copper, zinc, cement, DGMS and geotechnical sector. More than 45 papers on topics like rock mechanics, geotechnical testing and exploration, geo environment, geo informatics, ground improvement techniques, instrumentation, design and modeling were presented.

Alumni of Mining Department of Shri Ramdeobaba College of Engineering and Management presented a cheque of Rs. Two Lakhs to General Secretary of the college Shri Govindlal Agarwal for constituting Gold Medal in the name of mining engineer late Shri Saheb Singh (1989 Batch).

2. International conference on "Recent Issue in Civil Engineering and Sustainable Solution" (RICES 2019) on 27th to 28th December 2019

In the conference peer reviewed 36 papers were selected for publication in Journal HELIX (Web of Science), 16 papers were selected for publication in Scopus indexed journal "IJRET" and a souvenir (ISBN: 978-93-88708-83-8) containing abstract of papers was published. The two days conference was attended by over 100 delegates from academia and Industry such as AFCONS, Bajaj Reinforcement LLP, Zydedx, NMC, WRD, Artafect, L&T-STCE, CSIR-CRRI, VNIT, etc. List of keynote speakers and session chairs were also presented.

The House congratulated the Departments on the successful organization of the Conferences.


Agenda 13: Any other agenda with the permission of Chair


Principal informed that institute has established a Center of Positive Emotional Health for Students and Faculty. He asked Dr. Rashmi Shahu, Chairperson of the center to brief the house about scope of the center.

Dr. Rashmi Shahu shared the objectives for the establishment of Centre for Positive Emotional Health which are (1) To help students understand and identify the emotional disturbances and the ways to tackle such situations (2) To concentrate on maintaining healthy emotional stability amongst students and to provide learning/training opportunities in the areas of academic, career and personal/ social development and to prepare students to meet their future challenges (3) To provide guidance to the students in identifying their interests, strengths and planning appropriately to justify their professional needs (4) To cater emotional imbalance and disturbances among teaching and non teaching staff members of the institute and to help them come out of the situations.

Further the scope of the centre, outcomes / benefits of this centre and the activities to be conducted round the year by the center were presented.

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


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: 03/02/2020

Sr. No.	Agenda Items	Discussions	Action Taken
1.	Agenda 1: Confirmation of minutes of previous meeting		Minutes of the previous IQAC Meeting dated 18/10/2019 were confirmed and the Action Taken Report was approved.
2.	Agenda 2: Conduction of External Academic Audit	After the conduction of External Academic Audit, observations and suggestions given by the assessors and the plan of action submitted by the respective departments based on the suggestions given by the external assessors to be discussed in next IQAC meeting.	External Academic Audit conducted. Agenda will be included in next IQAC meeting.
3.	Agenda 3: ISO External Audit Report and Action Plan	MR, ISO to ensure the compliance to the observations and suggestions given by the auditors from the respective departments.	Compliance to the observations and suggestions given by the auditors to the respective departments has been done.
4.	Agenda 4: NIRF review	To work on the weaknesses and the areas of concerns by all the departments which will help improve the NIRF rank of the institution further.	All the departments worked on the areas of concern and institute ranked 113 th in Engineering category for NIRF 2020 ranking.
5.	Agenda 5: 2 nd cycle of Accreditation NAAC status	To start the preparations for peer team visit.	Team constituted for the preparations for NAAC peer team visit.

6.	Agenda 6: Review/Status of NBA Accreditation and Compliance team visit	To prepare for the NBA compliance team visit for four departments	NBA Compliance team visited on 22/02/2020. All the four departments Civil, Electronics, Electrical and Mechanical Engineering got NBA Accreditation extension for three years.
7.	Agenda 7: Discussion of NBA expert team visit report (a)Computer Science and Engineering (b)Electronics and Communication Engineering	To initiate the necessary corrective actions on the observations and suggestions given by NBA peer team experts.	Corrective actions initiated.
8.	Agenda 8: Review of Placement and Internship of students for session 2019-20 and roadmap	A formal mechanism to be designed to track the progress of the placed students.	In progress.
9.	Agenda 9: Student Mentoring Scheme	To implement the Mentoring Scheme in Juno Campus from session 2020-21 onwards.	Scheme implemented in JUNO. The flow of the mentoring scheme communicated to all the departments. The scheme is implemented from session 2020-21.
10.	Agenda 10: Establishment of Center of Excellence	House congratulated the Departments involved in the establishment of the Centers of Excellence.	Noted.

11.	Agenda 11: Annual Report of College for session 2018-19	The Annual Report was approved by the house with some minor changes and was also decided to upload the Report on College Website.	After incorporating minor changes suggested by the house, Annual Report of Institute for session 2018-19 was uploaded on College Website.
12.	Agenda 12: Report of International / National Conferences (a) Electrical Engineering Department (b) Civil Engineering Department	The House congratulated the Departments on the successful organization of the Conferences	Noted.

M. Hasamnis

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