

INTERNAL QUALITY ASSURANCE CELL (IQAC)

No. RCOEM/P/2019/67872

Date: 06/05/2019

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


Day/Date: Monday, 13/05/2019


Time: 2.30 pm

Venue: Conference Room, Administrative Block

**AGENDA**

1. Confirmation of Minutes of previous Meeting
2. NIRF Review and Plan  
Dr. Avinash J. Agrawal  
Dean Academics
3. Efforts for R&D Projects  
Dr. Rupesh Pias  
Dean R&D
4. NAAC Preparation Review  
Dr. Pallavi Parlewar  
NAAC Coordinator
5. Academic Performance Analysis  
Prof. Aarti Karandikar
6. Programme Outcome Module: GEMS  
Dr. Preeti Voditel  
Incharge, GEMS
7. Review and Plan of Higher Education Cell  
Incharge  
Higher Education Cell
8. Review of students activities  
Dr. Y. M. Sonkhaskar  
Dean SRC
9. Feedback for Session 2018-2019  
Dr. (Mrs.) M. A. Hasamnis  
Member Secretary, IQAC
10. Annual Self Evaluation Report (ASER 2017-18)  
Dr. D. R. Zanwar  
Chairman, ASER
11. Organization of International Conference  
MICON – 2019, DMT  
Dr. Chandan Vichoray  
Head, DMT
12. Reconstitution of IQAC
13. Any other agenda with the permission of Chair

  
06/05/2019  
Dr. (Mrs.) Meghana A. Hasamnis  
Member Secretary, IQAC

  
Dr. Rajesh S. Pande  
Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 14/05/2019

Minutes of the Meeting, Dated: 13/05/2019

A meeting of Internal Quality Assurance Cell (IQAC) was held on 13/05/2019 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. Mr. Mukul Verma, JSW, Nagpur
5. Mr. Vishvesh Agrawal, Alumni Representative
6. Dr. S. D. Mohagaonkar, Dean Second Shift
7. Dr. V. S. Deshpande, Professor, Industrial Engineering
8. Dr. N. V. Shah, Professor, DMT
9. Dr. R. S. Dhiran, HOD Chemistry
10. Dr. Avinash J. Agrawal, Dean Academics
11. Dr. A. A. Aghase, CoE
12. Dr. Preeti Voditel, Incharge, GEMS
13. Prof. Aarti Karandikar, NBA Coordinator
14. Dr. P. K. Parlewar, NAAC Coordinator
15. Dr. P. D. Adane, Management Representative, ISO
16. Dr. P. S. Narkhede, Ex-Registrar
17. Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC

Invitees:

18. Dr. Rupesh Pias, Dean R&D
19. Dr. S. Aote, Incharge, Higher Education Cell
20. Prof. Ashlesh Jaiswal, Incharge, Higher Education Cell
21. Dr. (Mrs.) A. A. Khurshid, HOD, EN/EDT
22. Dr. D. S. Adane, HOD, IT
23. Dr. R. B. Raut, HOD, EC
24. Dr. D. Mehra, HOD, Humanities
25. Dr. I. P. Keswani, HOD, Industrial
26. Dr. M. M. Gupta, HOD, Mechanical
27. Dr. B. R. Chide, HOD, Mathematics
28. Dr. S. M. Pande, HOD, Physics
29. Dr. Rajiv Khaire, Associate Professor, DMT
30. Dr. P. D. Pachpor, HOD, Civil
31. Dr. Amit Anurag, HOD, Physical Education

32. Dr. Anupam Kher, Dean T&P
33. Cynita Christy, Librarian
34. Dr. S. B. Bodkhe, Professor, Electrical
35. Dr. D. R. Zanwar, Professor, Industrial

Member Secretary, IQAC welcomed all to the meeting

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

Mr. Mukul Verma, Plant Head – JSW Nagpur and Mr. Nitin Sudame, Executive Director, Spacewood, Nagpur joined as external members of IQAC. She welcomed Mr. Mukul Verma, Plant Head – JSW, Nagpur. Mr. Nitin Sudame was not in a position to attend the meeting due to his prior assignments.

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 14/02/2019.

#### **Agenda 2: NIRF Review and Plan**

Dr. Avinash J. Agrawal, Dean Academics in his presentation stated Ranking of RCOEM in NIRF, Parameters of NIRF ranking i.e. (a) Teaching, Learning and Resources (TLR), (b) Research, Professional Practice (RP), (c) Graduation Outcomes (GO), (d) Outreach and Overall inclusion (OI), (e) Perception (PR), Parameter wise score in 2019, Sub - Parameter wise score in 2019 ranking.

He presented his analysis on the points scored by RCOEM in NIRF 2019. He emphasized the strong areas and areas of concern where improvement can be done to improve the NIRF rank.

