

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR-13

INTERNAL QUALITY ASSURANCE CELL

No.RCOEM/P/2015/60225

Date: 19/03/2015

Meeting of Internal Quality Assurance Cell is scheduled as follows. The internal members of this cell are requested to kindly attend.

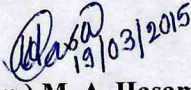
Day/Date: Wednesday, 25/03/2015

Time: 3.00 pm

Venue: Conference Room, Administrative Block

AGENDA

1. Confirmation of minutes of previous meeting
2. Academic Reforms Dean Academics
 - i) Choice based credit system (CBCS)
 - ii) Fast Learner / Slow Learner provision in scheme
 - iii) Credit Transfer
 - iv) Industry projects to be included in UG/PG Academic Scheme (Central/State/MSME Projects)
 - v) Audit courses
 - vi) Decentralization of Post exam work for PG exams
 - vii) Introduction of new Industry oriented open electives for UG
 - viii) Assessment/Pattern change in conduction of Assignments
 - ix) Academic Audit Report Dr. G. G. Sahasrabudhe
3. Examination Reforms Controller of Examination
 - i) Providing unique ID number to the students
 - ii) Providing alpha numeric roll numbers to the students
 - iii) Modification in the detention policy
 - iv) Considering alternatives to the make-up exam
 - v) Changes in the sessional exam pattern
 - vi) Abolishing masking, de-masking and scrutiny in the spot valuation
 - vii) Changes in end semester exam paper setting and moderation process with the introduction of MIS
4. International MoU's – Review/Assessment Process Principal
5. NAAC, NBA Observations - Review Principal
6. Research Proposals - Planning and Implementation Dean R & D
7. NBA PG/UG Status of applying for Accreditation NBA Coordinator
8. Rajiv Gandhi Science & Technology Commission / Consultancy Development Centre / Incubation Center Dr. Rupesh Pias /
Prof. P. A. Dwaramwar,
Incharge, III Cell
9. Organization of International Conference Head, MBA
10. Identify 30 students from Engineering and 15 students from MBA for getting the pay package more than 10 Lakh Dean T&P
11. Reconstitution of IQAC


19/03/2015
Dr. (Mrs.) M. A. Hasamnis
Member Secretary, IQAC


Dr. Rajesh S. Pande
Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL

Date: 27/03/2015

Minutes of the Meeting, Dated: 25/03/2015

A meeting of IQAC was held on 25/03/2015 at 3.00 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
2. Dr. Rajesh S. Pande, Principal and Chairman, IQAC
3. Dr. Maheshkumar Yenkie, Former Pro Vice Chancellor, R.T.M.N.U., Nagpur
4. Mr. Vishvesh Agrawal, Entrepreneur
5. Dr. G. G. Sahasrabudhe, Professor of Physics
6. Prof. J. S. Joshi, Prof. of Electrical Engineering
7. Dr. K. N. Agrawal, Professor & HOD (Mechanical)
8. Dr. M. B. Chandak, Professor & HOD (CSE)
9. Dr. A. A. Agashe, Dean Academics
10. Dr. P. S. Narkhede, Registrar
11. Archan Das, VIII Semester, Industrial Engineering
12. Dr. (Mrs.) M. A. Hasamnis, Member Secretary, IQAC

Invitees

13. Prof. T. G. Arora, Controller of Examination
14. Dr. (Mrs.) Pallavi Parlewar, Dean R&D
15. Dr. (Mrs.) Neeta Shah, HOD, MBA
16. Dr. Rupesh Pias, MBA Department
17. Prof. P. A. Dwaramwar, Professor In-charge, III Cell
18. Prof. (Mrs.) Aarti Karandikar, NBA Coordinator
19. Prof. (Mrs.) Padma Adane, Management Representative, ISO
20. Prof. Shantanu Kulkarni, Industrial Engineering Department
21. Prachi Kulkarni, VI Semester, Electronics Engineering Department

Member Secretary, IQAC welcomed all members and invitees to the meeting.

The Member Secretary, IQAC informed that Dr. A. K. Gupta, Scientist 'F', D.R.D.O., Nagpur, Dr. R. K. Dutta, V.P., Indorama Synthetics Ltd., Nagpur have conveyed their inability to attend this meeting due to other unavoidable assignments at their end.

