

**SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR-13**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**No. RCOEM/P/2017/63861**

**Date: 10/02/2017**

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

Day/Date: Monday, 13/02/2017

Time: 2.00 pm

Venue: Conference Room, Administrative Block

**AGENDA**

1. Confirmation of minutes of previous meeting
2. Evaluation Process Dr. R. M. Patrikar
3. Autonomy External Audit Report Dean Academics
4. Review of Outcome Based Education (OBE) Processes Prof. Aarti Karandikar
5. Review of Annual Quality Assurance Report (AQAR) Member Secretary, IQAC
6. Constitution of Academic Advisory Board
7. Any other agenda with the permission of Chair

*M. Hasamnis*  
10/02/2017

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

*R. S. Pande*

**Dr. Rajesh S. Pande**  
Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 14/02/2017

Minutes of the Meeting, Dated: 13/02/2017

A meeting of Internal Quality Assurance Cell (IQAC) was held on 13/02/2017 at 2.00 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. Dr. S. D. Mohgaonkar, Dean Second Shift
5. Dr. Pallavi K. Parlewar, Dean R&D
6. Dr. (Mrs.) Neeta V. Shah, MBA
7. Prof. R. S. Dhiran, HOD, Chemistry
8. Dr. M. B. Chandak, HOD, CSE
9. Dr. Preeti S. Voditel, Professor Incharge, GEMS
10. Prof. Aarti Karandikar, NBA Coordinator
11. Dr. T. G. Arora, CoE
12. Prof. Padma Adane, Management Representative, ISO
13. Dr. P. S. Narkhede, Registrar
14. Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC

**Invitees:**

15. Dr. V. S. Deshpande, Professor, Industrial
16. Dr. I. P. Keswani, HOD, Industrial
17. Dr. (Mrs.) A. A. Khurshid, HOD, EN
18. Dr. D. S. Adane, HOD, IT
19. Dr. M. S. Kadu, HOD, Civil
20. Dr. K. N. Agrawal, HOD, Mechanical
21. Dr. S. B. Pokle, HOD, EC
22. Dr. Rupesh Pias, HOD, DMT

23. Dr. S. M. Pande, HOD, Physics
24. Dr. B. R. Chide, HOD, Mathematics
25. Dr. S. Dogra, HOD, Physical Education
26. Prof. P. B. Kulkarni, Dean Admissions
27. Dr. M. M. Renge, HOD, Electrical
28. Dr. P. R. Gandhi, Deputy CoE
29. Dr. A. S. Chatpalliwar, Deputy CoE
30. Dr. R. B. Raut, Professor Incharge, Coordination and Compliance
31. Dr. A. Agrawal, CSE Department
32. Dr. V. E. Khetade, EDT 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, external IQAC member, 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 14/12/2016.

#### **Agenda 2: Evaluation Process**

The power point presentation on evaluation of students was delivered by Dr. Rajendra M. Patrikar, Professor, Center for VLSI Design and Nanotechnology, VNIT, Nagpur.

In his presentation in introduction he talked about the employability of students and its comparison with the examination results. He stated that the difference is very large in our



system. He said we should try to analyze the causes why it is happening. At all the institutes students are almost the same. The difference depends on the system which is run at the institutes.

Ranking of universities is also based on the performance of the students. Top universities do well in various regimes. Syllabus and even text books are similar. Most part of teaching methods is same. Most of the Laboratory facilities are also same for Under Graduate courses. Then why the difference is there. When analyzed it is found that the difference is in the examination system.

Examination system is the very important part of the teaching learning process. Teaching learning will not work if evaluation processes are not proper. Our Examination system has purgative effect on the student's brain.

Evaluation is most important in our examination system. Assessment and evaluation are essential components of teaching and learning. Without an effective evaluation program it is impossible to know whether students have learned, whether teaching has been effective, or how best to address student learning needs. He further stated that effective evaluation program is very difficult to establish. He explained the difficulty with the help of statistics of evaluation of products used in Industry. He related our evaluation system with the statistics of evaluation of products used in Industry and explained examination as a filter process.

General Secretary, Shri Govindlal Agarwal suggested that the students' assessment can be performed in many ways. Group of student can be formed and the topic which has to be studied is explained to the students prior and then the students can be assessed. Efforts of the teachers will increase and one has to be prepared for that. Even the faculty may be required to work after regular working hours. He insisted that teachers be like parents to the students. The teacher should be ready to solve the difficulties of the students and help them at any hour of time.

Principal, Dr. Rajesh S. Pande suggested that in Choice Based Credit System we can have different strategies of evaluation. He asked all Head of the Departments to think and develop effective evaluation processes in Board of Studies meeting and communicate to Academic council for approval.

**It was decided to develop appropriate process / strategies of evaluation at department level.**

### **Agenda 3: Autonomy External Audit Report**

Member Secretary, IQAC presented the Autonomy External Audit Report as Dean Academics was not present in the meeting due to certain unavoidable circumstances.

Autonomy External Audit committee visited institute on 1<sup>st</sup> October 2016. The committee constituted of four external members.

