

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR-13

INTERNAL QUALITY ASSURANCE CELL (IQAC)

No. RCOEM/IQAC/2019/68416

Date: 26/07/2019

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

Day/Date: Monday, 29/07/2019


Time: 2.00 pm

Venue: Conference Room, Administrative Block

AGENDA

1. Confirmation of Minutes of previous Meeting
2. Observations and Compliance of the Surveillance Audit (ISO 9001:2015) for session 2018-19 : Dr. Padma Adane
MR, ISO
3. Targets Set by Departments on Quality Parameters (ISO 9001:2015) for session 2019-20 : Dr. Padma Adane
MR, ISO
4. Programme Outcome Attainment of the departments for session 2018-19 pass out batch : Prof. Aarti Karandikar
NBA Coordinator
5. Result Analysis for session 2018-19 : Dr. Avinash Agrawal
Dean Academics
6. Examination Reforms : Dr. A. Aghase
Controller of Examination
7. Streamlining of Feedback : Dr. M. A. Hasamnis
Member Secretary, IQAC
8. Induction Programme for first year Students : Dr. Sanjogta Meshram
First year Incharge
9. Organization of National Seminar with Indian Mines Managers Association, Nagpur Chapter : Prof. M. S. Tiwari
Department of Civil Engg.
10. Organization of International Conference
a. Electrical Engineering Department : HOD, Electrical Engg.
b. Civil Engineering Department : HOD, Civil Engg.
11. Quality Enhancement in Teaching – Awareness Workshop on SWAYAM - NPTEL : Dr. Asmita Deshpande
Coordinator
12. Any other agenda with the permission of Chair


26/07/2019
Dr. (Mrs.) Meghana A. Hasamnis
Member Secretary, IQAC


Dr. Rajesh S. Pande
Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 30/07/2019

Minutes of the Meeting, Dated: 29/07/2019

A meeting of Internal Quality Assurance Cell (IQAC) was held on 29/07/2019 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. S. D. Mohagaonkar, Dean Second Shift and Incharge Principal
3. Dr. Rajendra M. Patrikar, VNIT, Nagpur
4. Mr. Ajay Yawalkar, Delivery Lead, TCS, Nagpur
5. Mr. Nitin Sudame, Executive Director, Spacewood, Nagpur
6. Mr. Mukul Verma, Plant Head - JSW, Nagpur
7. Mr. Vishvesh Agrawal, Entrepreneur
8. Dr. Priya Wanjari, Principal, Santaji Mahavidyalaya, Nagpur
9. Dr. M. B. Chandak, HOD, CSE
10. Dr. A. A. Aghase, CoE
11. Dr. Avinash J. Agrawal, Dean Academics
12. Prof. Aarti Karandikar, NBA Coordinator
13. Dr. P. D. Adane, Management Representative, ISO
14. Dr. Y. M. Sonkhaskar, Dean SRC
15. Dr. P. S. Voditel, HOD, MCA and Professor Incharge, MIS
16. Dr. Pallavi k. Parlewar, NAAC Coordinator
17. Prof. Nikhil Damle, Registrar
18. Mr. B. B. Paliwal, Finance Officer
19. Mr. Rakshit Kathawate, SEM VI, CSE
20. Ms. Varsha A. Yadav, III SEM, MBA
21. Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC

Invitees:

22. Dr. R. B. Raut, HOD, EC
23. Dr. D. S. Adane, HOD, IT
24. Dr. Ishwar Keswani, HOD Industrial
25. Dr. D. Mehra, HOD, Humanities
26. Dr. B. R. Chide, HOD, Mathematics
27. Dr. S. M. Pande, HOD, Physics
28. Dr. (Mrs.) A. A. Khurshid, HOD, EN/EDT
29. Dr. Chandan R. Vichoray, HOD, DMT
30. Dr. Rupesh Pias, Dean R&D

31. Dr. Rajiv Khaire, Associate Professor, DMT
32. Dr. P. D. Pachpor, HOD, Civil
33. Dr. Amit Anurag, HOD, Physical Education
34. Dr. A. K. Sharma, Civil Department
35. Dr. V. T. Barhate, HOD, Electrical
36. Dr. S. B. Bodkhe, Professor, Electrical
37. Dr. A. D. Deshpande, Assistant Professor, Physics
38. Dr. Sanjogta Meshram, First Year Incharge

Member Secretary, IQAC welcomed all to the meeting.

