

College Code - 4192

Maitrey Educational Society

# Nagarjuna

Institute of Engineering, Technology & Management  
(AICTE, DTE Approved & Affiliated to R.T.M. Nagpur University Nagpur)

Village Satnavri, Amravati Road, Nagpur 440023

Email: maitrey.ngp@gmail.com; Website: www.nietm.in; Phone No. 07118 322211, 12

## NOTICE OF MEETING (A. Y. 2018-19)

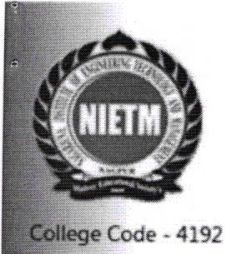
This is to inform that the meeting of IQAC committee members, including co-coordinator is scheduled on dated 25/06/2018 at IQAC center.

### Agenda

1. Formation & approval of Internal Quality Assurance Cell (IQAC).
2. Plan of action for proposed academic & co-curricular activities.
3. Approval for existing best practices.
4. Improvement of academic results.
5. Establishment of Monitoring Committee over the academic & administrative activities.
6. Conduction of Academic & administrative audit at departmental level.
7. Approval of various committees & its roles and responsibilities.
8. Organization of Seminar, Workshops, FDP's, Guest lecture of Industry Person for faculties & students.
9. Organization of training Programs / workshops for students and supporting staff.

Principal  
Nagarjuna Institute of Engineering  
& Technology & Management

IQAC Co-ordinator  
NIETM



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## Minutes of Meeting

Date: 25/06/2018

Time: 2:00 p.m.

Venue: Board Room

Following members were present for the meeting:

1. Dr. S. M. Kelo, Principal
2. Dr. M. K. Rahangdale, Coordinator.
3. Prof. H. V. Sondawale, HOD, Mechanical Engineering.
4. Prof. Sweta Moon, HOD, Electrical Engineering.
5. Prof. Pawan Raut, HOD, Computer science and engineering.
6. Prof. Parimal Dhote, HOD, Civil Engineering.
7. Mr. Pravin Wat, Placement Officer.
8. Mr. Shubham Jallawar Student Representative (Boys)
9. Miss. Pallavi Dhawane Student Representative (Girls)

**The IQAC Coordinator welcomes all the members to the meeting.**

1. In view of the above agenda it is proposed to give approval for the IQAC. As per the guidelines of NAAC the names for IQAC committee members are finalized.

IQAC is formed and approved as per the structure below:

IQAC Structure 2018-2019				
Sr.No	Name	Designation	Affiliation	IQAC Designation
1	Mr. Kuldeep Ramteke	President	Maitrey Education Society	Member of Management
2	Mr. Pradeep Nagrare	Secretary	Maitrey Education Society	Member of Management
3	Dr.S.M.Kelo	Principal	NIETM, Nagpur	Chairman
4	Dr. M. K. Rahangdale	Vice Principal	NIETM, Nagpur	IQAC Coordinator

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Nagarjuna Institute of Engineering,  
Technology & Management

5	Mr. Haridas V Sondawale	Assistant Professor	NIETM, Nagpur	Member
6	Mr. Pawan Raut	Assistant Professor	NIETM, Nagpur	Member
7	Mr. Pariml Dhote	Assistant Professor	NIETM, Nagpur	Member
8	Ms. Sweta Moon	Assistant Professor	NIETM, Nagpur	Member (Female)
9	Mr. Pravin Wat	Training & Placement officer	NIETM, Nagpur	Member
10	Mr. Darshan Bahadure	Office Superintendent	NIETM, Nagpur	Member
11	Mr. Shubham Jallawar	Student of VIII <sup>th</sup> Sem CE	NIETM, Nagpur	Student Representative (Male)
12	Miss Pallavi Dhawane	Student of VIII <sup>th</sup> Sem CE	NIETM, Nagpur	Student Representative (Female)

