

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR-13

INTERNAL QUALITY ASSURANCE CELL (IQAC)

No. RCOEM/IQAC/2021/70994

Date: 29/11/2021

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


Day/Date: Thursday, 9/12/2021

Time: 3.00 p.m.

AGENDA

1. Review/Confirmation of Minutes of previous IQAC Meeting
2. Action Taken Report of previous IQAC Meeting
3. Stakeholders Feedback Analysis (Session 2020-21) : Dr. (Mrs.) A.A.Khurshid
Member Secretary, IQAC
4. Student Satisfaction Survey (Session 2020-21) : Dr. (Mrs.) A.A.Khurshid
Member Secretary, IQAC
5. Value Added Courses Policy : Dr. M.B.Chandak
Dean Academics
6. Report on Vision 2030 Strategic Plan : Dr. R.S.Pais
HOD, Management Technology
7. Report on Quality Objective Parameters achieved (2020-21) and Quality Objective Parameters targets for session 2021-22 : Dr.(Mrs.) B. Neole
ISO, MR
8. ISO External Audit Report and Action Plan : Dr.(Mrs.) B. Neole
ISO, MR
9. AQAR Submission : Dr. (Mrs.) A.A.Khurshid
Member Secretary, IQAC
10. Any other agenda with permission of Chair


29/11/2021
Dr. (Mrs.) A.A.Khurshid
Member Secretary, IQAC


Dr. Rajesh S. Pande
Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 10/12/2021

Minutes of the Meeting, Dated: 9/12/2021

A meeting of Internal Quality Assurance Cell (IQAC) was held on 9/12/2021 at 3.00 pm in the Conference Room, Administrative Block at RCOEM, Nagpur and Online via Google Meet.

Following members and invitees were present

1. Shri. Govindlal Agarwal, Hon'ble Vice Chairman, RCOEM, Nagpur
2. Shri Rajendra Purohit, General Secretary, RCOEM, Nagpur
3. Dr. S. D. Mohgaonkar, Dean Second Shift
4. Dr. Priya Wanjari, Principal, Santaji Mahavidyalaya, Nagpur (Joined online)
5. Mr. Ajay Yawalkar, Delivery Lead, TCS, Nagpur (Joined online)
6. Dr. K. N. Agrawal, HOD, Mechanical Engineering
7. Dr. M. B. Chandak, Dean Academics
8. Dr. A J. Agrawal, HOD, Computer Science and Engineering
9. Dr. A. A. Aghase, Controller of Examinations
10. Prof. Aarti Karandikar, Assistant Professor, Computer Science and Engineering
11. Dr. P. D. Adane, HOD, Information Technology
12. Dr. Pallavi K. Parlewar, NAAC Coordinator
13. Dr.(Mrs.) P. S. Voditel, Professor Incharge, MIS
14. Prof. Nikhil Damle, Registrar
15. Dr. (Mrs.) A.A.Khurshid, Member Secretary, IQAC

Invitees:

16. Dr. D.J.Dahigaonkar, HOD, Electronics & Communication Engineering
17. Dr. D. Mehra, HOD, Humanities
18. Dr. D. S. Adane, Dean Research & Innovation
19. Dr. (Mrs.) M. A. Hasamnis, HOD, Electronics Engineering
20. Dr. Rupesh Pais, HOD, Department of MT
21. Dr. M.S.Kadu, HOD, Civil Engineering
22. Dr. Amit Anurag, HOD, Physical Education
23. Dr. A. V. Bharati, HOD, Chemistry
24. Dr. M. M. Gupta, HOD, Industrial Engineering
25. Dr. Sanjogta Meshram, Incharge, First Year
26. Dr. R. U. Tiwari, HOD, Physics
27. Dr.P.D.Pachpor, Dean Admission
28. Dr. Sanjay Bodkhe, HOD, Electrical Engineering
29. Dr.J.P.Kalambe, HOD, Biomedical Engineering &EDT
30. Prof. P.A.Dwaramwar, Associate Professor, Electronics Engineering

31. Dr. Kaushik Roy, Dean T&P
32. Dr. Bhumika Neole, MR, ISO

Dr. R.S.Pande , Principal , RCOEM, Dr. R.M.Patrikar, VNIT, Nagpur, Mr. Nitin Sudame, Spacewood, Nagpur and Mr.Vishwesh Agrawal , Entrepreneur, Janvi Tilwani, Student sought leave and were granted leave of absence.