Chairman: Dr. Prakash Apte, Professor Emeritus, College of Engineering, Pune and Retired Professor, IIT Bombay

Member: Dr. O. G. Kakde, Director, VJTI, Mumbai

Member: Dr. Deepankar Choudhary, Professor, IIT Bombay

Member: Dr. Sushil Kumar, Professor, IIM, Lucknow

Observations and Recommendations on Parameters / Activities carried out under Autonomy were stated in the report. Based on the observations and recommendations proper actions were initiated to comply the comments given by the experts. After compliance the Action Taken Report was presented in the meeting.

**Member Secretary, IQAC appealed the house to make it a practice and regularly follow the suggestions and observations given by the committee for sustainable growth and development of institution.**

### **Agenda 4: Review of Outcome Based Education (OBE) Processes**

Recently Two NBA committees visited campus for accreditation of Three Post Graduate Departments from 14<sup>th</sup> - 16<sup>th</sup> October 2016 and Four Under Graduate Departments from 27<sup>th</sup> - 29<sup>th</sup> January 2017. Three Post Graduate Departments received Accreditation for Two years and the results of Four Under Graduate Departments are awaited.

A presentation was delivered by Prof. Aarti Karandikar, NBA Coordinator on General Observations of NBA visits. She stated in her presentation Strengths of the institute and areas which have scope of improvement. She stated the Outcome Based Education (OBE) processes. OBE processes constitute of Defining Vision and Mission statements, Defining Course Outcomes (CO), Program Outcomes (PO), Program Specific Outcomes (PSO) and Program Educational Objectives (PEO), Designing Assessment Tasks, Selecting Teaching and Learning Activities and Analysis of CO and PO attainment.

**The implementation of Outcome Based Education processes at our institute was appreciated by the experts of the NBA committees. The experts suggested that more thought needs to be given for analyzing the data of PO attainment.**

**Agenda 5: Review of Annual Quality Assurance Report (AQAR)**

Annual Quality Assurance Report (AQAR) for session 2015-16, prepared by IQAC was presented by Member Secretary, IQAC. All NAAC accredited institutions have to submit an annual self-reviewed progress report to NAAC, through its IQAC. The AQAR is for one academic year.

AQAR 2015-16 details are as follows:

**Part A**

Details of the Institution

IQAC Composition and Activities

**Part B**

Criterion I: Curricular Aspects

Criterion II: Teaching, Learning and Evaluation

Criterion III: Research, Consultancy and Extension

Criterion IV: Infrastructure and Learning Resources

Criterion V: Student Support and Progression

Criterion VI: Governance, Leadership and Management

Criterion VII: Innovations and Best Practices

**The House suggested few minor corrections and the AQAR 2015-16 was approved in the meeting. Principal asked to upload AQAR 2015-16 on our institute website and also communicate to NAAC.**

**Agenda 6: Constitution of Academic Advisory Board**

In the last meeting it was proposed to constitute Academic Advisory Board. Principal, Dr. Rajesh S. Pande had a discussion with Padma Vibhushan Dr. Anil Kakodkar regarding the constitution of Academic Advisory Board. He has consented to be the Chairman of Academic Advisory Board at our institution and the members of the Academic Advisory



Board will be nominated in consultation with Dr. Anil Kakodkar. He has given certain guidelines for the formation of the Academic Advisory Board. As per the guidelines seven optimum members are to be in the Board. The contribution of the members is to be diversified. The following areas are identified

1. Strong in philosophy and in implementation and from academic belt
2. Industry Alumni
3. Research Organization
4. Premier Institution
5. Technology and Academic strong

The strategies decided in the Academic Advisory Board will be implemented through Internal Quality Assurance Cell (IQAC) and all Head of Departments, Deans, all Functional Heads and Controller of examination.

Principal requested to suggest good persons to be the members on the Academic Advisory Board who possess exceptionally good track record, sound Academic Technology, successful in Industry with academic interest and orientation towards academics, preferably Alumni if he is doing good.

**Principal stated that the Constitution of Academic Advisory Board will help the institute to grow to greater heights and improve the performance of the institution in terms of Academics and Research activities.**

**Agenda 7: Any other agenda with the permission of Chair**

No other Agenda was discussed.

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

  
14/02/2017

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



**Dr. Rajesh S. Pande**  
Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

Minutes of the Meeting, Dated: 13/02/2017

Sr. No.	Agenda Items	Action Taken
1.	Agenda 1: Confirmation of minutes of previous meeting	Minutes of the Meeting dated 14/12/2016 were confirmed.
2.	Agenda 2: Evaluation Process	It was informed to all Head of Departments to develop effective evaluation process and discuss it in Board of Studies Meeting.
3.	Agenda 3: Autonomy External Audit Report	IQAC noted the important suggestions and observations given by the auditors.
4.	Agenda 4: Review of Outcome Based Education (OBE) Processes	NBA Coordinator organized the meeting of all departmental NBA coordinators and briefed them about the PO attainment process.
5.	Agenda 5: Review of Annual Quality Assurance Report (AQAR)	Annual Quality Assurance Report (AQAR) was uploaded on website of institute and communicated to NAAC.
6.	Agenda 6: Constitution of Academic Advisory Board	It was decided to plan for the first meeting of Academic Advisory Board.

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