At the outset Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC welcomed all External IQAC Members. She welcomed Dr. Rajendra M. Patrikar, VNIT, Nagpur, Mr. Ajay Yawalkar, Delivery Lead, TCS, Nagpur, Mr. Nitin Sudame, Executive Director, Spacewood, Nagpur, Mr. Mukul Verma, Plant Head - JSW, Nagpur, Mr. Vishvesh Agrawal, Entrepreneur, Dr. Priya Wanjari, Principal, Santaji Mahavidyalaya, Nagpur to the meeting. She also welcomed Shri. Govindlal Agarwal, Hon'ble General Secretary, RCOEM, IQAC Members, Head of Departments, Deans and all invitees for the IQAC meeting.

Dr. Rajesh S. Pande informed about his absentia for the meeting due to unavoidable circumstances.

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 13/05/2019.

Agenda 2: Observations and Compliance of the Surveillance Audit (ISO 9001:2015) for session 2018-19

Observations / Suggestions of the auditors during the surveillance audit conducted on 25th February 2019 were presented by Dr. Padma Adane, ISO, MR. The surveillance audit was conducted for Industrial Engineering, Information Technology, MBA, Registrar, Dean SRC, Girls' Hostel and Management Representative. Compliance report for the same was submitted by the departments.

She informed that initial draft of process manual is ready for four departments i.e. Industry Institute Interaction, Finance Office, Administrative Office and Computer Network Center. As the process manual for these four departments will be ready they will be audited under ISO 9001:2015 from this session.

IQAC noted the observations and suggestions given by the auditors. It was asked to expedite the speed for preparation of the process manual of the four departments and include them in next audit.

Agenda 3: Targets Set by Departments on Quality Parameters (ISO 9001:2015) for session 2019-20

Dr. Padma Adane, ISO, MR presented the targets set by the department on quality parameters for the session 2019-20. Minimum base targets were decided for the parameters depending on the various accreditation and ranking bodies.

It was decided that all the departments will abide by the targets set and achieve it.

Agenda 4: Programme Outcome Attainment of the departments for session 2018-19 pass out batch

Program Outcome Attainment for 2015-19 batch analysis was presented by Prof. Aarti Karandikar, NBA Coordinator. After analyzing she stated her observations which are as under

1. Program Articulation Matrix

Correlation levels 1, 2 or 3 are to be entered (1: Slight (Low), 2: Moderate (Medium), 3: Substantial (High)). If there is no correlation, put "-". First year courses are to be included for calculations.

2. Course Articulation Matrix

Correlation levels 1, 2 or 3 are to be entered (1: Slight (Low), 2: Moderate (Medium), 3: Substantial (High)). If there is no correlation, put "-". Justification of mapping should be present in the respective course file.

Course Outcome (CO) attainment

Maintain separate tables for CO attainment through Cumulative Internal Examinations (CIE) and CO attained through Semester End Examinations (SEE). Target of attainment levels is to be set for all courses.

3. PO and PSO attainment

Maintain separate tables for Direct and Indirect attainment. First year courses are to be included. Same is to be done for PSO attainment.

4. Actions taken based on the evaluation of each CO, PO, and PSO

Targets should be set for all POs and PSOs. In case of unattained PO/PSO, identify the course(s) and state course of action. In case of attained PO/ PSO, identify CO with least attained values and state course of action.

It was decided that all the HOD's will do the corrections in Program Outcome Attainment for 2015-19 batch as per the observations and guidelines given by NBA Coordinator and submit the corrected copy to IQAC.

Agenda 5: Result Analysis for session 2018-19

Result Analysis of first year and all the semesters of undergraduate programmes and post graduate programmes were presented by Dean Academics, Dr. Avinash J. Agrawal. He highlighted the departments of which the result was poor.

Principal asked the Head of the Departments whose results are less, to analyze the reasons for the same and prepare a roadmap to improve the results. Heads were asked to take corrective actions to improve the results.

Agenda 6: Examination Reforms

Controller of Examination, Dr. A. A. Aghase proposed the examination reforms for session 2019-20 and updated the examination reforms for last academic year. He also informed the house that a committee is constituted to propose the examination reforms.

Dr. R. M. Patrikar suggested studying the examination processes of top ranking institutions. He suggested studying the examination processes of three to four top ranking institutions and comparing them and then deciding for the reforms in examination process.

