

**SHRI RAMBEOBABA COLLEGE OF ENGINEERING & MANAGEMENT, NAGPUR 440 013**  
**INTERNAL QUALITY ASSURANCE CELL**

No.RCOEM/P/2014/

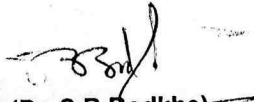
Date: 7.10.2014


A preparatory meeting of Internal Quality Assurance Cell is scheduled as follows. The internal members of this cell are requested to kindly attend.

**Day & date:** Wednesday, 8<sup>th</sup> October 2014  
**Time:** 3.30 pm  
**Venue:** Conference room, RCoEM, Nagpur

**AGENDA**

1. Review of NBA accreditation status of all programs and future plan
2. Academic audit -Future plan by Dr. G.G. Sahasrabudhe

  
(Dr. S.B. Bodkhe)  
Member Secretary, IQAC

  
(Dr. R.S. Pande)  
Principal & Chairman IQAC

C.C. to:

1. Shri Govindlal Agarwal, Hon. General Secretary, RCoEM
2. Shri Rajendra Purohit, Hon. Secretary, RCoEM

Copy to:

- 1) Dr. G.G.Sahasrabudhe, Prof. of Physics, RCoEM
- 2) Dr. K.N.Agrawal, Prof. & HoD, Mechanical Engg, RCoEM
- 3) Dr. M.B.Chandak, Prof. & HoD, CSE, RCoEM
- 4) Prof. J.S.Joshi, Prof. of Electrical Engg., RCoEM
- 5) Dr. Abhijeet Agashe, Dean Academics
- 6) Dr. Meghna Hasamnis, NBA, PG Coordinator

**Invitees:**

- 7) Prof. V.T.Barhate, HoD(EE)
- 8) Dr. M.M. Renge, PG Coordinator, M.Tech (PEPS)
- 9) Dr. M.S.Kadu, HoD(Civil)
- 10) Dr. Khurshid, HoD(Electronics)
- 11) Prof. R.R. Harkare, HoD (EDT)
- 12) Dr. R.N.Khapre, PG Coordinator, M.Tech (Structural Engg)
- 13) Dr. N.P. Narkhede, PG Coordinator, M.Tech (VLSI)
- 14) Dr. Avinash Agrawal, PG Coordinator, M.Tech (CSE)
- 15) Dr. D.S.Adane, HoD(MCA)
- 16) Dr. M.M.Gupta, HoD (Industrial)
- 17) Dr. I.P.Keswani, PG Coordinator, M.Tech (Industrial)
- 18) Dr. Preeti Voditel (MCA Dept.)

**SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT, NAGPUR  
440013  
INTERNAL QUALITY ASSURANCE CELL**

**Minutes of Preparatory Meeting, Dated: 08.10.2014**

Date: 09.10.2014

A preparatory meeting of IQAC was held on 08.10.2014 at 3.30 pm in the conference room at RCoEM, Nagpur. Following members and invitees were present.

- |   |                              |
|---|------------------------------|
| 1. Shri Govindlal Agarwal                                     | Hon. General Secretary, SRSS |
| 2. Dr. R.S. Pande   | Principal & Chairman, IQAC   |
| 3. Dr. G.G.Sahasrabudhe, Prof. of Physics                     |                              |
| 4. Dr. K.N. Agrawal, Prof & HoD (Mechanical)                  |                              |
| 5. Prof. V.T. Barhate, HoD(EE)                                |                              |
| 6. Prof. J.S.Joshi, Prof. of Electrical Engg.                 |                              |
| 7. Dr. M.M. Renge, PG Coordinator, M.Tech (PEPS)              |                              |
| 8. Dr. M.S.Kadu, HoD(Civil)                                   |                              |
| 9. Dr. R.N.Khapre, PG Coordinator, M.Tech (Structural Engg)   |                              |
| 10. Dr. M.B. Chandak, Prof. & HoD (CSE)                       |                              |
| 11. Dr. A.J.Agrawal, PG Coordinator, M.Tech (CSE)             |                              |
| 12. Dr. D.S.Adane, HoD(MCA)                                   |                              |
| 13. Dr. Preeti Voditel, MCA Dept                              |                              |
| 14. Prof. R.R. Harkare, HoD(EDT)                              |                              |
| 15. Dr. A.A. Khurshid, HoD(Electronics)                       |                              |
| 16. Prof. N.P. Narkhede, PG Coordinator, M.Tech (VLSI)        |                              |
| 17. Dr. Meghna Hasamnis, PG NBA Coordinator                   |                              |
| 18. Dr. Abhijeet Agashe, Dean Academics                       |                              |
| 19. Dr. I.P. Keswani, PG Coordinator, M.Tech(Industrial Engg) |                              |
| 20. Dr. P.S.Narkhede, Registrar                               |                              |
| 21. Dr. S.B. Bodkhe, Prof. of Electrical Engg.                | Member Secretary, IQAC       |

The Principal welcomed all members and invitees to the meeting. He informed that, this preparatory meeting is called to decide the schedule for submission of SAR of various programs to NBA, New Delhi and to discuss the proposal regarding Academic Audit initiated for discussion by Dr. G.G. Sahasrabudhe. The proceedings were conducted as per agenda.