Strong areas are

- Number of Regular Faculty
- Number of PhD Faculty
- Average Experience of Faculty
- Students graduated in minimum time
- Percentage of Women Faculty and Students



- Facilities for Physical Challenged Students

#### Areas for improvement

- Research and Professional Practices
- Placement + Higher Study
- No. of Students completed PhD from RCOEM Centre (Full Time)
- Financial Resources and Utilization
- Region Diversity
- Economically & Socially Challenged Students
- Perception

He informed that a meeting of all HODs, Deans and Functional Heads was conducted on 22<sup>nd</sup> April 2019. In the meeting detailed review and analysis of research, professional practice, graduation outcome, comparative analysis, department wise performance of parameters was presented by Principal.

The review and analysis indicated that significant contribution from department in terms of research publications, IPRs, consultancy, research projects, full time PhD candidates, placement of students etc. is required.

**Hence it was decided that Principal along with a team constituting Dean Academics, Dean R&D, Dean T&P, Dean Second Shift, Core Committee member of NAAC will visit the departments and interact with all the faculty members of all departments.**

The team visited all the departments and presentations were given to faculty members regarding the contribution of the department for last three years in the NIRF parameters. Also individual goal setting of faculty members and department goal setting was discussed which has to be in tune with institute goal.

It was decided to prepare a dashboard in MIS which will show the individual goal setting parameters and department goal parameters. Dr. Preeti Voditel, Incharge GEMS and HOD MCA informed that the dashboard will be operational in MIS from 15<sup>th</sup> June 2019.

**It was decided that monthly review will be taken by dash board application of MIS.**

Minutes of the Meeting of the visit of Principal along with the team and targets set by the departments are enclosed in **Annexure 1**.

#### **Agenda 3: Efforts for R&D Projects**

Dr. Rupesh Pias, Dean R&D discussed about the initiatives taken towards multidisciplinary Research Projects with RCOEM in collaboration with

- Bhabha Atomic Research Center (BARC)
- Indian Space Research Organization (ISRO)

#### Collaborative research projects with BARC

The BARC officials have shared five of their ongoing projects in which our institute can get associated. The topics of projects suggested by BARC were presented. Out of five projects given by BARC, on three projects work is initiated with a team of dedicated faculty members.

#### Collaborative research projects with ISRO

For collaboration with ISRO, Padma Shree Dr. Nagarajan Vedachalam, SRO Distinguished Professor and Member, Academic Advisory Board, RCOEM and Dr. M. V. Dekhane, Former Director, ISRO Inertial System Unit, Satish Dhawan Professor IIST, Thiruvananthapuram were invited to our campus. They were on campus for two days. Few topics were finalized and the work has been initiated.

Details of Collaborative Research Projects with Bhabha Atomic Research Centre (BARC) and Indian Space Research Organization (ISRO) are enclosed in **Annexure 2**.

**House appreciated the efforts taken by R&D Department for promotion of interdisciplinary / multidisciplinary research.**

#### **Agenda 4: NAAC Preparation Review**

Institute is preparing for 2<sup>nd</sup> cycle of NAAC Accreditation. Dr. Pallavi Parlewar, NAAC Coordinator briefed the preparations for 2<sup>nd</sup> cycle of NAAC. She briefed about the assessment process and the metrics.

She informed the house that Core Committee of NAAC accompanied by Principal visited all Departments and presented the data received from various departments for NAAC which was compiled by NAAC Committee. The discrepancies if any were worked on. The details and schedule of the visit is enclosed in **Annexure 3**.

**It was decided to upload IIQA to NAAC in last week of May 2019 as per NAAC rules and guidelines.**

#### **Agenda 5: Academic Performance Analysis**

Prof. Aarti Karandikar presented the statistical analysis of Academic Performance of the students and the success rate of all the Departments for last three years.

**It was decided that Member Secretary, IQAC will send the sheet of Academic Performance Analysis to all the HODs. Every department will analyze the Academic performance of the students of their department. The departments whose academic performance is decremented will prepare a roadmap to improve it and communicate the action plan to IQAC.**

### **Agenda 6: Programme Outcome Module: GEMS**

Outcome Based Education is implemented at our institute by all the departments. Course Outcome Attainment, Programme Outcome Attainment in direct and indirect form is calculated.

Dr. Preeti Voditel, Incharge GEMS informed that a module is prepared in GEMS which will calculate the Course Outcome Attainment and Programme Outcome Attainment.

**It was decided by the house to implement the module from next academic session 2019-20 and all the Programme Attainments will be calculated in GEMS.**

### **Agenda 7: Review and Plan of Higher Education Cell**

Dr. S. Aote, Incharge Higher Education Cell presented the initiatives taken by the cell for promoting Higher Education amongst students of RCOEM. He presented the activities carried out for the students under the cell. He presented the statistics department wise of the participation of students in GATE examination 2019. To increase Student's Internship, he suggested the actions to be taken. He presented the plan of Higher Education Cell for session 2019-20.

**Principal asked to focus more on increasing the percentage of participation of students in competitive examinations in all Departments.**

### **Agenda 8: Review of students activities**

Dr. Y. M. Sonkhaskar, Dean SRC presented Activities of Students' Representative Council (SRC) and students' achievements for session 2018-19. Achievement of the students' in various curricular and co-curricular activities was also presented.