Member Secretary, IQAC welcomed all members present at the meeting.

Thereafter, the agenda items were taken up for discussion with the permission of the Chair.

Agenda 1: Review/Confirmation of Minutes of previous IQAC Meeting

Member Secretary, IQAC presented the Minutes of the previous IQAC Meeting dated 23/06/2021. All members unanimously confirmed and approved the minutes of the previous meeting.

Agenda 2: Action Taken Report of previous IQAC Meeting

Member Secretary, IQAC presented the Action Taken Report of the previous IQAC Meeting dated 23/06/2021. All members unanimously approved the Action Taken Report.

Agenda 3: Stakeholders Feedback Analysis (Session 2020-21)

Structured feedback process is in place to seek feedback response from Stakeholders' including Alumni, Employer, Parent, Faculty and Student (Exit Feedback) to get useful insights for the enrichment of the curriculum .General Suggestions are also invited during feedback. The feedback analysis is carried out by all departments and the suggestions are recorded and corrective actions are initiated whenever requirements are identified.

Member Secretary, IQAC presented the overall statistical analysis of the stakeholders' feedback department wise and requested to increase the number of responses specifically from Employers' to derive meaningful information from the analysis. All heads of the departments and career development & placement cell were requested to formulate proper mechanism for seeking feedback from Employers. From the overall analysis, the suggestions and observations were stated.

As per the suggestions and observations derived from the Stakeholders Feedback analysis, the concerned departments were asked to initiate necessary remedial measures.

Agenda 4: Student Satisfaction Survey (Session 2020-21)

Student Satisfaction Survey Analysis for Session 2020-21 was presented by Member Secretary, IQAC. The parameters of Student Satisfaction Survey are based on the teaching and learning process of the Institute. From the overall analysis, the suggestions and observations were stated.

The analysis of Student Satisfaction Survey based on the teaching and learning process parameters of the Institute was noted by the house. As per the suggestions and observations derived from the Student Satisfaction Survey analysis, the departments were asked to initiate necessary remedial measures.

Agenda 5: Value Added Courses Policy

Dr. M.B.Chandak, Dean Academics presented the value added courses policy (Annexure I). He informed that valued added courses can be designed to provide necessary skills to increase the employability quotient and equip the students with essential skills to succeed in life. He presented the guidelines for conducting the value added courses to be followed by all departments offering such courses. The members deliberated on the specific guidelines related to blended mode of conduction, student enrolment and evaluation and it was decided that the number of students , evaluation pattern and grading for the value added course be decided by the concerned head of the department.

The House unanimously approved the policy with the resolution that the student enrolment, evaluation pattern and grading for the value added course will be decided by the concerned head of the department .

Agenda 6: Report on Vision 2030 Strategic Plan

Dr. Rupesh Pais, HOD, Management Technology presented a report on Vision 2030 Strategic Plan and its development process. He discussed the activities carried out to build up the strategic plan. He informed that further following activities would be executed and the Vision 2030 Strategic Plan document will be completed within three months.

Timeline and milestone setting, Evaluation by Experts, Budget planning etc.

The house appreciated the efforts taken by the Strategic Planning Committee for preparing the draft Vision 2030 Strategic Plan and resolved to review after three months.

Agenda 7: Report on Quality Objective Parameters achieved (2020-21) and Quality Objective Parameters targets for session 2021-22

In pursuance to institutionalization of Quality Objective Parameters for performance benchmarking, IQAC reviews the performance of the departments on the identified quantifiable key quality objective parameters. These parameters are incorporated in the ISO process for continuous monitoring.

Dr. Bhumika Neole, MR, ISO presented the analysis of targets achieved for 2020-21 by all the departments. She appreciated the efforts taken by CS, EC and IT department for achieving the targets for placement. She presented the parameters of concern for all the departments (Annexure II). She also informed the house that additional quality parameters are incorporated from session 2021-22 and separate targets are framed in consultation with all heads of the departments for first year, UG and PG departments.