**Agenda No.1 Review of NBA accreditation status of all programs and future plan**

Principal informed that Institute has decided to apply for accreditation of all the eligible programs and to submit the SAR to NBA, New Delhi in a planned way and a detailed NBA

accreditation status of all programs as on 7.10.2014 has been prepared. Principal proposed the dates for internal audit and external audit for discussion.

Principal informed that at present 4 programs are accredited and for 4 programs NBA report is awaited. Some programs have been accredited thrice.

Planned efforts are necessary to attempt for accreditation. Principal discussed the current status of NBA accreditation of all programs (Annexure-1) and road map for uploading SAR on NBA website, internal audit and external audit. (Annexure-2)

The Principal proposed that Prof. J.S.Joshi, Prof. S.B.Bodkhe and Prof. M.B.Chandak to act as internal auditors. He also informed that the tentative budget for external audit has been sanctioned by the Management.

#### **Agenda No 2: Academic Audit- by Dr. G.G. Sahasrabudhe**

Prof. Sahasrabudhe initiated the thought process with regard to academic audit. He stressed upon identifying the quality parameters, expert mentor scheme for the departments. The mentor can be Member, Board of Studies. He particularly stressed on the need of installing following two processes.

- (i) self-evaluation of working and effects of all aspects of curricular changes as well as of R&D activities within each teaching department and
- (ii) evaluation of quality of examinations conducted within each teaching departments.

He suggested that both these processes should be initiated for individual programs of study at the level of Boards of Studies in meetings specifically called for this purpose. Expert members on the BoS who have been closely associated with curricular development should be requested for their active participation as academic mentors in these processes. The exercise should be directed to assessment as well as determination of quality indicators at the level of each program.

Faculty members should get some free time available for quality academic activities. The regular data compilation and continues work of collation of data can be reduced to allow them for developing innovative teaching learning techniques and disseminate to the students.

Faculty members should be freed from continuous work of collation and filing of data, except that relating to their own academic activities, in order to allow them to devote quality time to developing class teaching, producing learning material and disseminating it to students etc.

Shri Govindlal Agrawal observed that the new MIS in place should maintain data of all sort and be able to reproduce in any format as demanded by various committees from time to time. This will save the time of faculty members and they can concentrate more on academic activities.



Prof. K.N. Agrawal felt that now we can implement the outcome based education more effectively.

Prof. J.S. Joshi felt that since we are going for accreditation of both UG and PG programs, we need to understand the difference between their requirements first.

Prof. V.T. Barhate suggested that we can also demonstrate the quality projects of students at the time of NBA expert team visit.

Prof. S.B.Bodkhe felt that implementation of outcome based education requires intense analysis to assess the attainment of outcomes and this needs deep involvement of every faculty member.

Principal requested all the attendees to contribute and suggest best and innovative techniques for quality improvement. He requested all the Members to send the suggestions with regard to academic audit and quality improvements in audit system to Member Secretary and Chairman of IQAC. He suggested that frequent meeting and debate at College level and department level be organized for effective time bound quality assurance process.

He said that the full deployment of MIS will reduce data compilation work.


The Principal suggested that now we shall have more frequent meetings of IQAC at college level as well as at department levels.

Shri Govindlal Agarwal advised that instead of delaying the work, all quality related issues should be implemented at the earliest possible so that the students get benefitted.

The following resolutions were made:

1. All Departments should start preparation for accreditation of eligible programs and upload their SAR as per the given schedule (Annexure-1 and Annexure-II attached).
2. Internal Audit and External Audit will be carried out as per schedule mentioned in Annexure-2.
3. Suggestions are to be taken from all members on quality aspects and one more preparatory meeting to be called before formal IQAC meeting..

The meeting ended with a vote of thanks.