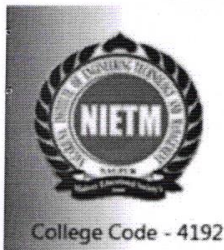
2. Academic and co-curricular activities has discussed with members and approved. Preparation and planning of new session has also discussed. The co-curricular activities of session 2017-18 were reviewed.
3. Number of best practices are identifies and confirm such as monitoring of classes, monthly performance reviews, regular meetings of Class Representative, student feedback and teaching plan.
4. Review academic result of RTMNU 2017. Specify academic goals and objectives. Analyzed assignment and given tasks to faculty members to improve the departmental results.
5. It is decided to establish monitoring committee over the academic and administrative activities of the various department.
6. After brainstorming discussion, regarding internal audit and feedback for last session. The strength and weakness of all departments were analyzed and improvement for same were suggested.
7. According to discussion and suggestions it has been decided to work of AQAR report to all departments and admin office to make the work optimized.

  
 Principal  
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8. The workshops, guest lectures and seminars are essential for overall development of the students and the faculty knowledge. The discussion regarding this has been done with all the departments HODs.
9. Various training programs and workshops were decided to conduct for the students and the supporting staff.



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## Action taken Report

S.No.	<u>Particulars of agenda which are discussed</u>	<u>Action Taken</u>
1.	Formation & approval of Internal Quality Assurance Cell (IQAC).	The names of IQAC members are finalized and committee is formed.
2.	Plan of action for proposed academic & co-curricular activities.	The instructions are given to all the HODs of various departments regarding academic and co-curricular activities.
3.	Approval of existing Best practices.	Instructions are given to all HODS including all courses for performance reviews, regular meetings of Class Representative, student feedback and teaching plan.
4.	Improvement of academic results.	All the HODs were instructed to take the extra efforts for improvement result of their particular subjects.
5.	Establishment of Monitoring Committee over the academic & administrative activities.	Various committee were formed as per the guidance of Principal which contain at least one member from each department.
6.	Conduction of Academic & administrative audit at departmental level.	The institute takes up academic audit to accomplish both accountability and quality improvement.
7.	Approval of various committees & its roles and responsibilities.	IQAC approved academic and administrative committees and their roles and responsibilities.
8.	Organization of Seminar, workshops, FDP's, Guest lecture of Industry resource Persons for faculties & students.	Guest lectures based on industry requirements are conducted and various workshops on recent trends and technologies for students and faculties are organized.
9.	Organization of training Programs workshops for students and supporting staff.	Various skill development and technical workshops were conducted for academic session 2018-19.

Principal  
NIETM

Nagarjuna Institute of Engineering  
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IQAC Coordinator  
NIETM



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### NOTICE OF MEETING (A. Y. 2018-19)

This is to inform that the meeting of IQAC committee members, including co-coordinator is scheduled on dated 03/09/2018 at IQAC center.

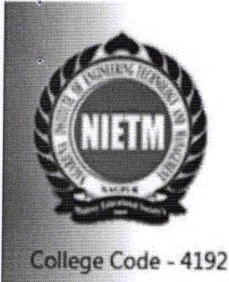
### Agenda

1. Approval of minutes of meeting held on 25/06/2018 and action taken report.
2. Review of RTMNU result of Summer-2017 examination.
3. Alumni interaction.
4. Conduction of workshops, industrial visit for students.
5. Review of co curricular activities.

Principal

Nagarjuna Institute of Engineering  
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**IQAC Coordinator**  
**NIETM**



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## Minutes of Meeting

Date: 03/09/2018

Time: 2:00 p.m.

Venue: Board Room

Following members were present for the meeting:

1. Dr. S. M. Kelo, Principal
2. Dr. M. K. Rahangdale, Coordinator.
3. Prof. H. V. Sondawale, HOD, Mechanical Engineering.
4. Prof. Sweta Moon, HOD, Electrical Engineering.
5. Prof. Pawan Raut, HOD, Computer science and engineering.
6. Prof. Parimal Dhote, HOD, Civil Engineering.
7. Mr. Darshan Bahadure, office supritendant.
8. Mr. Shubham Jallawar Student Representative (Boys)
9. Miss. Pallavi Dhawane Student Representative (Girls)

**The IQAC Coordinator welcomes all the members to the meeting.**

1. The IQAC coordinator along with members approved the minutes of meeting held on 25/06/2018.
2. Review of RTMNU result of Summer-2017 was taken. The subjects having result less than 60% were identified. The Principal given instructions to all departmental HODs to submit the action plan to for improvement of subjects results.
3. The IQAC coordinator explained about the importance of Alumni interaction, alumni support to the college and alumni association activities. He was of the opinion that in addition to the feedbacks taken from the students, parents and employers.
4. Review of planning and schedule of all activities like workshops and industrial visits was taken. The IQAC Coordinator also added to standardize the training part so that the industry training gap can be bridged.

