SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR-13

INTERNAL QUALITY ASSURANCE CELL

No. RCOEM/P/2016/63307   **Date: 16/11/2016**

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

Day/Date: Monday, 21/11/2016

Time: 2.30 pm

Venue: Conference Room, Administrative Block

All Deans, H.O.Ds, Functional Heads and IQAC members are requested to attend the meeting.

AGENDA

1. Confirmation of minutes of previous meeting

2. Roadmap and Perspective Plan based on the theme of the vision document of institute

   (a) Department of Management Technology   Dr. Rupesh Pias, HOD, MBA
   (b) Civil Engineering Department   Dr. M. S. Kadu, HOD, Civil Engg.

3. Admission Analysis   Prof. P. B. Kulkarni, Dean Admissions

4. IGNITE: Review and Plan   Dr. Mridula Korde / Prof. S. R. Kulkarni

5. Outcome Based Education (OBE) for the College

6. Any other agenda with the permission of Chair

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

Dr. Rajesh S. Pande
Principal and Chairman, IQAC

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR-13

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting, Dated: 21/11/2016

A meeting of Internal Quality Assurance Cell (IQAC) was held on 21/11/2016 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. Dr. S. D. Mohgaonkar, Dean Second Shift
5. Dr. M. B. Chandak, HOD, CSE
6. Prof. R. S. Dhiran, HOD, Chemistry
7. Dr. Pallavi K. Parlewar, Dean R&D
8. Dr. Preeti S. Voditel, Professor Incharge, GEMS
9. Dr. (Mrs.) Neeta V. Shah, MBA
10. Dr. Avinash Agrawal, Incharge NIRF
11. Prof. Aarti Karandikar, NBA Coordinator
12. Prof. Padma Adane, Management Representative, ISO
13. Dr. T. G. Arora, CoE
14. Dr. (Mrs.) Meghana A. Hasamnis

Invitees:
15. Prof. P. B. Kulkarni, Dean Admissions
16. Dr. D. S. Adane, HOD, IT
17. Dr. (Mrs.) A. A. Khurshid, HOD, EN
18. Dr. I. P. keswani, HOD, Industrial
19. Dr. K. N. Agrawal, HOD, Mechanical
20. Dr. S. B. Pokle, HOD, EC
21. Dr. M. S. Kadu, HOD, Civil

22. Dr. S. M. Pande, HOD, Physics

23. Dr. B. R. Chide, HOD, Mathematics

24. Dr. Rupesh Pias, HOD MBA

25. Dr. Mridula Korde, Incharge Alumni

26. Dr. (Mrs.) R. D. Raut, EDT Dept.

27. Prof. S. R. Kulkarni, Mechanical Dept.

28. Prof. S. V. Joshi, Civil Dept.

29. Dr. Deepshikha Mehra, Humanities

Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC welcomed all to the meeting.

At the outset, 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.

The Member Secretary, IQAC informed that Dr. A. K. Gupta, Scientist 'F', D.R.D.O., Nagpur and Vishvesh Agrawal have conveyed their inability to attend the meeting due to other unavoidable assignments at their end.

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 28/09/2016.

Agenda 2: Roadmap and Perspective Plan based on the theme of the vision document of institute

(a) Roadmap and Perspective Plan for Department of Management Technology

Roadmap and Perspective Plan for Department of Management Technology was presented by Head of the Department Dr. Rupesh Pias. He in his presentation discussed the Goals, Key Indicators, Students Development, Placements, Summer Internship Program (SIP), Entrepreneurship Development, MDPs, Consultancy, Faculty Development, R&D, Alumni,

Teaching – Learning and Community Engagement. He also presented Personal Goal Setting & Performance Evaluation Form prepared by Department of Management Technology from the perspective of Faculty Development and R&D improvement.

Dr. R. M. Patrikar commented that in the Department of Management Technology the students who are admitted are not necessarily engineering students. Management Department can teach and do have courses such as operation management etc. Such courses should be taught to engineering students which will be of help to them. The engineering students should get an advantage of having Management Department on campus. Such culture should be cultivated in the institute. Department of Management Technology should have more number of entrepreneurs.

Honorable General Secretary, Shri Govindlal Agarwal suggested that the Roadmap and Perspective Plan presented by Head, MBA Department should be divided in smaller durations as MBA is a two years course. So instead of making a five year plan, the plan to be prepared of smaller duration and to insure that it is getting implemented. Practical aspect needs to be checked for proper implementation. He further stated that achievement is possible only with the help of students. Keep the students engaged in quality work, may be in the form of assignments. He suggested giving more number of assignments to students. Faculty should also contribute and help the students in their assignments. Students must interact amongst themselves have interactive sessions may be one to one or in a group.

Principal, Dr. R. S. Pande appreciated the presentation of Head, MBA Department. He stated that the Goal Setting document prepared is innovative and aggressive. He suggested the document to be communicated to all Head of the Departments. He further suggested getting associated with one engineering programme to start with. The engineering programme with which the Management Department is associated should have one MBA course in the curriculum. He informed that there is a separate National Institutional Ranking Framework (NIRF) for Management. So the department should start preparing in that direction.

Personal Goal Setting & Performance Evaluation Form prepared by Department of Management Technology is attached as Annexure I.

It was decided that the Personal Goal Setting and Performance Evaluation Form prepared by Department of Management Technology to be communicated to all HOD's.

(b) Roadmap and Perspective Plan for Civil Engineering Department

Roadmap and Perspective Plan for Civil Engineering Department was presented by Head of the Department Dr. M. S. Kadu. He in his presentation specified the areas for Improvement for his Department. He urged that external training needs to be imparted to the students on the Software tools which are the standard industry based tools and can help the students in placement in industry.

