SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR-13

INTERNAL QUALITY ASSURANCE CELL (IQAC)

No. RCOEM/P/2017/65080   **Date: 09/10/2017**

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

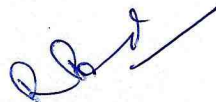Day/Date: Thursday, 12/10/2017
Time: 2.30 pm
Venue: Conference Room, Administrative Block

AGENDA

1. Confirmation of minutes of previous meeting	
2. Academic Audit Report and Observations	Dean Academics
3. Gap Analysis as per new NAAC format	NAAC Coordinator
4. Analysis of Admissions for the session 2017-18	Dean Admissions
5. Follow-up of ASPIRE	Dr. Rajesh Raut
6. Follow-up of RCOEM-TBI	Prof. P. A. Dwaramwar
7. III Cell activities and Roadmap	Professor In-Charge, III Cell
8. R&D activities and Roadmap	Dean R&D
9. Follow-up of Placements and Roadmap	Dean T&P
10. Follow-up of Alumni activities and IGNITE	Dr. Mridula Korde Professor In-Charge, Alumni
11. Feedbacks for session 2016-17 and action taken Students Feedback Parents Feedback Alumni Feedback	Dean Academics Head of Departments Professor In-Charge, Alumni
12. Application for Self-Finance Private University	Dr. S. V. Joshi
13. Any other agenda with the permission of Chair	

Dr. (Mrs.) Meghana A. Hasamnis   **Dr. Rajesh S. Pande**
Member Secretary, IQAC   **Principal and Chairman, IQAC**

Date: 14/10/2017

Minutes of the Meeting, Dated: 12/10/2017

A meeting of Internal Quality Assurance Cell (IQAC) was held on 12/10/2017 at 2.30 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. Vishvesh Agrawal, Alumni Representative
5. Dr. S. D. Mohgaonkar, Dean Second Shift
6. Dr. Pallavi K. Parlewar, NAAC Coordinator
7. Dr. (Mrs.) Neeta V. Shah, MBA
8. Prof. R. S. Dhiran, HOD, Chemistry
9. Dr. M. B. Chandak, HOD, CSE
10. Prof. J. S. Joshi, Professor, Electrical Department
11. Dr. A. A. Aghase, HOD, DMT
12. Dr. Preeti S. Voditel, Professor Incharge, GEMS
13. Prof. Aarti Karandikar, NBA Coordinator
14. Dr. T. G. Arora, CoE
15. Prof. Padma Adane, Management Representative, ISO
16. Dr. Avinash Agrawal, NIRF Incharge
17. Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC

Invitees:
18. Dr. V. S. Deshpande, Professor, Industrial
19. Dr. I. P. keswani, HOD, Industrial
20. Dr. (Mrs.) A. A. Khurshid, HOD, EN
21. Dr. R. D. Raut, HOD, EDT
22. Dr. D. S. Adane, HOD, IT
23. Dr. M. S. Kadu, HOD, Civil
24. Dr. K. N. Agrawal, HOD, Mechanical
25. Dr. D. Mehra, HOD, Humanities
26. Dr. B. R. Chide, HOD, Mathematics
27. Amit Anurag, HOD, Physical Education
28. Prof. P. B. Kulkarni, Dean Admissions
29. Dr. M. S. Korde, Professor Incharge, Alumni
30. Dr. A. A. Kher, Dean T&P
31. Dr. Rupesh Pias, Dean R&D

32. Dr. S. V. Joshi, Civil Department
33. Prof. P. A. Dwaramwar, Professor Incharge, III Cell
34. Prof. Nikhil Damle, Electronics Department

Member Secretary, IQAC welcomed all to the meeting.

At the outset Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC welcomed Dr. Rajendra M. Patrikar, Professor, Center for VLSI Design and Nanotechnology, VNIT, Nagpur and Vishvesh Agrawal, Alumni Representative as external IQAC members, Shri. Govindlal Agarwal, Hon'ble General Secretary, RCOEM, Nagpur, Principal and Chairman, IQAC, Dr. Rajesh S. Pande, IQAC members, Head of 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

Dr. (Mrs.) Meghana A. Hasamnis, 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 24/07/2017.

Agenda 2: Academic Audit Report and Observations

External Academic Audit was conducted for all the departments from 19th August 2017 to 29th August 2017. External Auditors audited and submitted the audit report. Schedule was prepared and one complete day was allotted for audit of each department.

