

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR-13

INTERNAL QUALITY ASSURANCE CELL (IQAC)

No. RCOEM/P/2018/66949

Date: 25/10/2018

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

Day/Date: Monday, 29/10/2018

Time: 2.30 pm


Venue: Conference Room, Administrative Block


AGENDA

1. Confirmation of Minutes of previous Meeting
2. Conduction of External Academic and Administrative Audit
3. Review of Annual Quality Assurance Report AQAR 2017-18
4. Any other agenda with the permission of Chair

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

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


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


Dr. Rajesh S. Pande
Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 30/10/2018

Minutes of the Meeting, Dated: 29/10/2018

A meeting of Internal Quality Assurance Cell (IQAC) was held on 29/10/2018 at 2.30 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. Rajesh S. Pande, Principal and Chairman, IQAC
3. Mr. Vishvesh Agrawal, Alumni Representative
4. Dr. Rajendra M. Patrikar, VNIT, Nagpur
5. Dr. S. D. Mohagaonkar, Dean, Second Shift
6. Dr. K. N. Agrawal, Professor, Mechanical
7. Dr. Neeta Shah, Professor, DMT
8. Dr. Pallavi K. Parlewar, NAAC Coordinator
9. Dr. M. B. Chandak, HOD, CSE
10. Dr. A. A. Aghase, CoE
11. Dr. Preeti S. Voditel, Professor Incharge, GEMS
12. Prof. Aarti Karandikar, NBA Coordinator
13. Dr. Avinash Agrawal, NIRF Coordinator
14. Dr. P. D. Adane, Management Representative, ISO
15. Dr. P. S. Narkhede, Registrar
16. Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC

Invitees:

17. Dr. (Mrs.) A. A. Khurshid, HOD, EN
18. Dr. D. S. Adane, HOD, IT
19. Dr. R. B. Raut, HOD, EC
20. Dr. D. Mehra, HOD, Humanities
21. Dr. B. R. Chide, HOD, Mathematics
22. Dr. S. M. Pande, HOD, Physics
23. Dr. Chandan R. Vichoray, HOD, DMT
24. Dr. Rupesh Pias, Dean R&D
25. Dr. M. M. Gupta, HOD, Mechanical
26. Dr. Y. M. Sonkhaskar, Dean SRC
27. Dr. Anupam Kher, Dean T&P
28. Dr. P. B. Kulkarni, Dean Admissions
29. Prof. P. A. Dwaramwar, Professor Incharge, III Cell
30. Dr. D. R. Zanwar, Industrial Engineering
31. Dr. Cynita Christy, Librarian

Member Secretary, IQAC welcomed all to the meeting.

At the outset Dr. (Mrs.) Meghana A. Hasamnis, Member Secretary, IQAC welcomed Shri. Govindlal Agarwal, Hon'ble General Secretary, RCOEM, Dr. Rajendra M. Patrikar, Professor, Center for VLSI Design and Nanotechnology, VNIT, Nagpur and Vishvesh Agrawal, Alumni Representative. She welcomed Principal and Chairman, IQAC, Dr. Rajesh S. Pande, IQAC members, Head of 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 held on 25/07/2018.

Agenda 2: Conduction of External Academic and Administrative Audit

Member Secretary, IQAC proposed to conduct External Academic and Administrative Audit of Institute. She explained the importance of the Academic and Administrative Audit. She stated that as per NAAC, the monitoring and evaluation of the institutional processes require a carefully structured system of internal and external review. The NAAC expects the Institutions to undertake continuous Academic and Administrative Audits (AAA).

Major objectives of AAA:

1. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

Member Secretary, IQAC presented the formats prepared for the audit of all under graduate and post graduate departments, Administrative departments and overall format for the institute. The format for the departments is based on the criteria of NAAC. She proposed to have a three member external committee and two days audit.

The formats prepared by Member Secretary, IQAC were approved by the house and it was decided to conduct the External Academic and Administrative Audit in last week of November 2018. It was also decided to form a three member external committee for the Audit.

Agenda 3: Review of Annual Quality Assurance Report (AQAR 2017-18)

Annual Quality Assurance Report (AQAR) for session 2017-18, prepared by IQAC was presented by Member Secretary, IQAC.

AQAR format details are as follows:

Part A

Details of the Institution
IQAC Composition and Activities

Part B


Criterion I: Curricular Aspects
Criterion II: Teaching, Learning and Evaluation
Criterion III: Research, Consultancy and Extension
Criterion IV: Infrastructure and Learning Resources
Criterion V: Student Support and Progression
Criterion VI: Governance, Leadership and Management
Criterion VII: Innovations and Best Practices


The House suggested minor corrections and the AQAR 2017-18 was approved in the meeting. Principal asked to incorporate the suggestions given and upload AQAR 2017-18 on our institute website and also communicate to NAAC.

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.


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


Dr. Rajesh S. Pande
Principal and Chairman, IQAC

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

Minutes of the Meeting, Dated: 29/10/2018

Sr. No.	Agenda Items	Action Taken
1.	Agenda 1: Confirmation of minutes of previous meeting	Minutes of the Meeting dated 25/07/2018 were confirmed.
2.	Agenda 2: Conduction of External Academic and Administrative Audit	<ul style="list-style-type: none">• Three Member External Committee constituted for conduction of two days External Academic and Administrative Audit of Institute.• 26th and 27th November 2018 dates finalized for conduction of External Academic and Administrative Audit.
3.	Agenda 3: Review of Annual Quality Assurance Report (AQAR 2017-18)	Annual Quality Assurance Report (AQAR 2017-18) was communicated to NAAC and uploaded on institute website.



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