

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR-13

INTERNAL QUALITY ASSURANCE CELL (IQAC)

No. RCOEM/P/2017/64693

Date: 20/07/2017

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


Day/Date: Monday, 24/07/2017


Time: 2.00 pm

Venue: Conference Room, Administrative Block

AGENDA

1. Confirmation of minutes of previous meeting
2. Observations and Compliance of the Internal ISO Audits and Surveillance Audit for session 2016-17
Management Representative
ISO
3. Result Analysis for session 2016-17
Member Secretary, IQAC
4. 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: 25/07/2017

Minutes of the Meeting, Dated: 24/07/2017

A meeting of Internal Quality Assurance Cell (IQAC) was held on 24/07/2017 at 2.00 pm in the Conference Room, Administrative Block at RCOEM, Nagpur.

Following members and invitees were present

1. Dr. Rajesh S. Pande, Principal and Chairman, IQAC
2. Dr. S. D. Mohagaonkar, Dean Second Shift
3. Dr. M. B. Chandak, HOD, CSE
4. Dr. Avinash J. Agrawal, NIRF Coordinator
5. Dr. A. A. Aghase, HOD, DMT
6. Dr. Preeti Voditel, Incharge, GEMS
7. Prof. Aarti Karandikar, NBA Coordinator
8. Dr. P. K. Parlewar, NAAC Coordinatotr
9. Dr. P. D. Adane, Management Representative, ISO
10. Dr. P. S. Narkhede, Registrar
11. Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC

Invitees:

12. Dr. Rupesh Pias, Dean R&D
13. Dr. (Mrs.) A. A. Khurshid, HOD, EN
14. Dr. D. S. Adane, HOD, IT
15. Dr. R. B. Raut, HOD, EC
16. Dr. D. Mehra, HOD, Humanities
17. Dr. D. R. Zanwar, Industrial
18. Dr. M. M. Gupta, HOD, Mechanical
19. Dr. C. R. Vichoray, DMT
20. Dr. B. R. Chide, HOD, Mathematics
21. Dr. S. M. Pande, HOD, Physics
22. Dr. Y. M. Sonkhaskar, Mechanical
23. Dr. Amit Anurag, HOD, Physical Education
24. Dr. Anupam Kher, Dean T&P
25. 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 Principal and Chairman, IQAC, Dr. Rajesh S. Pande, IQAC members, Head of the 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 05/05/2017.

Agenda 2: Observations and Compliance of the Internal ISO Audits and Surveillance Audit for session 2016-17

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 twice in session 2016-17.

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.

She informed that 'ISO 9001:2015 Awareness Programme' by Shreyas Quality Management System, Nagpur was conducted on 22nd July 2017.

Management Representative, ISO informed that there is a need to revise the Teaching/Process Manuals in tune to the requirement of various accreditation bodies.

It was decided to revise the Teaching/Process Manuals keeping in mind the requirements of various Accreditation Bodies.

Agenda 3: Result Analysis for session 2016-17

Member Secretary, IQAC presented the Academic Performance for Under Graduate and Post Graduate students of all Departments and per CGPA distribution.

Principal asked HOD's to give special attention and take corrective actions for poor performing students.

Agenda 4: Any other agenda with the permission of Chair

No other Agenda was discussed.

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

M. Hasamnis
25/07/2017

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

R. S. Pande

Dr. Rajesh S. Pande
Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

Minutes of the Meeting, Dated: 24/07/2017

| Sr. No. | Agenda Items | Action Taken |
|---------|---|---|
| 1. | Agenda 1: Confirmation of minutes of previous meeting | Minutes of the Meeting dated 05/05/2017 were confirmed. |
| 2. | Agenda 2: Observations and Compliance of the Internal ISO Audits and Surveillance Audit for session 2016-17 | Corrective actions taken as per the observations given by the external auditors. The process of revision of Teaching/Process manual initiated. |
| 3. | Agenda 3: Result Analysis for session 2016-17 | The departments were asked to take corrective actions for the improvement of the result |

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