It was decided to form a team that will visit few top ranking institutions and study the examination process.

Agenda 7: Streamlining of Feedback

A Committee was constituted to revise / streamline the feedback formats of all Stakeholders. Feedback is collected from Employers, Parents, Alumni, Teachers and Students. The revised / streamlined parameters of the feedback formats were presented by Member Secretary, IQAC. Few suggestions were given by the house.

She further informed that all Students and Teachers feedbacks are conducted through MIS (GEMS). The slots for conduction of the feedbacks are displayed in academic calendar. Feedback from Employer, Parents and Alumni is taken all round the year. Also Alumni feedback is collected during Alumni Meets and Parent feedback is collected during Parent Teacher meets. The slots for Parent Teacher meet is incorporated in academic calendar.

She informed that Student exit feedback, which is collected from passing out students, the format has to be designed by the respective department as the parameters will be based on the Programme Outcomes (PO's) and Programme Specific Outcomes (PSO's) of the department.

She informed that Student Satisfaction Survey format is designed. This will be introduced from session 2019-20. Student Satisfaction Survey feedback will be taken from the students through GEMS and the slot will be mentioned in academic calendar. The feedback includes about the teaching learning process of the institute and the overall facilities of the institute. The guidelines for the design of the feedback are taken from NAAC.

It was decided to incorporate the changes given by the house and finalize the formats and communicate to all Heads, Deans and MIS incharge for proper implementation.

Agenda 8: Induction Programme for first year Students

The highlights and the schedule of Induction Programme for first year Students was presented by Dr. Sanjogta Meshram, First Year Incharge. The induction programme was planed from 29th July to 5th August 2019. The induction program covers different aspects of Socializing, Associating, Governing and Experiencing.

She further stated the objectives for conduction of the induction program

- To help new students adjust and feel comfortable in the new environment.
- Inculcate in them ethos and culture of the institution.
- Help them build bonds with other students and faculty members.
- Expose them to a sense of larger purpose and self exploration.

Schedule was approved by the house of the induction program.

Agenda 9: Organization of National Seminar with Indian Mines Managers Association, Nagpur Chapter

Prof. M. S. Tiwari, Civil Engineering Department informed the house that a National Conference & Expo on 'Advances in Mining and Geotechnical Engineering' on 14-16, October 2019 is organized by Indian Mines Manager Association, Nagpur Chapter in Association with VNIT Mining Association, Nagpur and Shri Ramdeobaba College of Engineering and Management, Nagpur.

Conference theme includes Design of pit and waste dump slopes, Special geotechnical constructions, Design of stops, Design of tunnels and caverns, Ground Improvement techniques, Haul roads, Geo environment, Geo informatics, Instrumentation and Empirical and Numerical Modeling.

Organizing committee consists of persons from WCL, MOIL, CIMFR and RCOEM.

House appreciated the initiative taken by Prof. M. S. Tiwari, Organizing Secretary of the National Conference and gave best wishes for the success of the conference.

Agenda 10: Organization of International Conference

- a. Electrical Engineering Department**
- b. Civil Engineering Department**

Department of Electrical Engineering proposed to organize an International Conference on 'Power Electronics, Drives, Energy & Power System' (PEDEPS 2019) on 23rd - 24th December 2019.

Theme of the conference includes Power Electronics, Power System, Energy, Electric Drives & Mobility, Control and Instrumentation, Internet of Things and Computing.

Department of Civil Engineering proposed to organize an International Conference on 'Recent Issues in Civil Engineering and Sustainable Solution' (RICESS-2019) on 27th - 28th December 2019

The theme will include Sustainable Transportation Systems, Sustainable Design and Construction Practices, Sustainable Environmental Management, Audit of Civil Engineering Infrastructures, Geotechnical Exploration, Sustainable Water Resource Management and Mining Waste and its Sustainable Management.

Principal asked Dr. V. T. Barhate, Head, Electrical Engineering and Dr. P. D. Pachpore, Head, Civil Engineering for the official announcement of the International Conferences.