Dr. R. M. Patrikar suggested that Software tools have to be explored by Faculty and students or by research scholars themselves. It is a self learning process. No training to learn the Software tools is required. He focused that the major part is education and not skill development. Employing the persons from outside for training on tools will not serve the purpose. Once the students are placed the company in which they are employed takes the care to train them and the students also do it. So he suggested that we should not worry about industry but worry about academic contents.

Dr. R. S. Pande proposed to prepare a pert chart for the activities to be conducted as per the perspective plan presented by the Departments.

It was decided to prepare a pert chart for the activities to be conducted as per the roadmap and perspective plan.

Agenda 3: Admission Analysis

Presentation on Analysis of the admissions of undergraduate and postgraduate students was delivered by Prof. P. B. Kulkarni, Dean Admissions. He briefed about the process of admissions for session 2016-17. He informed about the distribution of the seats for various Departments i.e. the sanctioned intake and the status of the admitted seats against it. He also informed about direct second year admissions and about MCA and MBA Departments. He discussed the cut-off for Management quota and CAP. He stated that for PG admissions for this session GATE was compulsory. The number of GATE qualified students is very less and the admissions for few PG programmes are reduced. Also the problem of cancellation of admissions is faced.

Principal informed that the issues serious in nature regarding the admissions need to be addressed. He asked Dean Admissions to prepare a comprehensive analysis and statistics to be chalked out of the admission of the students and their performance. The comprehensive

analysis is to be prepared with the help of Dr. T. G. Arora, COE and Dr. S. D. Mohagaonkar, Dean, Second Shift. The analysis has to be detailed starting with the 12th standard results of the admitted students to 1st year of our institute till his final year or Graduation so that the performance of each individual student be analyzed and corrective actions can be initiated appropriately.

It was resolved to prepare a comprehensive analysis and statistics of the students admitted to first year till his final year or Graduation and analyze the performance of each individual student for one Batch.

Agenda 4: IGNITE: Review and Plan

Presentation on IGNITE- Mentorship Program its Review and Future Plans was presented Dr. Mridula Korde and Prof. S. R. Kulkarni. Review was presented on the statistics and activities conducted under this program and future plans were stated.

IGNITE is a program to bring alumni and students together, to prompt the students to set their career goals at an early stage and to start working for achieving them with the help of alumni acting as mentors. Eminent Alumni with minimum 5-10 years of relevant experience are the mentors and Second Year Students of all Engineering Branches (Restricted to 10% of intake capacity of each branch). Mentorship Areas are pursuing higher studies M.Tech, M.S., MBA etc. Preparation of Civil Services Exam, Preparation of Defense Services Exams, Working in core companies in relevant fields, Working in IT sector product companies, Working in R&D sector and Entrepreneurship/Product Development. Critical Success Factors, list of mentors, Statistics of Mentors and Mentees was also presented. Details about the activities conducted under this program were presented. Future plans and expected outcomes were discussed. Future plans were stated so as to achieve the expected outcomes in terms of performance of the students in the campus interviews, entrance exams and involvement of alumni in career development of students and to make IGNITE a self sustaining activity.

It was suggested that under IGNITE- Mentorship Program, more efforts have to be initiated to improve performance of the students in the campus interviews and entrance exams. It was also suggested to improve the involvement of alumni in career development of students.

Agenda 5: Outcome Based Education (OBE) for the College

Outcome Based Education (OBE) is implemented in the college since session 2011-2012. During the NBA visit for three Post Graduate Departments on 13th to 15th Oct 2016 it was suggested by the Chairman of the NBA committee that there is no formal documentation of the implementation of the OBE at the college level.

Hence we formally declare the implementation of Outcome Based Education (OBE) for College. All Programmes run by the College shall adopt Outcome Based Education (OBE).

Agenda 6: Any other item with the permission of Chair

Chairman IQAC asked Prof. Aarti Karandikar, NBA Coordinator, to throw light on the NBA Accreditation status of the under graduate and post graduate Departments. Prof. Aarti Karandikar informed and presented the status of NBA accreditation of all programmes and tentative dates for uploading Self Assessment Report (SAR) for the Departments which are due for next accreditation. NBA accreditation status of all programmes as on 21.11.2016 is attached in Annexure II.

It was discussed and informed that all the Departments / Programmes eligible for accreditation should start preparation and upload their SAR as per the given schedule.

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

Hasamnis
23/11/2016

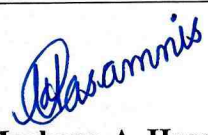**Dr. (Mrs.) Meghana A. Hasamnis**
Member Secretary, IQAC

Dr. Rajesh S. Pande
Principal and Chairman, IQAC

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR-13

INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting, Dated: 21/11/2016

ACTION TAKEN REPORT

Sr. No.	Agenda Items	Action Taken
1.	Agenda 1: Confirmation of minutes of previous meeting	Minutes of the Meeting dated 28/09/2016 were confirmed.
2.	Agenda 2: Roadmap and Perspective Plan based on the theme of the vision document of institute	1. Head of the Department of Management Technology and Civil Engineering based on the SWOC analysis of the Department prepared Pert Chart for their Departments. 2. Personal Goal Setting and Performance Evaluation Form prepared by Department of Management Technology was communicated to all Head of the Department and all Faculty members.
3.	Agenda 3: Admission Analysis	Dean Admissions was directed to prepare the analysis report.
4.	Agenda 4: IGNITE: Review and Plan	Alumni Association has initiated the Career Development Programmes for the Students.
5.	Agenda 5: Outcome Based Education (OBE) for the College	Implementation of Outcome Based Education (OBE) for all the Programmes of the College was formally declared.
6.	Agenda 6: Any other item with the permission of Chair: NBA Accreditation Status.	Respective Departments started the preparation of SAR.

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