A standard format was prepared for audit which constituted the points such as Academic Standards focusing on fitness of purpose (Learning outcomes and curriculum), Academic Quality focusing on learning experiences of students (Teaching-learning process), Academic Assessment, focusing on assessment tools (Quality of evaluation methods), Academic Quality Assurance focusing on monitoring, support and assurance, Research Initiatives focusing on overall research environment in the department.

Few observations and suggestions common to almost all departments are:
1. More publications in high impact factor journals such as SCI/Referred Journals.
2. To increase the number of elective courses offered in the departments.
3. Industry engagement needed in curriculum delivery.
4. Difficulty level of question papers to increase.
5. Increase in number of titles with new editions required in library.

All the Head of the Departments were requested to look into it and take the corrective actions.

Prof. J. S. Joshi suggested incorporating objective type questions in the question papers. Objective difficult type of questions can be incorporated in question papers. He further stated that at the beginning of each semester we can have a test to recall what has been done in previous semesters.

Dr. R. M. Patrikar said that it is assumed that at the start of every new subject previous concepts need to be introduced and then proceed.

Dr. Bodkhe informed that in some institutions open viva concept is present where key questions and fundamental questions are asked to improve the understanding of the students.

Dr. R. M. Patrikar commented that the project work which the students do is dependent on 4 to 5 subjects. It is also termed as Project Based Learning (PBL). All key elements and fundamental aspects can be covered there.

It was recommended to follow Bloom's taxonomy for question paper setting in all departments.

Agenda 3: Gap Analysis as per new NAAC format

Institute is NAAC 'A' Grade accredited since December 10, 2014 for 5 Years and accreditation valid up to December 09, 2019. Revised Process manual has been released by NAAC on 31st July 2017. As per the new NAAC format, SSR report to be uploaded before six months from the expiry date. We have to submit NAAC proposal before 9th June 2019. So, we are suppose to upload in the 1st window i.e. 1st May 2019 to 30th June 2019. (one & half session for progress). Self- Study Report (SSR) should be ready before 30th April 2019. Also Institute Information for Quality Assessment (IIQA) needs to be uploaded on 1st May 2019.

The Gap Analysis as per the new NAAC format was presented by Dr. Pallavi Parlewar, NAAC Coordinator. She informed about Institutional Grades and Accreditation Status, Distribution of weightages. She presented the activities under Research & Development, Academics, Industry Institute Interaction, Examination, Alumni and many more activities required to be conducted at the institute. She stated the activities to be initiated by the institute such as introducing e- Shodhsindhu, shodhganga membership databases, e-books & e-journals, Professional Development / Administrative training programs organized by the institute for teaching and non teaching staff etc. She further emphasized that few activities needs to be strengthened. For UG we should go with Choice Based Credit System.

It was decided that necessary actions to be initiated as per gap analysis.

Agenda 4: Analysis of Admissions for the session 2017-18

Analysis of Admissions for the session 2017-18 was presented by Prof. Kulkarni, Dean Admissions. He presented the norms for admission to the institute and the distribution of the seats at our institute. Courses offered by institute at Under Graduate Level (B.E.) and Post Graduate Level. AICTE sanctioned intake for FN/PIO/Children of Gulf NRI/ NRI-ward for First year B.E, Direct Second Yr. B.E. (After Diploma), Details of MBA, MCA, Details of M.Tech, Details of MBA (Integrated) was also presented.

He further put on record the Cut-off for Management Quota and Cap, MBA First year Cut-off for Management Quota, MCA First Year Cut-off for CAP Round, M. Tech. First Year Cut-off for Management Quota and Cap Session 2017-18.

He presented the data of students admitted in M.Tech with valid GATE score. He emphasized that this is the area of concern which should be worked on.

It was resolved in the house that Dean Admissions will conduct the meetings with M. Tech. Coordinators and prepare a road map for improving the admissions.

Agenda 5, 6 and 7: Follow-up of ASPIRE, Follow-up of RCOEM-TBI and III Cell activities and Roadmap

