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**SHRI RAMBEOBABA COLLEGE OF ENGINEERING & MANAGEMENT, NAGPUR 440 013**  
**INTERNAL QUALITY ASSURANCE CELL**


Date: 20.8.2014

The meeting of Internal Quality Assurance Cell is scheduled as follows. All esteemed members of this cell are requested to kindly attend.

**Day & date:** Wednesday, 27<sup>th</sup> August 2014  
**Time:** 3.00 pm  
**Venue:** Conference room, RCoEM, Nagpur

**AGENDA**

- |   |                      |
|---|----------------------|
| 1. Welcome to all members   | Member Secretary     |
| 2. Confirmation of minutes of previous meeting                        |                      |
| 3. Report on Quality Activities held during the year 2013-14          | Member Secretary     |
| 4. Report of Autonomy Internal Audit                                  | Dr. G.G.Sahasrabudhe |
| 5. Report of Autonomy External Audit                                  | Dr. G.G.Sahasrabudhe |
| 6. Perspective Plan on Academic reforms                               | Dean (Academics)     |
| 7. Perspective Plan on improvements in R&D and Consultancy activities | Dean (R&D)           |
| 8. Perspective Plan on improvements in Industry-Institute Interaction | Incharge, III Cell   |
| 9. Qualitative & Quantitative Report on T&P activities                | Dean (T&P)           |
| 10. Any other matter  |                      |
| 11. Vote of thanks  | Member Secretary     |

  
Dr. S.B. Bodkhe  
Member Secretary, IQAC

To,

1. Shri Govindlal Agrawal, Hon. General Secretary, RCoEM
2. Dr. R.S.Pande, Principal, RCoEM
3. Prof. Q.H.Jeevaji, Director, DMT, RCoEM
4. Dr. Maheshkumar Yenki, Director, LIT Nagpur
5. Dr. R.K.Dutta, Vice President, Indorama Synthetics Ltd, Nagpur
6. Dr. A.K.Gupta, Scientist-F & Officer Incharge, DRDO, Nagpur
7. Dr. G.G.Sahasrabudhe, Prof. of Physics, RCoEM
8. Dr. K.N.Agrawal, Prof. & HoD, Mechanical Engg, RCoEM
9. Dr. M.B.Chandak, Prof. & HoD, CSE, RCoEM
10. Prof. J.S.Joshi, Prof. of Electrical Engg., RCoEM
11. Dr. Abhijeet Agashe, Dean Academics
12. Dr. P.W.Agnihotri, NAAC Coordinator
13. Dr. Meghna Hasamnis, NBA, PG Coordinator
14. Dr. Pallavi Parlewar, Management Representative, ISO
15. Dr. P.K.Narkhede, Registrar, RCoEM
16. Mr. Vishwesh Agrawal, Alumni Representative
17. Mr. Archan Das, Student Representative
18. Dr. Chandan Vichorey, Dean R&D – Invitee
19. Dr. Rupesh Pais, Incharge III Cell – Invitee

**SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT, NAGPUR 440013**  
**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of Meeting, Dated: 27.08.2014**

**Date: 31.08.2014**

The meeting of IQAC was held on 27.08.2014 at 3.00 pm in the conference room at RCoEM, Nagpur. Following members were present.

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|---|----------------------------|
| 1. Dr. R.S. Pande   | Principal & Chairman, IQAC |
| 2. Dr. Maheshkumar Yenkie, Director, LIT, Nagpur                | Member from Local Society  |
| 3. Dr. A.K. Gupta, Scientist-F, DRDO, Nagpur                    | Member from Local Society  |
| 4. Dr. Q.H. Jeevaji, Director, DMT                              |                            |
| 5. Dr. K.N. Agrawal, Prof & HoD (Mechanical)                    |                            |
| 6. Dr. G.G.Sahasrabudhe, Prof. of Physics                       |                            |
| 7. Prof. J.S.Joshi, Prof. of Electrical Engg.                   |                            |
| 8. Dr. M.B. Chandak, Prof. & HoD (CSE)                          |                            |
| 9. Dr. Abhijeet Agashe, Dean Academics                          |                            |
| 10. Dr. P.W. Agnihotri, NAAC Coordinator                        |                            |
| 11. Dr. Pallavi Parlewar, M.R., ISO                             |                            |
| 12. Dr. Meghna Hasamnis, PG NBA Coordinator                     |                            |
| 13. Dr. P.K. Narkhede, Registrar                                |                            |
| 14. Prof. Anupam Kher, Dean T&P                                 | Invitee                    |
| 15. Dr. Chandan Vichorey, Dean R&D                              | Invitee                    |
| 16. Dr. Rupesh Pais, Incharge, III Cell                         | Invitee                    |
| 17. Mr. Archan Das, Student Representative, BE(Industrial)- VII |                            |
| 18. Dr. S.B. Bodkhe, Prof. of Electrical Engg.                  | Member Secretary, IQAC     |

The Member Secretary (MS) informed the house that, Hon'ble General Secretary, Shri Govindlal Agrawal, Industry Expert, Shri R.K. Datta and Alumni Representative, Shri Vishvesh Agrawal have conveyed their inability to attend this meeting due to other unavoidable assignments at their end. He requested the Chairman of IQAC to open the discussion.