Decision: The members approved the additional quality parameters incorporated from session 2021-22 and the targets set for session 2021-22. It was decided that all the departments will initiate necessary actions on the parameters of concern so as to achieve the targets set for session 2021-22.

Agenda 8: ISO External Audit Report and Action Plan

Dr. Bhumika Neole, MR, ISO presented the observations of the ISO Surveillance Audit conducted on November 18, 2021. She also informed that the all the concerned auditees' have complied to the raised observations and recertification (Annexure III) has been granted.

The house noted the ISO surveillance audit report.

Agenda 9: AQAR Submission

The Annual Quality Assurance Report (AQAR) for session 2020-21 in line with the revised manual of autonomous colleges with effect from academic year 2020-21, prepared by IQAC was presented by Member Secretary, IQAC.

The AQAR format details are as follows:

Part A

Data of the Institution
Extended Profile of the Institution

Part B

Criterion I: Curricular Aspects
Criterion II: Teaching - Learning and Evaluation
Criterion III: Research, Innovations and Extension
Criterion IV: Infrastructure and Learning Resources
Criterion V: Student Support and Progression

Criterion VI: Governance, Leadership and Management
Criterion VII: Institutional Values and Best Practices

Member Secretary, IQAC informed that AQAR has to be submitted online on NAAC Portal.

The AQAR 2020-21 was approved.

Agenda 10: Any other agenda with permission of Chair

No other Agenda was discussed.

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


10/12/21
Dr. (Mrs.) A. A. Khurshid
Member Secretary, IQAC


Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Minutes of the Meeting, Dated: 09/12/2021

Sr. No.	Agenda Items	Discussions	Action Taken
1.	Agenda 1: Review / Confirmation of Minutes of previous IQAC Meeting	--	Minutes of the previous IQAC Meeting dated 23/06/2021 were confirmed.
2.	Agenda 2: Action Taken Report of previous IQAC Meeting	--	Action Taken Report of previous IQAC Meeting dated 23/06/2021 was approved.
3.	Agenda 3: Stakeholders Feedback Analysis (Session 2020-21)	As per the suggestions and observations derived from the Stakeholders Feedback analysis, the concerned departments were asked to initiate necessary corrective measures.	Necessary actions are initiated.
4.	Agenda 4: Student Satisfaction Survey (Session 2020-21)	The analysis of Student Satisfaction Survey based on the teaching and learning process parameters of the institute was satisfactory. As per the derived observations from feedback analysis, the departments were asked to initiate necessary remedial measures.	Necessary actions are initiated.
5.	Agenda 5: Value Added Courses Policy	IQAC discussed the specific guidelines related to blended mode of conduction, student enrolment and evaluation and it was decided that the number of students', evaluation pattern and grading for the value added course be decided by the concerned head of the department.	Communicated to Dean Academics to amend the policy as per resolution IQAC approved value added courses policy with amendment for implementation from Session 2021-22.
6.	Agenda 6:	The house appreciated the efforts taken by the Strategic	IQAC resolved to review

	Report on Vision 2030 Strategic Plan	Planning Committee for preparing the draft Vision 2030 Strategic Plan.	the Vision 2030 document after three months.
7.	Agenda 7: Report on Quality Objective Parameters achieved (2020-21) and Quality Objective Parameters targets for session 2021-22	Discussions on additional quality parameters incorporated from session 2021-22 and separate targets framed in consultation for first year, UG and PG departments were held. The house approved the same.	The quality objective parameters set by IQAC were finalized. Final quality objective parameters and its targets were communicated to all departments and were requested to initiate appropriate measures to achieve the targets.
8.	Agenda 8: ISO External Audit Report and Action Plan	ISO External Audit Report and Action Plan was noted by IQAC	---
9.	Agenda 9: AQAR Submission	AQAR 2020-21 in line with the revised manual of autonomous colleges with effect from academic year 2020-21 was presented and approved.	Forwarded to BOM for approval
10.	Agenda 10: Any other agenda with permission of the chair	No agenda was discussed	--


 11/12/2021
Dr. (Mrs.) A.A. Khurshid
Member Secretary, IQAC