Follow-up of ASPIRE, Follow-up of RCOEM-TBI and III Cell activities were briefed by Prof. Nikhil Damle. Following are the various activities conducted under RCOEM-TBI
- Preparation of Road Map for Incubation
- Registration of RCOEM-TBI Foundation (Section 8 Company)
- Submitted 3 proposals to Govt. agencies for grant to create an eco-system
  - RCOEM is selected as "HOST INSTITUTE" by Ministry MSME, Government of India, under Scheme "Support for Entrepreneurial and Managerial Development of SMEs through Incubators". Received a grant of Rs. 68.5 Lacs for incubation. Submitted 4 ideas for financial assistance.
  - Grant in Aid of Rs. 2.91 Cr by Ministry MSME, Government of India, under (ASPIRE) A Scheme of Promotion of Innovation, Entrepreneurship and Agro-Industry. I installment of Grant-in-aid received for Rs.20 Lac.
  - Grant in aid for Setting Atal Incubation Center (AIC) under Atal Innovation Mission (AIM), Niti Ayog Govt. of India
- Conducted "Product Idea Incubation Program. 6 ideas shortlisted for incubation (Application, Selection Boot Camp, Selection Incubation)
- Course on Innovation and Entrepreneurship
  - Open Elective in 6th Semester by Mr. Shashikant Chaudhary, Cofounder Nagpur Angels, President TiE Nagpur, Ex. Managing Director, Global Logic India Pvt Ltd
  - Online Course in Association with Wadhwani Foundation. 23 students enrolled and 17 completed assessment.

- Organized 3-day workshop Transpreneur 11-13 Feb 2017. Mentoring by alumni and renowned entrepreneur

He further briefed about the activities lined up for session 2017-18 of RCOEM-TBI.
Next he presented Review of ASPIRE
- Infrastructural Support - Required space for ASPIRE – 5000 Sq. Ft identified i.e. 3rd Floor MBA Block
- Created awareness among students/Faculty/ Alumni
- Call for Ideas in process
- Equipment Grant received Rs. 20 lac. tendering process initiated
- Discussion with MGIRI for Technology Transfer & commercialization in process
- MOU with MSS – Anandwan in Process
- Experts identification for Local Examination & Screening Committee in process
- Identification of In-house developed technologies to be incubated at RCOEM-TBI under ASPIRE

Activities under III Cell regarding MOUs with industries, Industry Sponsored Labs, Consultancy- Major Areas and Major Clients, Continuing Education, Industry visits and start-ups. The data for the same was presented.

House appreciated the efforts taken by RCOEM –TBI and III Cell and recommended to actualize and expedite the proposed plans.
House congratulated for Registration of RCOEM-TBI Foundation under Section 8 Company.

Agenda 8: R&D activities and Roadmap

The Roadmap of activities under R&D and the initiatives taken and the present status was presented by Dr. Rupesh Pias, Dean R&D. He presented the following objectives and the initiatives undertaken.

1. Quality of Research Publications: To enhance the number of publication in SCI/Scopus. Initiatives are Incentives for publications only for SCI/Scopus/ICI, Compulsory SCI for PhD scholars, Compulsory Scopus for MTech students, Paper presentations in Premium Conferences only, Anti-Plagiarism Policy and Subscription of Urkund and Subscription of Scopus
2. Patents: To increase the number of patent filing.
   Initiatives are Dedicated IPR Cell and IPR Policy, Incentives to faculty members and students, Legal support through Patent Attorney, Identification of MTech and PhD Projects for IPRs, Sensitization and Training
3. Resources Development: To enhance the resources / funding for resources and to send quality proposals to various funding agencies.

Initiatives are Identification and sensitization towards various funding schemes, Compulsory for the departments to submit at least one proposal of 10 lakhs, Seed money for the research through Young Faculty Research Scheme

4. Faculty Development: To enhance qualifications, competency and skills of faculty members thereby enhancing contribution in research.
   Initiatives are Self-Goal setting by faculty, Inviting experts from premiers institutes to interact with the faculty and Training to faculty.

5. Doctoral Research: To facilitate non-doctorate faculty members to pursue PhD and to increase the number of Doctoral Scholars pursuing PhD from RCEOM.

6. Initiatives in form of incentives are Part-time PhD at IIT and NIT, Leave for six months, Incentives to the faculty members those are pursuing PhD and Increase in intake at research centers at Computer Science Engineering and Electronics Engineering.

7. Research Ethos: To create internal climate for research.
   To identified bright spots/ talent and to encourage them and to improve research synergies with peers / institutes / industry Initiatives are RCOEM Research Awards, List of Honor, Research Groups and Industry-Faculty interaction (Proposed)

Resolved to encourage the faculty members to involve in R&D activities so as to strengthen the knowledge of the self and promote the quality of the institution.

Agenda 9: Follow-up of Placements and Roadmap

Placement of the Students for 2016-17 session and for 2017-18 session till date was presented by Dr. Anupam Kher, Dean T&P. Activities conducted for students under placement cell for Preparating them for Campus Recruitment was also presented. The activities conducted are listed below

1. AMCAT TEST – College has subscribed Aspiring Mind's AMCAT Test for the current Final year students. Two Tests have been already conducted
2. Online Aptitude Test and GD-PI
3. Soft Skills Development Programs
4. Career Guidance, Counseling activities
   - Accenture MD visit
   - TCS Training Program.
   - IBM Academic Initiative
   - A career guidance seminar on Career Avenues in Digital Marketing.
   - Lecture on career in civil services. A group of students have been formed and the mentorship by this team has been initiated already.
   - Wipro Technologies conducted campus preparatory session for 2018 Batch on 17-April-2017.
   - TCS organized a seminar for final year students for creating awareness about code vita and testimony competition organized by TCS.

