

Bodkhe

SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT,
NAGPUR

No. RCOEM/Prin/2013/57178

Date: 24.9.2013

- To
- ✓1) Dr. Rajesh Pande *Lata SS*
 - ✓2) Dr. G.G. Sahasrabudhe *AA*
 - ✓3) Prof. J.S.Joshi *B*
 - ✓4) Dr. K.N.Agrawal *CA*
 - ✓5) Dr. M.B.Chandak *26/9/13*
 - ✓6) Dr. P.S.Narkhede *26/9/13* *BABHUMSHIK*
 - 7) Dr. Maheshkumar Yenki
 - 8) Dr. R.K.Dutta *speed post*
 - ✓9) Dr. Sanjay Bodkhe *B*
 - ✓10) Dr. S.T. Deshmukh - Invitee *BABHUMSHIK*
 - ✓11) Prof. Q.H.Jeevaji - Invitee *UTB*

The 1st meeting of Internal Quality Assurance Cell is scheduled on Thursday, the 10th October, 2013 at 4.00 p.m. in the Conference Hall of the College. All Members of IQAC are requested to kindly attend.

AGENDA

1. Welcome of External Experts and all members.
2. Introduction of all members.
3. Introduction to various aspects of IQAC as per UGC guidelines.
4. Information about the Quality Assurance System presently prevailing in the College.
5. Discussion on:
 - (a) Various aspects to be covered under IQAC
 - (b) Planning and monitoring mechanisms
 - (c) Setting of bench marks
 - (d) Dissemination of information on various quality parameters
6. Any other matter with the permission of Chair.
7. Vote of thanks.

Deshpande
(Dr. V.S.DESHPANDE)
PRINCIPAL

Copy submitted to :

- ✓1) Hon'ble General Secretary *Lata SS*
- ✓2) Officer on Special Duty *BABHUMSHIK*

26/9/13
2:15 PM

Prof Bodkhe

V. S. Narkhede
Registrar

**SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT,
NAGPUR 440 013**

Minutes of the 1st meeting of Internal Quality Assurance Cell (IQAC) held on 10th Oct. 2013 at 4.00 pm in Conference Hall, RCoEM, Nagpur.

The following members were present at the meeting.

1. Dr. V.S.Deshpande, Chairman (IQAC)
2. Dr. R.S.Pande,
3. Dr.G.G.Sahasrabudhe,
4. Prof. J.S.Joshi,
5. Dr.K.N.Agrawal,
6. Dr.M.B.Chandak,
7. Dr.P.S.Narkhede
8. Dr.S.B.Bodkhe, Member Secretary (IQAC)

The following Hon'ble members from Management were also present at the meeting on request.

1. *Shri Govindlalji Agrawal, General Secretary*
2. *Mrs. Induji Agarwal,*
3. *Shri Pradeepji Agrawal.*

Dr. S.T. Deshmukh, Director, Dr. Q.H.Jeevaji, Director DMT, Dr. Abhijit Agashe, Dean(Academics) and Dr. Pallavi Parlewar, Management Representative, ISO-9000 attended the meeting on invitation.

At the outset, the Member Secretary of IQAC welcomed all members present and requested the Chairman to open the discussion.

The Chairman welcomed the members and opened the meeting as per the agenda.

Item No. 1&2.

Welcome of External Experts and introduction of all members.

The Member Secretary informed the house that the External Experts Dr. Maheshkumar Yenki, Pro-Vice-Chancellor, R.T.M. Nagpur University, Nagpur and Dr. R.K.Dutta, VP-Operations, Indorama Synthetics Ltd., Butibori have conveyed their inability to attend this meeting due to other unavoidable assignments at their end.

Since all others present were the in-house members of RCoEM, no formal introduction was needed.

Item No. 3.

Introduction to various aspects of IQAC as per UGC guidelines.

The Chairman informed the house that our institute has formed this cell with an objective to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The Member Secretary informed that looking at the global scenario in education and the need for adopting Outcome Based Education (OBE); UGC, NAAC and NBA all have suggested the Higher Education Institutions to set up an Internal Quality Assurance Cell keeping in mind the requirements of all stakeholders. He delivered a power point presentation highlighting on objectives, strategies and general functions of IQAC, OBE, and the probable functions of IQAC leading towards OBE.

Item No. 4.

Information about the Quality Assurance System presently prevailing in the College.

The Dean(Academics) by his power-point presentation informed the house about different quality assurance systems being practiced in curriculum development, teaching-learning processes, evaluation and involvement of stake-holders.

The Management Representative for ISO-9000 by her power-point presentation informed that ten quality objectives have been identified. Each quality objective has its own formats, review frequency and assigned responsible persons. She also presented the statistics of last three years performance for each of the objective.

Item No. 5.

Discussion on:

- (a) Various aspects to be covered under IQAC
- (b) Planning & monitoring mechanisms
- (c) Setting of bench marks
- (d) Dissemination of information on various quality parameters.

The Chairman informed that a perspective quality plan in this direction has been prepared. The Member Secretary displayed and introduced the plan in the meeting for discussion.

Shri Govindlalji Agrawal stressed upon the formation of a systematic road map for the implementation of quality aspects. He advised that various activities should be divided into various sections and different responsibilities should be assigned to different persons. All should be involved and made accountable. Proper formats should be made for proper documentation and there should be a mechanism for corrective action wherever needed.