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## Action taken Report

<b>Sr. No.</b>	<b><u>Particulars of agenda which are discussed</u></b>	<b><u>Action Taken</u></b>
1	Approval of minutes of meeting held on 25/06/2018 and action taken report.	The IQAC unanimously approved the minutes of meeting held on 03/06/2018.
2.	Review of RTMNU result of Summer-2017 examination.	The Principal and Vice Principal were congratulated to all HODs for there best departmental result. Also they instructed to those subject teacher having less than 60% result in their subjects to take extra classes and efforts.
3.	Alumni interaction	The IQAC coordinator requested the alumnus to participate alumni meeting regularly and to share the information about current trends & their expectations.
4.	Conduction of workshops, industrial visit for students.	The Principal given instructions to departmental HODs and T & P officer to arrange workshops and industrial visits as per academic calendar schedule.
5.	Review of co curricular activities.	Number of co curricular activities were organized under the banner of CESA, MESA,EESA &CSESA.

  
Principal  
NIETM

Nagarjuna Institute of Engineering,  
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IQAC Coordinator  
NIETM





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## NOTICE OF MEETING (A. Y. 2018-19)

This is to inform that the meeting of IQAC committee members, including co-coordinator is scheduled on dated 20/11/ 2018 at IQAC center.

### Agenda

1. Approval of minutes of Internal Quality Assurance Cell held on 03/09/2018 an action taken report.
2. Planning for remedial teaching for slow learners and arrange extra classes.
3. Preparation of Academic Policy for session 2018-19.
4. Reviews of NSS (National Service Scheme) and sports activities.

Principal

Nagarjuna Institute of Engineering  
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IQAC Co-coordinator  
NIETM



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## Minutes of Meeting

Date: 20/11/2018

Time: 2:00 p.m.

Venue: Board Room

Following members were present for the meeting:

1. Dr. S. M. Kelo, Principal
2. Dr. M. K. Rahangdale, Coordinator.
3. Prof. H. V. Sondawale, HOD, Mechanical Engineering.
4. Prof. Sweta Moon, HOD, Electrical Engineering.
5. Prof. Pawan Raut, HOD, Computer science and engineering.
6. Prof. Parimal Dhote, HOD, Civil Engineering.
7. Mr. Pravin Wat, Placement Officer.
8. Mr. Shubham Jallawar Student Representative (Boys)
9. Miss. Pallavi Dhawane Student Representative (Girls)

**The IQAC Coordinator welcomes all the members to the meeting.**

1. The IQAC coordinator along with members approved the minutes of meeting held on 03/09/2018.
2. The HODs were instructed to prepare schedule for extra classes for slow learners. The coordinator was asked to monitor the engagement of classes.
3. Academic Calendar for the next semester was designed, which is to be followed by each department.
4. It was decided in the meeting that new rooms should be allocated for NSS, and sports activities, the new areas were looked after.

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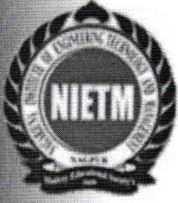
## Action taken Report

S.No.	<u>Particulars of agenda which are discussed</u>	<u>Action Taken</u>
1.	Approval of minutes of Internal Quality Assurance Cell held on 3/9/2018 an action taken report.	The IQAC unanimously approved the minutes of meeting held on 03/09/2018
2.	Planning of remedial classes for slow learners.	The Principal instructed to take extra classes for slow learners and prepare the schedule
3.	Preparation of Academic Policy for session 2018-19.	Principal instructed coordinator to prepare Academic Policy and Academic Calendar in consultation with all HODs for upcoming semester.
4.	Reviews of NSS (National Service Scheme) and sports activities.	The Principal given instruction to NSS program officer and sports in charge to do the various sports and NSS activities as per RTMNU schedule.