5. Internships to students: The scheme for full semester internship for final year students has been approved by the academic council and the scheme is now applicable to all branches. Students of CSE, IT and electronics went for the internships in companies like AMAZON, VMWARE, SEIMENS, INFOCEPTS, SMARTDATA etc. Many internships drives are already lined up and will be conducted in the current academic year.

Principal directed Dean T&P to focus more on training the students to improve their employability skills and make them campus ready. More number of tests like AMCAT to be conducted. Further he asked him to visit companies and build the relationship and invite them for on campus placements and student internships / projects.

Agenda 10: Follow-up of Alumni activities and IGNITE

Alumni activities were briefed by Professor Incharge, Alumni, Dr. Mridula Korde. She informed that alumni supports in various activities such as Guest Lectures, Video Sessions, Technical workshops, Higher Education Guidance, Financial Assistance, Placement Assistance, Internship Assistance, Incubation Center Assistance. She presented the data for the same.

Also Annual Alumni Meet - Conclave was celebrated on 28th January 2017, Alumni Meet by Rajasthan Chapter of RCOEM celebrated at Jaipur, RCOEM Alumni Association North America Chapter Meet at New Jersey, New Delhi Alumni Meet

About Mentorship Program – IGNITE she stated that Presently 80+ Alumni from Engineering and 30 Alumni from MBA have been registered under IGNITE Mentorship Program as mentors. She further stated that all IGNITE students are privileged to appear for AMCAT Test. All IGNITE students are privileged to attend all Placement related activities which are otherwise planned for final year students.

Recent Activities organized for IGNITE students were
1. 2 Days Aptitude Development Session organized by Barclay
2. Session on Civil Services Examination Guidance

The House resolved to strengthen the alumni network and involve them in student development, Mentorship Programe.

Agenda 11: Feedbacks for session 2016-17 and action taken

Students Feedback

Feedback of students of all the departments is conducted twice in each semester. The feedback is given by the students about the teachers, Department and Institute. Structured feedback formats are available based on the different parameters and the feedback is

conducted on-line. Analysis of the feedback is done by Head of the Departments and the remedial actions are initiated.

Principal along with Dean Academics and Head of respective Departments discusses the feedback on one to one basis. The teachers with excellent feedback are appreciated by the Principal and improvement needed cases are discussed and the teachers are counseled and corrective actions are taken.

Analysis of student feedback about the institute on a whole was presented by Dean Academics, Dr. S. B. Bodkhe. No major grievances were reported.

Principal asked Dean Academics and HOD to motivate the students to give feedback on large number to make appropriate faculty wise feedback analysis.

Parents Feedback

Grievances were reported by Head of the Departments.

Dr. Aghase, Head, DMT reported that few parents suggested the parents feedback forms to be also printed in Hindi language. Head, DMT has prepared the format in Hindi. It was asked that the format to be communicated to Head of all Departments so that they can also implement the format.

It was reported that Handicap students find it difficult to go to Auditorium. Hon' General Secretary informed that this agenda was discussed in purchase meeting and it was finalized to purchase a special wheel chair to unable such specially abled students.

Principal instructed to the concern person to make necessary arrangements for handicap students.

Alumni Feedback

Institute takes feedback from Alumni in a standard format during alumni meets or otherwise whenever alumni come to campus. The analysis of alumni feedback for session 2016-17 was presented by Professor Incharge, Alumni, Dr. Mridula Korde. Overall the feedback was very good. She presented few suggestions given by alumni are
  1. Hands on exposure to students to increase
  2. Exposure of industry to professors and students
  3. Increase the Emphasis on practical learning in curriculum
  4. Industry based projects to increase

Principal asked to improve the industrial exposure to faculty members, assign more industrial based projects to students and in laboratories assign life cases.

Agenda 12: Application for Self-Finance Private University

The proposal for self-financed private university was proposed by Dr. S. V. Joshi, Civil Engineering Department. He surveyed the colleges which converted to private universities in different states in India and found that it is advantageous to shift to private university status. He enquired the procedures to apply for private university status. He also discussed this with the senior faculty of the institute regarding the proposal. The faculty members agreed and supported the proposal to shift to Private University status.

