

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR-13

INTERNAL QUALITY ASSURANCE CELL (IQAC)

No. RCOEM/P/2018/66502

Date: 20/07/2018

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


Day/Date: Wednesday, 25/07/2018


Time: 2.30 pm

Venue: Conference Room, Administrative Block

AGENDA

1. Confirmation of Minutes of previous Meeting
2. Observations and Compliance Report of the Surveillance Audit for session 2017-18 MR, ISO
3. Programme Outcome Attainment of the departments for session 2017-18 pass out batch NBA Coordinator
4. Feedback Analysis for 2017-18 Member Secretary, IQAC
5. Conduction of Induction Programme for first year UG Students Dean Academics
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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 26/07/2018

Minutes of the Meeting, Dated: 25/07/2018

A meeting of Internal Quality Assurance Cell (IQAC) was held 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. Vishvesh Agrawal, Alumni Representative
5. Dr. S. D. Mohagaonkar, Dean Second Shift
6. Dr. V. S. Deshpande, Professor, Industrial Engineering
7. Dr. N. V. Shah, Professor, DMT
8. Dr. M. B. Chandak, HOD CSE
9. Dr. Avinash J. Agrawal, NIRF Incharge
10. Dr. A. A. Aghase, CoE
11. Dr. Preeti Voditel, Incharge, GEMS
12. Prof. Aarti Karandikar, NBA Coordinator
13. Dr. P. K. Parlewar, NAAC Coordinator
14. Dr. P. D. Adane, Management Representative, ISO
15. Dr. P. S. Narkhede, Registrar
16. Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC

Invitees:

17. Dr. Y. M. Sonkhaskar, Dean SRC
18. Dr. Rupesh Pias, Dean R&D
19. Dr. (Mrs.) A. A. Khurshid, HOD, EN
20. Dr. D. S. Adane, HOD, IT
21. Dr. R. B. Raut, HOD, EC
22. Dr. D. Mehra, HOD, Humanities
23. Dr. D. R. Zanwar, Industrial
24. Dr. B. R. Chide, HOD, Mathematics
25. Dr. S. M. Pande, HOD, Physics
26. Dr. C. R. Vichoray, HOD, DMT
27. Dr. Amit Anurag, HOD, Physical Education
28. Dr. Anupam Kher, Dean T&P
29. Dr. M. M. Gupta, HOD Mechanical
30. Prof. P. A. Dwaramwar, Incharge, TBI
31. Dr. P. B. Kulkarni, Dean Admissions

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, 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

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 18/05/2018.

Agenda 2: Observations and Compliance Report of the Surveillance Audit for session 2017-18

Prof. Padma Adane, Management Representative, ISO informed the house regarding the schedule of the ISO internal audits, ISO external audits i.e. surveillance audit conducted for all the departments. She informed that ISO internal audit was conducted four times and surveillance audit was conducted once in session 2017-18.

She presented the observations and suggestions given by the auditors to the respective departments. Compliance report of the observations by the departments was also presented.

Prof. Padma Adane reported about the different programmes/activities conducted

1. Teaching/Process manual revised and implemented from 1st January 2018.
2. 'Internal Auditors Training Programme' conducted on 5th and 6th December 2017.
3. 'Mock Drill for usage of fire extinguisher' for teaching and non-teaching staff conducted on 18th November 2017.

It was decided that based on the observations given Respective Head of the Departments to take corrective actions.

Agenda 3: Programme Outcome Attainment of the departments for session 2017-18 pass out batch

A detailed report of Program Articulation Matrix, Course Articulation Matrix, PO Attainment and Action taken based on the results of evaluation of each of the COs, POs and PSOs of all Departments was presented by Prof. Aarti Karandikar, NBA Coordinator of the College.

Based on the Attainment levels, the departments were asked to take corrective actions.

Agenda 4: Feedback Analysis for 2017-18

Dr. (Mrs.) M. A. Hasamnis, Member Secretary, IQAC presented the feedback for session 2017-18. Feedback on Curriculum Enrichment and in general about Department and Institute was collected Department wise from the stakeholders.

Parents Feedback is conducted twice in one year i.e. once every semester at respective Departments. The slot for conduction of parent feedback is allotted in Academic Calendar at the beginning of every semester. A format of feedback form is available, which is given to the parents to fill. Apart from that the performance of their ward is discussed with them regarding his attendance, marks, placements, internships etc. They are made aware about the procedures and processes of the college. The queries of the parents if any are also resolved.

Employer feedback is conducted department wise round the year. A format for Employers feedback is available at department.

Institute takes feedback from Alumni in a standard format during alumni meets or otherwise whenever alumni come to campus. Overall the feedback was good.

Feedback from stakeholders was discussed at length. The suggestion given by stakeholders for curriculum design and in general about the institute was presented. The feedback was analyzed and necessary corrective actions were initiated.

Also the feedback given by students to teachers, Department and Institute was presented and discussed.

No major grievances reported. Overall feedback was good.

Principal asked to improve and work on the areas of concern.

Agenda 5: Conduction of Induction Programme for first year UG Students

Institute has reframed the curriculum for undergraduate programs as per the AICTE model curriculum. The new pattern will be implemented from session 2018-19 onwards. As per AICTE guidelines induction programme of three weeks has to be conducted for students entering first year.

First year in-charge in consultation with Dean Academics framed the induction programme for the students. Few changes were suggested by the house and the programme was approved. The dates were finalized for the conduction of the programme.

House approved the schedule of the induction programme for first year UG students.

Agenda 6: Any other agenda with the permission of Chair

No other Agenda was discussed.

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

Hasamnis
26/07/2018

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

R. Pande

Dr. Rajesh S. Pande
Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

Minutes of the Meeting, Dated: 25/07/2018

Sr. No.	Agenda Items	Action Taken
1.	Agenda 1: Confirmation of Minutes of previous Meeting	Minutes of the Meeting dated 18/05/2018 were confirmed.
2.	Agenda 2: Observations and Compliance Report of the Surveillance Audit for session 2017-18	IQAC noted the observations given by external experts and the compliance report submitted by the Department.
3.	Agenda 3: Analysis Report on Programme Outcome Attainment of the departments for session 2017-18 pass out batch	Concerned Departments were asked to do the needful changes as per requirement.
4.	Agenda 4: Feedback Analysis for 2017-18	Corrective actions by the respective Departments initiated.
5.	Agenda 5: Conduction of Induction Programme for first year UG Students	Induction Programme of three weeks was conducted for first year UG students.


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