

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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

No. RCOEM/P/2018/65922

Date: 15/05/2018

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

Day/Date: Friday, 18/05/2018

Time: 3.30 pm

Venue: Conference Room, Administrative Block

**AGENDA**

1. Confirmation of Minutes of previous Meeting
2. NIRF 2018 Review  
Dr. Avinash Agrawal  
NIRF Coordinator
3. Internal Administrative Audit  
Report 2017-18  
Dr. K. N. Agrawal  
Chairman, Internal Administrative Audit
4. E-governance Report 2017-18  
Dr. Preeti Voditel  
Professor Incharge, GEMS
5. Academic Self-Evaluation Report 2016-17  
Dr. D. R. Zanwar  
Chairman, Academic Self-Evaluation Committee
6. Organization of International Conference
7. Any other agenda with the permission of Chair

*Dr. (Mrs.) Meghana A. Hasamnis*  
15/05/2018  
Dr. (Mrs.) Meghana A. Hasamnis  
Member Secretary, IQAC

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 21/05/2018

Minutes of the Meeting, Dated: 18/05/2018

A meeting of Internal Quality Assurance Cell (IQAC) was held on 18/05/2018 at 3.30 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. Prof. R. S. Dhiran, HOD, Chemistry
8. Dr. M. B. Chandak, HOD, CSE
9. Prof. J. S. Joshi, Professor, Electrical Department
10. Dr. A. A. Aghase, CoE
11. Dr. Preeti S. Voditel, Professor Incharge, GEMS
12. Prof. Aarti Karandikar, NBA Coordinator
13. Dr. T. G. Arora, Professor, Electrical Department
14. Dr. Avinash Agrawal, NIRF Incharge
15. Dr. P. S. Narkhede, Registrar
16. Akanksha Gadhave, Student Representative
17. Nehal Thakare, Student Representative
18. Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC

**Invitees:**

19. Dr. (Mrs.) A. A. Khurshid, HOD, EN
20. Dr. R. D. Raut, HOD, EDT
21. Dr. D. S. Adane, HOD, IT
22. Dr. M. S. Kadu, HOD, Civil
23. Dr. V. T. Barhate, HOD, Electrical
24. Dr. R. B. Raut, HOD, EC
25. Dr. D. Mehra, HOD, Humanities
26. Dr. B. R. Chide, HOD, Mathematics
27. Dr. S. M. Pande, HOD, Physics
28. Dr. Chandan R. Vichoray, HOD, DMT
29. Dr. Rupesh Pias, Dean R&D
30. Dr. Rajiv Khaire, Associate Professor, DMT
31. Dr. D. R. Zanwar, Associate 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.

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 28/03/2018.

### **Agenda 2: NIRF 2018 Review**

Dr. Avinash Agrawal, NIRF Coordinator, in his PowerPoint presentation, presented the analysis and improvements to be done so as to improve NIRF ranking of the institute next year. In his presentation he stated the NIRF ranking of the institute, NIRF 2018 Marks Vs Rank, NIRF 2017 and 2018 rankings of IIT, NIT, IIIT, Other Government Institutes, Public or Private Universities, Private Engineering Colleges in first 100. It was seen that overall number of Private Engineering Colleges in first 100 NIRF ranking has reduced.

He further stated the parameters discontinued from the pro-forma such as Patent applied for, Earning from Patent, Public perception, Publication in ICI indexed journal. He informed the house regarding NIRF 18 Changes in Evaluation Method, as to in which parameters marks are increased and in which parameters marks are reduced.

Further he stated the parameters where there is a scope for improvement along with their weightages. The parameters are Teaching Learning Resources, Research & Professional Practices, Graduate Outcome, Outreach Activities, Number of Full time PhD Scholar, Placement and Median salary and Publications and citation.