Agenda 1: Confirmation of minutes of previous meeting

Dr. (Mrs.) Meghana A. Hasamnis, 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 27/08/2014.

Agenda 2: Academic Reforms

A presentation on Academic Reforms was given by Dr. Abhijit Agashe, Dean Academics. He discussed/proposed the following points in his presentation.

- i) **Choice Based Credit System (CBCS):** It was informed that CBCS was discussed in the meeting of the Head of the Departments on 5th March 2015 and explained the advantages of CBCS to students. The complete scheme and registration to courses for CBCS for M. Tech., at RCOEM was presented.
- ii) **Fast / Slow Learner provision in scheme:** Introduction of Additional Courses for Fast Learners for UG Programmes at RCOEM was proposed in the scheme along with the registration to the courses. The scheme was discussed in the meeting of the Head of the Departments on 5th March 2015.
- iii) **Credit Transfer:** Guidelines for execution of Credit Transfer Scheme were proposed along with format of Application for Credit Transfer Scheme (CTS) and Undertaking form.
- iv) **Industry Projects to be included in UG/PG Academic Scheme (Central/State/MSME Projects):** Various Industry Projects at UG and PG Level conducted by the Departments and the number of credits associated was presented.
- v) **Audit courses:** It was informed that the Board of Studies has been instructed to discuss the introduction of Self Study audit courses as part of their scheme.
- vi) **Decentralization of Post exam work for PG exams:** It was informed that the proposal for Decentralization of Post exam work for PG exams was approved by Examination Committee on 10th February 2015. Modalities for implementation were finalized on 4th March 2015 and it was decided that Examination Manual shall be revised through the

He also presented a map of the Primary Records. Primary Records provide the primary data – both numerical and textual – for conduct of the academic audit procedure. Outline of Format for Academic Audit was proposed.

Member Secretary, IQAC requested the house that Agenda 2 should be recommended to Academic Council. The house accepted the recommendation.

Agenda 3: Examination Reforms

Prof. T. G. Arora, Controller of Examination gave a presentation on Examination Reforms. The following points were proposed and put for discussion.

i) Providing unique ID number to the students: Proposed student ID for UG students will consist of eleven alpha-numerals to overcome the problem faced in the Student ID because of the case of change of branch of student. Advantage of this is the first 8 alpha-numerals remain same throughout the course. Hence, in the software they can be used for his coding. For PG student it will consist of eight alpha-numerals.

ii) Providing alpha numeric roll numbers to the students: As per existing scheme it consists of numerals only which do not give complete information. Proposed roll numbers will consist of alpha-numerals and will indicate programme, year of exam, summer/winter, semester and number.

iii) Modification in the detention policy: At present course wise detention scheme is in existence. It was proposed that the detention should be applied as a whole, not course wise. If the student has overall attendance (attendance for theory as well as practical courses plus other benefits which are provided for attendance) less than 75% he should be detained for one year. Next year he will be admitted in the same semester and he will start as a fresh student. However he need not pay the fees again. It was suggested that if we adopt the policy of complete detention, the percentage of attendance will improve.

iv) Considering alternatives to the make-up exam: Reasons for abolishing the make-up exam were presented and Alternatives to the make-up exams were proposed such as Single make-up exam, Summer term and Supplementary exams. Methods for conduction of these exams were explained and Supplementary exam pattern recommended with summer term for final year.

v) Changes in the sessional exam pattern: Following modifications are recommended in the sessional exam pattern.

- (i) There should be only one paper per day in both the tests.
- (ii) Keep three units in each test. The syllabus of the first test will not be repeated in the second test.
- (iii) The slot of first test will have to be postponed by two weeks.
- (iv) The second test will be conducted at the end of the session.

forthcoming Academic Council Meeting. Existing Post exam process and Decentralization of Post exam process for PG was presented.

vii) Introduction of new Industry oriented open electives for UG: Industry oriented open electives for UG Engineering Programmes offered by the industries which are already in existence and proposed Industry oriented open electives for UG Engineering Programmes were presented. E-Governance, ERP and Appropriate Technology are the proposed Industry oriented open electives for UG Engineering Programmes. It was proposed that the open electives shall be offered by an 'Interdisciplinary Board' and the open electives shall be floated from session 2015-16.

viii) Assessment/Pattern change in conduction of Assignments: It was proposed that large number of assignments be given to the students with the purpose to inculcating the habit of self learning, increasing the use of library and e-learning resources by the student and use of college MIS – GEMS for Assignments.

ix) Academic Audit Report: Dr. G. G. Sahasrabudhe presented a Report on 'Academic Audit Proposals' prepared by the three-member Committee set up on 05th March 2015 to propose processes, parameters and formats for Academic Audit by Principal. Dr. G. G. Sahasrabudhe introduced as to why Academic Audits should be conducted and explained its importance. He proposed processes for Audit.