Students should develop self-learning ability, go to the library, do homework, assignments and learn instead of copying each other. This is possible only with better interaction between teachers and students. Also interactive teaching and learning should be practiced in the class. He advised to create more awareness amongst staff and students in this regard.

He felt that there should be refresher courses organized/attended by faculty members for which a timely schedule should be prepared. To create enthusiasm amongst staff, there should be a system of recognition, incentive, promotion or rewards etc provided that proper documentation and results are in place. Regarding SWOT analysis, he said 'weakness' should be called a zeal to do something creative. Only after identifying weakness, corrective action could be taken.

Dr S.T.Deshmukh advised that the newly recruited staff should go through a 3-4 days mandatory training on pedagogy. Regarding teaching-learning process, he said that final year results alone cannot be the performance parameter. There should be more others which are realistic.

Dr. Q.H.Jeevaji felt that for any quality assurance, deciding realistic benchmarks is important. All this will require lot of brain storming and each department should do its own SWOT analysis.

Dr. K.N.Agrawal said that our prime focus should be teaching-learning process and a good learning environment. This can be further enhanced if faculty members qualified from IITs and NITs are recruited. He felt that the amount of documentation and analysis should be optimized so that faculty gets more space for fruitful interaction with students.

Dr. G.G.Sahasrabudhe also felt that our top priority should be teaching-learning process. SWOT analysis training can be done formally as well as informally.

Prof. J.S.Joshi said that for Total Quality Management, NAAC, NBA & ISO have different guidelines. Our major job is teaching-learning process which should not hamper. He suggested adopting NAAC at institutional level, NBA at department level and ISO only for other non academic activities.

Prof. M.B.Chandak suggested that we can include department specific industry institute interaction in the perspective quality plan.

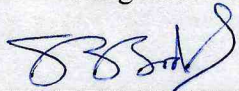
Dr. R.S.Pande said both NBA & NAAC are outcome based. Right now we are following input-output based system. We must have a digital dream i.e. our goals must be specific.

Shri Pradeepji Agrawal said that engineering graduates with knowledge of IPR law are more useful and acceptable to industry.

The following resolutions were made.

1. An Interactive workshop on SWOT analysis be conducted by MBA department with support from all departments.
2. A training programme/ guest lecture on IPR for students is to be conducted.
3. Teaching-Learning process will be the top priority.
4. In the next meeting, the perspective quality plan is to be finalized.

The meeting ended with vote of thanks.


MEMBER SECRETARY


CHAIRMAN

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

ACTION TAKEN REPORT
Meeting Dated 10th October, 2013

Resolution No. 1: SWOT analysis to be conducted.

1. Four of our UG programs have undergone the NBA accreditation process recently and 03 are preparing for PG accreditation.
2. The institute has already applied for NAAC accreditation and the Expert Team visit is scheduled to visit us on 18th, 19th, and 20th Sep., 2014.
3. While preparing the SAR for NBA and SSR for NAAC, all departments have carried out the SWOT analysis by way of departmental meetings. Based on their reports, the college level strengths, weaknesses, opportunities and challenges were identified and mentioned in the Executive Summary of SAR.

Resolution No. 2: Training Programme on IPR.

1. An awareness programme on "Intellectual Property Rights" was organized by Mechanical Engineering Department for students in the month of March 2014. Prof. Anil Onkar was the resource person.
2. A new course titled "Research Methodology" is introduced in Sem-III of all PG programs in Engineering. Introduction about Intellectual Property Rights and Patents is included in the syllabus of this course.

Resolution No. 3: Teaching Learning Process

1. The institute has decided to adopt "Outcome based Education System".
2. The Principal formed sub-committees to supervise and assist OBE in all departments (See Annex 1)
The functions of these sub-committees were to:
 1. Organize Training Programs on Outcome Based Education
 2. Review and propose appropriate revision in (a) On-line Student Feedback System
(b) Training Need Analysis
3. Accordingly, training programs were organized by IQAC for the faculty members of the institute on 1st July 2014. The resource persons were Dr. S.B.Bodkhe and Dr. M.B. Chandak. 109 faculty members participated in the workshop.
4. Every department has established the Program Educational Objectives, Program Outcomes and Course Outcomes for different programs.

5. The PEOs, POs and COs are designed to achieve the Vision, Mission of the institute/ departments and are also in line with the Graduate Attributes specified by National Board of Accreditation, New Delhi.
6. Updation in curriculum is done to meet the desired course outcomes in the meetings of Board of Studies. Stakeholders like faculty members, industry experts, peer academicians and students were involved in the process.
7. To assure the attainment of program and course outcomes, various mechanisms of survey/ feedback from stakeholders are established and are being implemented at department levels.
8. These feedbacks are taken on various parameters like curriculum, technical skills, managerial skills, life long learning, professional ethics etc. The stakeholders involved in this process are:
 1. Employers/ Industry experts
 2. Alumni
 3. Students and faculty
9. The questionnaire for on-line student feedback is revised to make it more effective. (See Annex 2)
10. A Proposal on Training Need Analysis for Teaching & Supporting staff is prepared (See Annex 3)
11. Both proposals (Sr. No. 9 and 10) were presented in Academic Council Meeting dated 15th April, 2014
12. Orientation program for new faculty members was organized on 5th July 2014. The resource persons were:
 1. Dr. G. G. Sahasrabudhe
 2. Dr. Abhijeet Agashe, Dean (Academics)
 3. Dr. M.V.Paithankar, CoE
 4. Dr. S.D. Mohogaonkar



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