He presented the guidelines for self finance university. Also he presented the Basic contents of Detailed Project Report (DPR) of Self Finance University (SFU).

After discussion it was unanimously resolved that –

1. Shri Ramdeobaba College of Engineering and Management, Katol Road, Nagpur may be converted to Self Financed Ramdeobaba University under the Maharashtra State government rules and regulations.

2. The existing infrastructure and facilities which includes capital, land, buildings, human resource and other resource of Shri Ramdeobaba College of Engineering and Management, Katol Road, Nagpur will be transferred to Ramdeobaba University.

3. The University will be started with UG and PG courses in Engineering, Management and Computer Application streams as existing presently in Shri Ramdeobaba College of Engineering and Management, Katol Road, Nagpur.

It was decided in the house to put the proposal in Board of Management meeting for Approval.

IQAC recommends to establish Self Finance University by transferring existing Land, infrastructure, facilities, human resources and other resources of Shri Ramdeobaba College of Engineering and Management, Katol Road, Nagpur to the proposed 'Ramdeobaba University'.

Agenda 13: Any other agenda with the permission of Chair

Principal asked Dean Academics to brief about the Sanskrit and German course which our institute is running.

Dean Academics informed that our institute has received a grant from Sanskrit University, Deemed University, MHRD, Govt. of India. Our institute is a Nodal Center which runs a Certificate course in Sanskrit language. We have overwhelming response from students to learn Sanskrit language. Classes have already started.

He further added that as Higher education in Germany is cheap and if the students know German language then it can help him go to Germany for higher education. So it was decided to start classes for German Language. The classes are going to start from 20th November 2017 of 50 hrs duration and Fee of Rs. 2500/-. He informed that more than 100 students have enrolled for the German course.

Honorable General Secretary informed that an MOU is signed between Government of India and Japan for training 3 Lakh students in Japan to learn Japanese Language. He urged to take the advantage of it. He proposed that Japenese language should also be taught at our institute. He further informed that Management has approved the proposal for Skill Development Center. He asked the faculty members to actively participate and make it a success. Also Rural Development activities need to be initiated actively by faculty.

Principal congratulated for receiving grant from Sanskrit University, Deemed University, MHRD, Govt. of India. He also appreciated the enrollment of students for learning German language.

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

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

Dr. Rajesh S. Pande
Principal and Chairman, IQAC

Sr. No.	Agenda Items	Action Taken
1.	Agenda 1: Confirmation of minutes of previous meeting	Minutes of the Meeting dated 24/07/2017 were confirmed.
2.	Agenda 2: Academic Audit Report and Observations	• Departments initiated the Corrective Actions for: 1. Increasing the number of elective courses offered in the departments. 2. Industry engagement in curriculum delivery. 3. Difficulty level of question papers is gradually increased. • Librarian initiated the book purchasing process in consultation with Head of the Departments. • Paper setting as per Bloom's taxonomy has been initiated.
3.	Agenda 3: Gap Analysis as per new NAAC format	• NAAC Committee was formed to expedite the preparation of SSR report. • It was decided to upload IIQA on 1st May 2019. • Necessary actions are initiated as per the gap analysis.
4.	Agenda 4: Analysis of Admissions for the session 2017-18	Roadmap was prepared for improving the M. Tech. Admissions.
5.	Agenda 5, 6 and 7: Follow-up of ASPIRE, Follow-up of RCOEM-TBI	• MoU's with industries initiated. • Plan for infrastructure

	and III Cell activities and Roadmap	requirements submitted. • Activities under RCOEM – TBI are initiated.
6.	Agenda 8: R&D Activities and Roadmap	R&D policy revised to motivate the faculty members to contribute towards R&D activities.
7.	Agenda 9: Follow-up of Placements and Roadmap	• Training programmes to improve the employability skills of students have been initiated. • The Conduction of various tests has been initiated. • Committees are formed to visit various corporate and industries.
8.	Agenda 10: Follow-up of Alumni activities and IGNITE	Efforts have been initiated to invite and involve alumni at various forums.
9.	Agenda 11: Feedbacks for session 2016-17 and action taken	• The HOD initiated the action to improve number of students giving the faculty feedback through respective class teachers. • Parent feedback form in Hindi is sent to all HODs. • Student and faculty internship programme at the industry has been initiated.
10.	Agenda 12: Application for Self-Finance Private University	The Proposal of Self-Financed, Ramdeobaba University has been put up in Board of Management Meeting.
11.	Agenda 13: Any other agenda with the permission of Chair	Student Enrollment for Sanskrit classes has been started.

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