**Agenda No 1: Welcome to all members**

The meeting started with a welcome note from MS to all members. He informed the house that IQAC has been reconstituted as per the "Guidelines for Creation of Internal Quality Assurance Cell (Revised in October 2013)" published by National Assessment & Accreditation Council (NAAC), Bangalore on its website.

The Principal offered floral welcome to members from local society, Dr. Yenkie and Dr. Gupta. He opened the meeting as per agenda and informed the house about need of quality measures in engineering education and relevance of IQAC in setting of quality standards and quality assurance.

**Agenda No 2: Confirmation of minutes of meeting dated 10.10.2013**

Dr. Bodkhe displayed the minutes of meeting dated 10.10.2014 using a video projector. They were already sent to all members within one month after the meeting date. All members unanimously confirmed and approved the minutes.

### **Agenda No 3: Report on Quality Activities held during the academic year 2013-14:**

Dr. Bodkhe presented following report using power point presentation. He informed about the resolutions made in earlier meeting and the actions taken.

#### **Resolution 1: SWOT analysis to be conducted**

Four of the UG programs have undergone NBA accreditation process recently and 03 are preparing for PG accreditation. The institute has already applied for NAAC accreditation and the Expert Team visit is scheduled to visit the institute on 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup> Sep., 2014.

While preparing the SAR for NBA and SSR for NAAC, all departments have carried out SWOT analysis by way of departmental meetings. Based on their reports, the college level strengths, weaknesses, opportunities and challenges were identified and mentioned in the Executive Summary of SAR.

#### **Resolution 2: Training Programme on Intellectual Property Rights for students to be organized**

An awareness programme on "Intellectual Property Rights" was organized by Mechanical Engineering Department for students in the month of March 2014. Prof. Anil Onkar was the resource person.

A new course titled "Research Methodology" is introduced in Sem-III of PG programs in Engineering. Introduction about Intellectual Property Rights and Patents is included in the syllabus of this course.

#### **Resolution 3: Teaching Learning Process to be given top priority**

The Member Secretary informed that the academic quality is being assured by adopting "Outcome based Education (OBE)". To spread the awareness about OBE, training program was organized by IQAC for the faculty members of this institute on 1<sup>st</sup> July 2014. The resource persons were Dr. S.B. Bodkhe and Dr. M. B. Chandak. 109 faculty members were benefitted by this program.

He also informed that all departments have established the Program Educational Objectives, Program Outcomes and Course Outcomes as per NBA guidelines. To attain the desired POs, updation in curriculum is done in the meetings of Board of Studies. Stakeholders like faculty members, industry experts, peer academicians and students were involved in this process.

To assure the attainment of program outcomes and course outcomes, various mechanisms of survey/ feedback from stakeholders are established and are being implemented at department levels. These feedbacks are taken on various parameters like curriculum, technical skills, managerial skills, professional ethics etc.

In addition, on-line feedback is taken from students on teacher's performance. As a part of IQAC, the questionnaire for this feedback is revised to make it more effective. The revised questionnaire was proposed by a sub-committee formed for this purpose. It included Prof. T.G.Arora, Dr. K.N.Agrawal, Prof. P.D.Pachpor, Dr. Chandan Vichorey and Dr. S.B.Bodkhe

Dr. Bodkhe also presented a brief report on the additional quality activities of IQAC organized during 2013-14. They are as follows:

1. Orientation Program for new faculty members was organized on 5<sup>th</sup> July 2014. The resource persons were Dr. G.G.Sahasrabudhe, Professor of Physics, Dr. Abhijeet Agashe, Dean Academics, Dr. S.D.Mohogaonkar, Professor Incharge, APAC and Prof. M.V. Paithankar, CoE.
2. Annual Internal Audit of Autonomy by Dr. G.G. Sahasrabudhe, Professor of Physics.
3. External Audit of Autonomy on 4<sup>th</sup> & 5<sup>th</sup> August, 2014. The experts were:
  - (i) Dr. S.C. Sahasrabudhe, Director, DAICT, Gandhinagar
  - (ii) Dr. O.G. Kakde, Director, VJTI, Mumbai
  - (iii) Dr. G. Venkatachalam, Emeritus Professor, IITB, Mumbai
  - (iv) Dr. Avichal Kapoor, CEO, MGI, Nagpur
4. Visit by NBA Expert Team for assessment and accreditation of 04 UG programs took place from 25<sup>th</sup> to 27<sup>th</sup> July, 2014. The programs are:
  - (i) B.E. (Industrial Engineering)
  - (ii) B.E. (Computer Science Engineering)
  - (iii) B.E. (Electronics & Communication)
  - (iv) B.E. (Information Technology)

**Agenda No 4 & 5: Report on Autonomy Internal & External Audits:**

Dr. G.G. Sahasrabudhe tabled and presented these reports. He informed that the objective of these evaluations is to check whether the spirit of autonomy is really furthered in specific terms. During the first two years after grant of autonomy, it was mainly done by internal evaluators.

This year, before the submission of report to affiliating university, the IQAC had organized an external audit also. The external auditors have submitted their report of observations and recommendations based on 31 different parameters/ activities. Dr. G.G. Sahasrabudhe discussed each of them by displaying the report with the help of video projector. He also proposed the following reforms based on his own observations as internal evaluator.

- (i) Department wise process of self-evaluation to be installed. The reports should be placed in IQAC meeting for discussion and necessary inputs.
- (ii) Department-wise process for evaluation of quality of examination should be made more effective.
- (iii) IQAC to collate the two audit reports with a view to make application for extension of autonomy.
- (iv) Laboratory courses should include open-ended experiments also and evaluation of performance should be done accordingly.
- (v) The assessment of attainment of course outcomes to be done after each test.
- (vi) Flexibility in courses offered to students must increase.

Dr. Yenkie observed that all syllabi are unitized. He wanted to know whether any guideline exists for paper setting and whether students are required to study all units to attempt 100% question paper.

Dr Agashe, informed that paper setters are instructed to cover full syllabus while setting questions. However, in Academic Council, it has been resolved to withdraw any fixed format for question paper and extend this autonomy to paper setters.

Dr. Bodkhe proposed that, in view of OBE, NBA requirements and to make students study all units, the paper setters should also be instructed to ensure that, the questions asked are in line with course outcomes. The choice provided if any should not allow students to miss any course outcome. This is because, the syllabus is designed with an objective to cover all course outcomes effectively.

Dr. Agnihotri felt that such instruction may discourage the external paper setters.

#### **Agenda No 6: Perspective Plan on Academic Reforms:**

The Dean Academics presented his perspective plan in the form of following proposals.

- (i) To develop a mechanism for audit of end semester question paper and answer sheets on sample basis at regular intervals.
- (ii) To depute a team of senior faculty members to other reputed autonomous institutes to study the reforms implemented by them.
- (iii) More awareness about academic autonomy to be created amongst faculty members.
- (iv) To improve student feedback system and ensure timely corrective actions.
- (v) Result analysis to be automated.

Dr. Bodkhe proposed that, the desirous and academically brilliant students (fast learners) should be allowed to complete any course of their choice in addition to all the mandatory and elective courses prescribed in the curriculum of respective program. These voluntarily opted courses shall be self-studied and have End Semester evaluation only. Success in such additional courses should reflect on the Grade Card as "Additional Credits Earned". However, the evaluation results shall not be used for calculation of SGPA and CGPA.

Dr. Pande, Principal asked Dean Academics to work out on this proposal and submit the report.

Dr. Gupta observed that the quality of question paper and value of paper setter is more important. He suggested that, some guidelines should be freezed for paper setters and Proposal No. (iv) & (v) of Prof. G.G. Sahasrabudhe should be worked out.

Dr. Gupta also noted that students should not have any fear while giving the feedback. The curriculum should be focused from micro-level to make them face at National level. Writing research paper, filing of patent application should be introduced to them. Also, Soft skill development programs should be organized for students.

Dr. Bodkhe informed that, writing the research paper, filing of patent application is included at M.Tech level in the syllabus of Research Methodology.

Dr. Pande, Principal requested Prof. Jeevaji to take initiative for organizing Soft skill development programs.

#### **Agenda No 7: Perspective Plan on improvements in R&D and Consultancy Activities:**

The Dean R&D, Dr. Chandan Vichorey informed that college gives an incentive of Rs. 10,000/- for book writing. He presented his perspective plan in the form of following proposals.