The Committee recommends that we need to audit all academic processes with a view to their effectiveness in defining, maintaining and enhancing quality, or degree, of (i) the teaching-learning process, (ii) programme delivery, (iii) achievement of learning outcomes, (iv) research and development activities, (v) student participation and experience and (vi) support for implementing faculty proposals on academic activities related to all these. Also, we need to especially audit efforts to encourage and develop independent thinking abilities of students cutting across individual programmes of study.

The overall structure and detail of academic processes is encoded in the Rules and Ordinances promulgated by the Academic Council and specific guidelines issued as well as decisions taken by it with the approval of the Board of Management. However, in order to carry out the Academic Audit procedure and develop quality and improvement indicative parameters, certain Primary Records must be collated, or created anew from the existing data. These Primary Records, with accompanying documentary and other physical evidence, then become the basis for the implementation of the audit. Documentary evidence consists of AICTE, NBA, NAAC and UGC related institute documents, documents related to Academic Self Evaluation procedure and Minutes of Meetings of Faculty Boards, Boards of Studies, Examinations Committee, Finance Committee, Academic Council and Board of Management.

- (v) The subject teacher will have the flexibility of setting the pattern of the paper.

With this, modifications will be required in the Academic Policy for continuous assessment.

vi) **Abolishing masking, de-masking and scrutiny in the spot valuation:** Masking, de-masking and scrutiny can be abolished as answer papers are shown to the student.

vii) **Changes in end semester exam paper setting and moderation process with the introduction of MIS:** Process for Question Paper Setting and Moderation of Question Paper were proposed.

Modifications in regulation are mentioned wherever necessary in ordinances as per the proposed changes in exam reforms.

After the discussions it is felt that Agenda 3 should be discussed in detail by a Committee Headed by Controller of Examination and submit the recommendations to Academic Council.

Agenda 4: International MoUs – Review/Assessment Process

MoUs with Universities abroad and RCOEM an overview was presented by Principal. He urged to conduct activities in joint organization with the foreign universities with whom our institute is having MoU as we have done two short courses and one International Conference in past.

House resolved to avail maximum benefit of the International Tie-ups. It was also decided to increase the number of MoU's and increase the activities conducted under such MoU's for the benefit of Students and Faculties.

Agenda 5: NAAC, NBA Observations - Review

Dr. Rajesh S. Pande, Principal presented the observations given by NBA and NAAC committee during their visit to our institute. NBA committee for accreditation of four UG courses visited in July 2015 and NAAC committee visited the campus in September 2015. He informed the overall analysis given by the committee's in terms of Institutional strength, weakness, opportunities, challenges and recommendations for Quality enhancement of the institution. The prime deficiencies and weakness stated by both the committees were regarding R&D, Consultancy, Research projects, sponsored projects from external agencies, quality publications by faculty members, internships.

Principal proposed that Dean R&D and Professor In-charge, III Cell to take necessary steps to overcome the weakness and motivate the faculty members to get involved in Research Development and Consultancy activities.

Agenda 6: Research Proposals - Planning and Implementation

Dr. Pallavi Parlewar, Dean R & D presented the perspective plan for R & D. Research proposals contribution and consultancy plan given by HODs of all Departments was presented.

It was proposed that every Ph. D. faculty should write a research proposal which was accepted by the house.

Agenda 7: NBA PG/UG Status of applying for Accreditation

NBA Accreditation Status for PG/UG courses and the road map for accreditation for session 2015-16 was reviewed by NBA Coordinator, Prof. Aarti Karandikar.

It was informed that for three PG courses accreditation fees are paid and e-SAR uploading is in process.