**It was decided to work on the parameters in which the marks can be increased and there is a scope for improvement. Principal urged all to take proper actions for the improvement of NIRF ranking next year.**

### **Agenda 3: Internal Administrative Audit Report 2017-18**

Dr. K. N. Agrawal, Chairman, Internal Administrative Audit, presented the Audit report. He started with the major objectives for conducting the Internal Administrative Audit. He presented details of Audit Team and Schedule of Audit. The Audit was conducted for nine Administrative departments/units: Finance, Registrar Office, Controller of Examinations



(COE), Admission Office, Library, Dean Academics, Administrative/Stores/Maintenance/Construction, MIS Office and Training & Placement. General Observations/Comments and Suggestions were given by the Audit team to each Administrative Department.

**The Administrative Departments were asked to take corrective actions on the Observations/Comments and Suggestions given to them and submit the Compliance Report to IQAC.**

#### **Agenda 4: E-governance Report 2017-18**

Dr. Preeti Voditel, Professor Incharge, GEMS presented E-governance Report for session 2017-18. In her presentation she stated that for past four years institute has been on the forefront of delivering academic and administrative functionality through the model of e-governance. To facilitate the diverse functionality required by the institute and enable seamless e-governance, the GEMS software has implemented a modular and role based approach. The different modules allow effective integration of functionality related with academics, administration and finance through individual log-in and based on user roles.

She highlighted the administrative processes and academic processes from the entry of the student into the Institute to his conversion to an alumnus.

**E-governance Report was approved by the house.**

#### **Agenda 5: Academic Self-Evaluation Report 2016-17**

Dr. D. R. Zanwar, Chairman, Academic Self-Evaluation Committee presented the report for session 2016-17. The report consisted of Introduction of Institute, General Information, Academic Governance, Programme Curricula-Highlights of Changes / Deletions / Additions of Courses, R&D Activities, Publications, Conferences, Evaluation/Examination Pattern, Results Analysis, Library: Electronic Subscriptions and Major Equipment in Lab. Concluding remarks were stated in the Report for Overall Improvement.

**House proposed to put Academic Self-Evaluation Report (ASER 2016-17) in Academic Council Meeting for Approval.**

#### **Agenda 6: Organization of International Conference**

Department of Management Technology proposed to organize Management International Conference on Emerging Trends in Human Resource Management (MICON – 2018) on 14-15 December, 2018.

This conference was already announced in previous meeting. But due to unavoidable circumstances the same conference was postponed and scheduled on 14-15 December, 2018.

Dr. Chandan R. Vichoray, Head, Department of Management Technology briefed the objectives, associations, target audience, committees for the conference.

Principal asked to officially announce the conference.

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

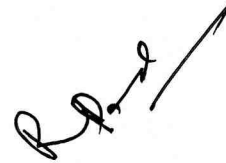
No other agenda was discussed.

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



Handwritten signature of Dr. (Mrs.) Meghana A. Hasamnis, dated 21/05/2018.

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



Handwritten signature of Dr. Rajesh S. Pande.

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

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

Minutes of the Meeting, Dated: 18/05/2018

Sr. No.	Agenda Items	Action Taken
1.	Agenda 1: Confirmation of minutes of previous meeting	Minutes of the Meeting dated 28/03/2018 were confirmed.
2.	Agenda 2: NIRF 2018 Review	NIRF Coordinator conducted meetings at all departments, identified the weak areas asked Head of the departments to take corrective actions.
3.	Agenda 3: Internal Administrative Audit Report 2017-18	Corrective actions initiated.
4.	Agenda 4: E-governance Report 2017-18	E-governance Report was approved.
5.	Agenda 5: Academic Self-Evaluation Report 2016-17	Academic Self-Evaluation Report (ASER 2016-17) put up in Academic Council Meeting for Approval.
6.	Agenda 6: Organization of International Conference	The Management International Conference on Emerging Trends in Human Resource Management (MICON – 2018) was announced to be organized on 14 <sup>th</sup> -15 <sup>th</sup> December, 2018.

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