Agenda 11: Quality Enhancement in Teaching – Awareness Workshop on SWAYAM - NPTEL

A two day Awareness Workshop on SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) and NPTEL (National Program on Technology Learning) was organized at Shri Ramdeobaba College of Engineering and Management, Nagpur on 19th -20th July 2019. The workshop was jointly organized by Internal Quality Assurance Cells (IQAC) of Shri Ramdeobaba College of Engineering and Management (RCOEM), Nagpur and Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU), Nagpur, in association with NPTEL, Indian Institute of Technology (IIT), Kanpur. 150 Participants are from Engineering, Science, Commerce, Arts, Pharmacy, Education disciplines attended the workshop

Sessions on SWAYAM were conducted by Dr. (Mrs.) Rekha S. Sharma, SWAYAM Coordinator, RTMNU, Nagpur. She elaborated about SWAYAM Platform, Credit Transfer Schemes, how to create and apply for funding for creating MOOCs, etc. Sessions on NPTEL were conducted by Dr. Satyaki Roy, National Coordinator, NPTEL and Ms. Angana Sengupta, NPTEL coordinator, IIT Kanpur. Dr. Satyaki Roy gave information about NPTEL initiative by Ministry of HRD and Ms. Angana Sengupta informed about the Local Chapters, rating, NPTEL Proctored examination, NPTEL Internship, etc

Felicitation on Toppers in NPTEL Exam Run Jan – Apr 2019 was done by hands of Dr. Satyaki Roy, National Coordinator, NPTEL.

Based on the performance of students in NPTEL Online Examination during Jan-Apr 2019 run, NPTEL Team IIT (Kanpur) invited 3 students of Computer Science and Engineering Department to visit CSE Department of IIT (Kanpur). Their travel and accommodation arrangements will be borne by NPTEL, IIT (Kanpur).

House appreciated the efforts taken by the Organizing Committee for organizing an intercollegiate workshop on the emerging topic.

Agenda 12: Any other agenda with the permission of Chair

Dr. Chandan Vichoray, Head, Department of Management Technology informed the house that the Department is organizing an Annual Convention on Quality Circle Forum India (QCFI) on 20th October 2019 at our college campus. He informed that around 600 participants are expected for the annual convention.

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

Hasamnis
30/07/2019

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

[Signature]

Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Minutes of the Meeting, Dated: 29/07/2019

Sr. No.	Agenda Items	Action Taken
1.	Agenda 1: Confirmation of minutes of previous meeting	Minutes of the Meeting dated 13/05/2019 were confirmed.
2.	Agenda 2: Observations and Compliance of the Surveillance Audit (ISO 9001:2015) for session 2018-19	IQAC asked the Management Representative ISO to ensure the compliance to the suggestions given by the auditors.
3.	Agenda 3: Targets Set by Departments on Quality Parameters (ISO 9001:2015) for session 2019-20	It was decided to abide by the targets set on quality parameters (ISO 9001:2015) by all the departments.
4.	Agenda 4: Programme Outcome Attainment of the departments for session 2018-19 pass out batch	All the departments incorporated the suggestions given by NBA Coordinator.
5.	Agenda 5: Result Analysis for session 2018-19	The HOD's of the concerned departments in faculty meeting discussed the issues and prepared a roadmap for improvement of the result of the students.
6.	Agenda 6: Examination Reforms	Controller of Examination attended a workshop on 'Evaluation Reforms in Higher Education' organized by UGC on 19 th – 20 th August 2019. A team is formed to visit top rank institutes / universities to study examination reforms. The finalization of the names of institutions is in process.

7.	Agenda 7: Streamlining of Feedback	The Stakeholder feedback forms were finalized and communicated to all Heads, Deans and MIS In-charge for proper implementation. The streamlined feedback formats are enclosed.
8.	Agenda 8: Induction Programme for first year Students	Induction Programme for first year Students was successfully conducted for one week as per schedule.
9.	Agenda 9: Organization of National Seminar with Indian Mines Managers Association, Nagpur Chapter	Organization of National Seminar with Indian Mines Managers Association, Nagpur Chapter by Civil Engineering Department was approved by the house.
10.	Agenda 10: Organization of International Conference a. Electrical Engineering Department b. Civil Engineering Department	Organization of International Conference PEDEPS 2019 by Electrical Engineering Department and RICESS-2019 by Civil Engineering Department was approved by the house.
11.	Agenda 11: Quality Enhancement in Teaching – Awareness Workshop on SWAYAM – NPTEL	IQAC appreciated the Organizing team for the efforts taken towards the success of the workshop.
12.	Agenda 12: Any other agenda with the permission of Chair: Organizing an Annual Convention	IQAC appreciated Department of Management Technology for planning the Annual Convention.


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