Agenda 8: Rajiv Gandhi Science & Technology Commission / Consultancy Development Centre / Incubation Center

Dr. Rupesh Pias briefed that our institute has been selected for the implementation of the prestigious scheme of Technology Information, Forecasting and Assessment Council (TIFAC), Department of Science & Technology, Government of India for providing Technical support to the Micro Small and Medium enterprises (MSMEs) by Leveraging the capabilities of students and faculty of Engineering and Technical institutions. In this scheme 30 UG students will get financial assistance for project work.

RCOEM has been empanelled as Knowledge Management Partner Institution (KMPI) under the Programme on “Building Capacities for Consultancy Development & Knowledge Management with Partner Institution (KMPI)” of the Consultancy Development Center (CDC), Government of India. Under the scheme, CDC would provide financial support to the tune of Rs 5.0 Lakh to the empanelled KMPIs as mobilization advance for setting up of their Consultancy Development Units (CDUs) and would train the manpower working for CDU for undertaking the proposed activities in consultation with CDC.

Prof. P. A. Dwaramwar, Professor In-charge III Cell, briefed the status of incubation center.

House appreciated the efforts initiated by Dr. Rupesh Pias for RGSTC – TIFAC and CDC scheme.

Agenda 9: Organization of International Conference

Department of MBA proposed to organize an International Conference on 'Strategies in the Present Scenario for Sustainable Growth & Competence' on 7th, 8th and 9th January, 2016. Dr. Neeta Shah, Head, MBA presented the road map for conduction of conference and asked for the official announcement of the international conference.

Principal asked Dr. Neeta Shah, Head, MBA, to officially announce the conference.

Agenda 10: Identify 30 students from Engineering and 15 students from MBA for getting the pay package more than 10 Lakh

Prof. Shantanu Kulkarni on behalf of Dean T&P, Prof. Anupam Kher, presented the perspective plan to identify the companies and target the companies paying the pay package from 6 Lakh onwards. He presented the core companies that visited for last five years at our institute. He proposed the role of T&P Department, Parent Department and Students to achieve the goal.

Dean T&P was asked to prepare and submit a perspective plan to identify the companies and target the companies paying the pay package more than 10 lakh.

Agenda 11: Reconstitution of IQAC

As the portfolios were changed, certain amendments in IQAC are required. Principal announced to reconstitute new Internal Quality Assurance Cell.

The meeting ended with a vote of thanks proposed by Member Secretary.

Meghana A. Hasamnis
27/03/2015

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

Rajesh S. Pande

Dr. Rajesh S. Pande
Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

Minutes of the Meeting, Dated: 25/03/2015

Sr. No.	Agenda Items	Action Taken
1.	Agenda 1: Confirmation of minutes of previous meeting	Minutes of the meeting dated 27/08/2014 were confirmed.
2.	Agenda 2: Academic Reforms	IQAC recommended putting the Academic Reforms in Academic Council Meeting for Approval.
3.	Agenda 3: Examination Reforms	IQAC recommended putting the Examination Reforms in Academic Council Meeting for Approval.
4.	Agenda 4: International MoUs – Review / Assessment Process	Principal directed the Department Heads to take advantage of these International MoU's and organize International Conferences and Student and Faculty Exchange Programmes.
5.	Agenda 5: NAAC, NBA Observations - Review	Principal directed Dean R&D to revise the R&D policy and Professor Incharge, III Cell to motivate the faculty members to undertake consultancy assignments.
6.	Agenda 6: Research Proposals - Planning and Implementation	Dean R & D identified the various research funding agencies and informed it to all the departments.
7.	Agenda 7: NBA PG/UG Status of applying for Accreditation	For three PG courses e-SAR uploading process was completed.
8.	Agenda 8: Rajiv Gandhi Science & Technology Commission / Consultancy Development Centre/Incubation Center	Process of student internship was initiated under RGSTC – TIFAC scheme.

9.	Agenda 9: Organization of International Conference	Head, Department of Management Technology announced the Conference to be held on 7 th , 8 th and 9 th January, 2016.
10.	Agenda 10: Identify 30 students from Engineering and 15 students from MBA for getting the pay package more than 10 Lakh	A meeting of placement coordinators of EC, EN, EDT, CSE and IT was called on 8 th April 2015. Agenda of placing top ranked students and task of identification of top performing students is assigned to them.
11.	Agenda 11: Reconstitution of IQAC	IQAC is reconstituted.

Meghana A. Hasamnis

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