- (i) To set up anti-plagiarism cell
- (ii) Group of doctoral faculty members in every department should apply for research grants.
- (iii) Societal projects with NGO and industry based projects with Small & Medium Enterprises (SME) to be encouraged.
- (iv) An external agency should be attached with IPR cell to look after the legal aspects.
- (v) The annual budget for R&D should be increased to 3% in next five years.

Dr. Pande, Principal observed that presently, the allotted R&D budget is not fully utilized. He asked Dean R&D to ensure how it can be utilized effectively in spirit.

Prof. Jeevaji suggested that, in case of student projects with SME, focus should be on problem solving.

Dr. Gupta informed that, DRDO has now increased funds to Rs. 800 crores for academicians and therefore faculty members should submit their proposals.

Dr. Agashe pointed out that presently, if a paper is selected by any good journal or conference, the author is required to present the work in front of an internal evaluation committee for financial support. This procedure should be stopped because the paper has already cleared the peer review process successfully.

#### **Agenda No 8: Perspective Plan on improvements in Industry Institute Interaction:**

Dr. Rupesh Pais, Incharge, III Cell presented his perspective plan in the form of following proposals.

- (i) To explore the possibility for teaching of some course contents by industry experts.
- (ii) The institute should conduct "Management Development Programs (MDP) for industry professionals.
- (iii) Faculty members should complete short duration training in industries.
- (iv) Consultancy activities to be enhanced.

Dr. Bodkhe proposed that, the College III Cell should act as a catalyst to encourage faculty members for undergoing industrial training. It should prepare a data base of those industries which can offer such training to faculty members of various departments and establish a rapport with industries to facilitate this activity. He pointed out that majority faculty members do not have any industrial job experience and therefore are less likely to get this opportunity by their own.

Prof. Anupam Kher proposed that a sub-committee should be formed to identify the reasons, why the graph of consultancy offered by the college is going down and suggest corrective measures. He also suggested that all faculty members in every department should be aware of the consultancies completed by their colleagues and also about the conferences attended in reputed institutes.

#### **Agenda No 9: Qualitative and Quantitative Report on T&P Activities:**

Prof. Anupam Kher, Dean T&P presented his report on training and placement statistics of students. He also proposed the following.

- (i) Involvement of alumni should be increased. Video conferencing can be used for this purpose.
- (ii) Identification of student strengths and weaknesses should be done at department level to decide what type of additional training is needed.

- (iii) Students normally have the attitude of clearing the Aptitude Test and not scoring in it. This aspect needs to be addressed.
- (iv) Number of core companies coming for on-campus placement is less. Whether departments and students can contribute to increase the number?

Prof. Kher also informed that the number of unplaced students is increasing every year and amongst them, 65% to 75% students are diploma holders. These students have poor analytical and communication skills. Good companies come only for good students. This is a matter of concern because we have to face the challenge from increased number of IITs and NITs.

Dr. Bodkhe expressed that these students have such performance normally due to poor social-economic backgrounds. Secondly, the enormous delay in admission process at second year level creates huge pressure on them right from the beginning. Therefore, since the cause of poor placement is identified, we should do something extra for them.

Dr. Gupta observed it as a failure on our part if we do not take appropriate care of such students. He informed that, several universities have it as a policy matter for diversified needs of students.

Prof. J.S. Joshi proposed to explore the possibility of introducing appropriate audit courses for such students. He also suggested that the Language laboratory can be one of them.

**Agenda No 10: Any other matter:**

Dr. R.S. Pande, Principal advised the Student Representative to take opinion of other students on various quality aspects discussed in this meeting and present his proposals in the next meeting.

**The following resolution was made:**

As per Principal's advice, all members of IQAC should study the proposals presented in today's meeting and to initiate discussions towards "Vision Plan" in the next meeting.

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

  
MEMBER SECRETARY  
IQAC

  
CHAIRMAN (IQAC)  
& PRINCIPAL

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**SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT, NAGPUR**

**INTERNAL QUALITY ASSURANCE CELL**

**ACTION TAKEN REPORT**

**MEETING DATED 27.8.2014**

**Resolution**

All members of IQAC should study the proposals presented in this meeting dated 27.8.2014 and to initiate discussion towards "Vision Plan" in the next meeting.

**Action Taken**

- 1) The minutes of this meeting have been sent to all members of IQAC.
- 2) Also they have been requested to hold discussion on IQAC proposal in their respective departments and submit the suggestions in writing for discussion and preparation of Vision Plan in the meeting of IQAC scheduled in third week of October, 2014.



(Dr. S.B.BODKHE)  
MEMBER SECRETARY