The Students' Representative Council (SRC) is a student body of the college consisting of students from all departments. Under SRC various clubs are established e.g. Dance club, Drama club, Music club, Literary club, Photography club, Technical Club. Various social and academic activities are also organized by SRC all throughout the year. These events include "PRATISHRUTI", a cultural extravaganza for colleges across Central India. Other major events include Gyanodaya, an induction ceremony for the first year students; Aaruni, the fresher's night for the first years; and a string of various events that constitute the branch cup.

All these activities throughout the year help the students to improve on their communication skills, presentation skills, and organizational skills and help boost the self confidence of the students and help them explore their latent talents.

**House asked to motivate the students to participate more in national level events.**



### **Agenda 9: Feedback for Session 2018-2019**

Dr. (Mrs.) M. A. Hasamnis, Member Secretary, IQAC presented the feedback for session 2018-19. Feedback from stakeholders was discussed at length. Principal asked to take this feedback very seriously to improve the processes and systems of our institute.

**The house agreed upon working on weak areas and take necessary corrective actions.**

### **Agenda 10: Annual Self Evaluation Report (ASER 2017-18)**

Dr. D. R. Zanwar, Chairman, ASER presented the Annual Self Evaluation Report for session 2017-18. The purpose of the report is to determine in what ways and to what extent the college has moved in the direction of achieving objectives as laid down in UGC guidelines. The report strives to ascertain the extent to which the following stated objectives of the autonomy are achieved.

1. Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs
2. Prescribe rules for admission in consonance with the reservation policy of the state government
3. Evolve methods of assessment of students' performance, the conduct of examinations and notification of results
4. Use modern tools of educational technology to achieve higher standards and greater creativity
5. Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighbourhood programmes, etc

The report ended with Committee's recommendations for future academic progress of institution.

**It was decided to put the ASER 2017-18 report in Academic Council for approval.**

### **Agenda 11: Organization of International Conference**

Dr. Neeta Shah, Professor, DMT informed the house that Department of Management Technology is planning to organize an International Conference MICON – 2019. The Conference will be organized in the month of December 2019. She requested Principal Sir for the announcement of the International Conference.

**Principal asked Dr. Neeta Shah to officially announce the organization of International Conference MICON -2019 by Department of Management Technology.**

### **Agenda 12: Reconstitution of IQAC**

As per the Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) by Accredited Institutions (For Autonomous Colleges) Revised as per Revised Accreditation Framework in November, 2017 by National Assessment and Accreditation Council (NAAC) the composition of IQAC is revised.

The new revised composition of IQAC as per the Revised Accreditation Framework in November, 2017 is formed and is enclosed in **Annexure 4**.

**The composition of IQAC was approved by the house.**

### **Agenda 13: Any other agenda with the permission of Chair**

No other Agenda was discussed.

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

ACTION TAKEN REPORT

Minutes of the Meeting, Dated: 13/05/2019

Sr. No.	Agenda Items	Action Taken
1.	Agenda 1: Confirmation of minutes of previous meeting	Minutes of the Meeting dated 14/02/2019 were confirmed.
2.	Agenda 2: NIRF Review and Plan	All Head of the departments asked to take corrective actions on the areas of improvement stated by NIRF Coordinator.  Dr. Preeti Voditel, Incharge GEMS was directed to complete the dash board application in MIS.
3.	Agenda 3: Efforts for R&D Projects	IQAC appreciated the initiation of interdisciplinary / multidisciplinary research projects.
4.	Agenda 4: NAAC Preparation Review	Registration of College done on NAAC portal. Decided to upload IIQA for 2 <sup>nd</sup> cycle of NAAC in second week of June 2019.
5.	Agenda 5: Academic Performance Analysis	Academic Performance Analysis sheet communicated to all Departments and directed to prepare a roadmap to improve the performance and submit the action plan to IQAC.
6.	Agenda 6: Programme Outcome Module: GEMS	IQAC noted and appreciated the initiative.
7.	Agenda 7: Review and Plan of Higher Education Cell	In-charge Higher Education Cell directed to increase the international activities under the cell and also take initiatives to increase the participation

		of students in competitive exams.
8.	Agenda 8: Review of students activities	Dean SRC directed to focus on increasing the participation of students in national level events.
9.	Agenda 9: Feedback for Session 2018-2019	Concerned Departments were asked to take corrective actions and work on weak areas.
10.	Agenda 10: Annual Self Evaluation Report (ASER 2017-18)	Academic Self Evaluation Report (ASER 2017-18) put up in Academic Council Meeting for Approval.
11.	Agenda 11: Organization of International Conference, MICON – 2019, DMT	International Conference, MICON – 2019, by Department of Management Technology announced to be organized in December 2019.
12.	Reconstitution of IQAC	As per the revised accreditation framework in November 2017 by National Assessment and Accreditation Council (NAAC) the revised composition of IQAC approved.

*Dr. Hasamnis*

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