  
MEMBER SECRETARY  
IQAC

  
CHAIRMAN (IQAC)  
& PRINCIPAL

## NBA ACCREDITATION STATUS OF ALL PROGRAMS AS ON 7.10.2014

Sr. No.	Name of Program	Shift	Commencement Year of Program	Approved Intake	NBA eligibility condition	Recent NBA Accreditation Status			Due for next accreditation from date	Tentative date for uploading SAR on NBA website
						NBA Letter No.	From date	To date		
1.	Civil Engineering	I	1984	60	Programs which have produced at-least two batches of graduates are accredited	28-253/2010 NBA	5.8.2013	4.8.2015	Aug. 2015	June, 2015
		II	2013	60		28-253/2010 NBA	5.8.2013	4.8.2015	Aug. 2015	June, 2015
2.	Electrical Engineering	I	1984	60	Programs which have produced at-least two batches of graduates are accredited	28-253/2010 NBA	5.8.2013	4.8.2015	Aug. 2015	June, 2015
		II	1984	60		NBA Committee visited on 25 <sup>th</sup> -27 <sup>th</sup> July 2014				
3.	Industrial Engineering	I	1984	60	Programs which have produced at-least two batches of graduates are accredited	28-253/2010 NBA	5.8.2013	4.8.2015	Aug. 2015	June, 2015
		II	1986	120		NBA Committee visited on 25 <sup>th</sup> -27 <sup>th</sup> July 2014				
4.	Electronics Engineering	I	1987	30	Programs which have produced at-least two batches of graduates are accredited	28-253/2010 NBA	5.8.2013	4.8.2015	Aug. 2015	June, 2015
		II	2010	60		NBA/ACCR 50/50(II)/713/2001/2004, dt: 18.5.2007	2007	2010	Already due for accreditation	June, 2015
5.	Electronics Design Tech.	I	2001	60	Programs which have produced at-least two batches of graduates are accredited	NBA Committee visited on 25 <sup>th</sup> -27 <sup>th</sup> July 2014				
		II	2010	60		NBA Committee visited on 25 <sup>th</sup> -27 <sup>th</sup> July 2014				
6.	Electronics & Comm. Engg.	I	2001	60	Programs which have produced at-least two batches of graduates are accredited	NBA Committee visited on 25 <sup>th</sup> -27 <sup>th</sup> July 2014				
		II	2010	60		NBA Committee visited on 25 <sup>th</sup> -27 <sup>th</sup> July 2014				
7.	Information Technology	I	2001	60	Programs which have produced at-least two batches of graduates are accredited	NBA Committee visited on 25 <sup>th</sup> -27 <sup>th</sup> July 2014				
		II	2002	60		NBA Committee visited on 25 <sup>th</sup> -27 <sup>th</sup> July 2014				
8.	Computer Science & Engg.	I	2009	60	Programs which have produced at-least two batches of graduates are accredited	NBA Committee visited on 25 <sup>th</sup> -27 <sup>th</sup> July 2014				
		II	2011	60		NBA Committee visited on 25 <sup>th</sup> -27 <sup>th</sup> July 2014				
9.	Mechanical Engineering	I	2009	60	Programs which have produced at-least two batches of graduates are accredited					
				TOTAL	810					
10.	MTech. (Geo-Tech) (05 Sem)	PT	2001	15	Programs which have produced at-least two batches of post graduates are accredited					
11.	M.Tech. (Structural Engg)	I	2007	18	Programs which have produced at-least two batches of post graduates are accredited					
12.	M.Tech (Industrial Engg.)	I	2004	18	Programs which have produced at-least two batches of post graduates are accredited					
13.	M.Tech(VLSI)	I	2004	24	Programs which have produced at-least two batches of post graduates are accredited					
14.	M.Tech (Comp. Sc.&Engg.)	I	2010	24	Programs which have produced at-least two batches of post graduates are accredited					
15.	M.Tech (PEPS)	I	2011	18	Programs which have produced at-least two batches of post graduates are accredited					
16.	M.Tech (Heat Power Engg.)	I	2013	24	Programs which have produced at-least two batches of post graduates are accredited					
17.	Master in Computer App. (MCA)	I	2001	60	Programs which have produced at-least two batches of post graduates are accredited					
		II	2010	60						
18.	Master of Business Adm. (MBA)	I	2006	60	Programs which have produced at-least two batches of post graduates are currently accredited	28-253/2010-NBA dt: 22.5.2014 (for 03 years)	2014	2017	Accredited	
		II	2010	60						
19.	MAM (Dual Degree Course)	I	2013	60	Programs which have produced at-least two batches of post graduates are currently accredited					
		II	2010	60						
				TOTAL	441					
				GRAND TOTAL	1251					

**Annexure 2**

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**SCHEDULE FOR NBA RELATED AUDITS**

Sr. No.	Name of the Program	Internal Audit	External Audit before submission of SAR	Uploading of SAR on NBA website
1	M.Tech Structural Engg.	Last week of November, 2014	First week of January, 2015	February, 2015
2	M.Tech Industrial Engg.			
3	M.Tech VLSI			

Sr. No.	Name of the Program	Internal Audit	External Audit before submission of SAR		Uploading of SAR on NBA website
			Audit-1	Audit-2	
1	B.E. Civil	December, 2014	January, 2015	May, 2015	June, 2015
2	B.E. Electrical				
3	B.E. E.D.T.				
4	B.E. Mechanical				
5	B.E. Electronics				
6	M.Tech CSE				
7	M.Tech PEPS				
8	MCA				

**Internal Auditors:**

- 1) Prof. J.S. Joshi
- 2) Dr. S.B.Bodkhe
- 3) Dr. M.B.Chandak

Date: 7.10.2014