Principal  
NIETM

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IQAC Coordinator  
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### NOTICE OF MEETING (A.Y. 2018-19)

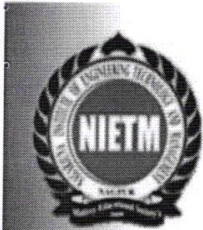
This is to inform that the meeting of IQAC committee members, including co-coordinator is scheduled on dated 03/02/2019 at IQAC center.

### Agenda

1. Approval of minutes of Meeting held on 20/11/2018 and action taken report.
2. Review of the activities carried out in academic session 2017-18.
3. Planning for the academic session 2018-19 even semester.
4. Review of NAAC work.
5. Conduction of one week short term training program on "Improvement in teaching competencies using innovative techniques"

  
IQAC Coordinator  
NIETM

  
Principal  
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## Minutes of Meeting

Date: 03/02/2019

Time: 2:00 p.m.

Venue: Board Room

The meeting of Internal Quality Assurance Cell (IQAC) was held under the Chairmanship of Principal, NIETM in the board room at 2:00pm on 03/02/2019.

### Following members were present for the meeting:

1. Dr. S.M.KELO, Principal, NIETM.
2. Dr. M. K. Rahangdale, Coordinator, IQAC.
3. Prof. H. V. Sondawale, HOD, Mechanical Engineering.
4. Prof. S. Moon HOD, Electrical Engineering.
5. Prof. P. Raut HOD, Computer science and engineering.
6. Prof. P. Dhote HOD, Civil Engineering.
7. Mr. Pravin Wat Placement Officer.
8. Mr. Shubham Jallawar Student Representative (Boys)
9. Miss. Pallavi Meshram Student Representative (Girls)

### **The IQAC Co-coordinator welcomes all the members to the meeting.**

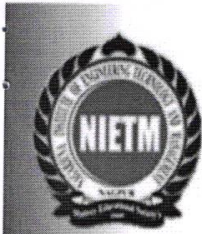
1. The IQAC coordinator discuss minutes of meeting held on 20/11/2018 in presence of IQAC members and it was unanimously approved by IQAC.
2. The IQAC coordinator explained about the various activities carried out in academic session 2017-18. Presentation was given on reports of events like technical competition etc. All members appreciated the effort taken by all the departments and team members for organizing and successfully conducting these events.

Principal  
Nagarjuna Institute of Engineering  
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3. Principal has given instructions to all HODs regarding preparation of academic plan and co-curricular and extra-curricular activities for even semester. Also it was also decided the faculty members from each department will publish research paper in the session. It was also focus on conduct the activities adhering strictly as per academic calendar for even semester.
4. Principal had was taken review on NAAC work. The instructions were given to each criteria wise In-charges to complete the work within stipulated time.
5. It was decided to conduct one week STTP program on "Improvement in teaching competencies using innovative techniques". In view of this program convener was decided and instructions were given to all HODs for smooth conduction of program



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## Action taken report

<u>S.NO.</u>	<u>PARTICULARS OF AGENDA WHICH ARE DISCUSSED</u>	<u>ACTION TAKEN</u>
1	Approval of minutes of Meeting held on 20/11/2018 and action taken report.	The IQAC unanimously approved the minutes of meeting held on 20/11/2018.
2.	Review of the activities carried out in academic session 2017-18.	Presentation was given by the IQAC coordinator on report on events organized in the session 2017-18. All members appreciated the efforts taken by all the departments & team members for organizing & successfully conducting the events.
3.	Planning for the academic session 2018-19 even semester.	Academic plan was prepared by all HODs for even semester. As per the academic calendar number of co-curricular and extra curricular activities were conducted.
4.	Review of NAAC work.	Review of NAAC work was taken by Principal and Vice Principal. Criteria wise in charges were given progress report on NAAC work.
5.	Conduction of one week short term training program on "Improvement in teaching competencies using innovative techniques"	STTP program was conducted as per academic calendar. Principal and Vice Principal congratulated and appreciated convener & team members of STTP for successful conduction of the STTP.

Principal  
NIETM

Nagarjuna Institute of Engineering  
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IQAC Coordinator  
NIETM