



Maitrey Educational Society's

# Nagarjuna

Institute of Engineering, Technology & Management

College Address : Village Satnavari, Amravati Road, NAGPUR - 440 023

Mobile No. : 9579850361, 362, 363


E-mail : maitrey.ngp@gmail.com Website : www.nietm.in

## NOTICE OF MEETING (A.Y. 2020-21)

This is to inform that the meeting of IQAC committee members is scheduled on 15/04/2021 at IQAC center.

### Agenda

1. Approval of minutes of Meeting held on 01/02/2021 and action taken report.
2. Academic audit of odd and even semester for the session 2020-21.
3. Review of the online activities carried out in odd and even semester 2020-21.
4. Review & preparation of NAAC work.
5. Review of training and placement activities.

  
IQAC Coordinator  
NIETM

  
Principal  
Nagarjuna Institute of Engineering  
Technology & management

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**Maitrey Educational Society's  
Nagarjuna Institute of Engineering Technology and Management  
Village Satnavri, Nagpur**

**Minutes of Meeting**

Date: 15/04/2021.  
Venue: Board room.  
Time: 2.00 pm

This is to inform that the meeting of IQAC committee members, is scheduled on 4/06/2021 at IQAC center

**Following members were present for the meeting:**

1. Dr. S.M. KELO, Principal, NIETM.
2. Dr. M. K. Rahangdale, Coordinator, IQAC.
3. Prof. Rasik Upadhye, HOD, Mechanical Engineering.
4. Prof. A.B.Walde, HOD, Electrical Engineering.
5. Prof. Pawan. Raut HOD, Computer science and engineering.
6. Prof. Nidhi Somkuwar, HOD, Civil Engineering.
7. Mr. Pravin Wat Placement Officer.

**The IQAC Co-coordinator welcomes all the members present in the meeting.**

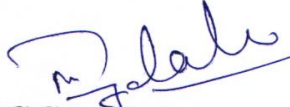
1. The IQAC coordinator discusses minutes of meeting held on 01/02/2021 in presence of IQAC members and it was unanimously approved by IQAC.
2. The IQAC Coordinator given instructions to administrative department to prepare all documents regarding academic audit and report should be submit to the IQAC coordinator.
3. The IQAC coordinator briefed about the online activities carried out in odd and even semester 2020-21.
4. Principal and Vice Principal was taken review on NAAC progress work. Principal informed that the SSR is to be submitted immediately. So all criteria in charges should be ready with their respective criteria for submission.
5. The review of various training and placement activities till date to be taken. The training and placement officer Mr Pravin Wat has been asked to conduct more activities for the students to enhance their aptitude skills, communication skills and group discussion etc so as to make them campus ready. It was also decided by the team to conduct an internship fair for the students

  
Principal  
Nagarjuna Institute of Engineering  
Technology & management

**Maitrey Educational Society's  
Nagarjuna Institute of Engineering Technology and Management  
Village Satnavri, Nagpur**

**Action taken report**

<b>S.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 25/01/2020 and action taken report	The IQAC unanimously approved the minutes of meeting held on 25/01/2020.
2.	Academic audit of odd and even semester for the session 2020-21.	Academic audit is to be conducted by the IQAC committee members as per the schedule.
3.	Review of the online activities carried out in odd and even semester 2020-21.	The IQAC coordinator briefed about the online activities carried out in odd and even semester 2020-21.
4.	Review & preparation of NAAC work	Review of NAAC work was taken by Principal and coordinator. Criteria wise in charges were given progress report on NAAC work.
5.	Review of training and placement activities.	The review of various training and placement activities till date to be taken. The training and placement officer Mr Pravin Wat has been asked to conduct more activities for the students to enhance their aptitude skills, communication skills and group discussion etc so as to make them campus ready. It was also decided by the team to conduct an Internship fair for the students

  
**IQAC Coordinator  
NIETM**

  
**Principal  
Nagarjuna Institute of Engineering  
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## NOTICE OF MEETING (A. Y. 2020-21)

This is to inform that the meeting of IQAC committee members, including coordinator is scheduled on 01/2/ 2021 at IQAC center.

### Agenda

1. Approval of minutes of Meeting held on 01/10/2020 and action taken report
2. Review of the activities carried out in odd semester 2020-21
3. Planning for the online academic session 2020-21 even semester.
4. Review of library books and library software updates.
5. Conduction of academic and administrative audit for 2020-2021
6. Conduction of Students Satisfaction Survey.
7. Review on slow learner students

  
Principal  
Nagarjuna Institute of Engineering  
Technology & management

  
IQAC  
Co-ordinator

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Village Satnavri, Nagpur.**

**Minutes of Meeting**

Date: 01/02/2020  
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. A. B. Walde, HOD, Electrical Engineering.
5. Prof. Pawan Raut, HOD, Computer science and engineering.
6. Prof. Nidhi Somkuwar, HOD, Civil Engineering.
7. Mr. Pravin Wat, Placement Officer.

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

1. The IQAC coordinator along with members approved the minutes of meeting held on 1/10/2021.
2. The IQAC coordinator briefed about the activities carried out in odd semester 2020-21. Presentation was given by the IQAC coordinator on report on events organized in the session 2020-21. All members appreciated the efforts taken by all the departments & team members for organizing & successfully conducting the events.
3. Principal and IQAC coordinator given instructions to all HODs regarding preparation of online classes for even semester through digital platforms such as Google classrooms/Zoom meet/ Google meet/ WebEx etc. Also it was decided that the faculty from each department will publish research paper in the session. The Principal given instruction to T&P officer to conduct the various online training programs, workshops and seminars for the students and the supporting staff.
4. The inputs from faculty members for new books and references is given to Library staff to avail the books as according to the syllabus branch wise proposed by the university. The checklist is given to the Principal for his approval for increasing the books stock in the library. The Opac software is updated whenever new inventory is available for the students and faculties.

  
Principal  
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5. Academic and administrative audit for the session to be conducted .Principal and coordinator ask all HODs, teaching and non-teaching staff should maintain proper documentation of all academic activities.
6. The student satisfaction survey (SSS) is to be conducted twice in a session and get the feedback to continuously improve the academic, infrastructure, transportation and hostel facilities. A questioner regarding academics, facilities like ICT tools such as LCD projectors, digital multimedia are provided. Sum of the points or questionaries' that are mostly considered such as syllabus covered in the class, how well the teachers did prepared for the class, how well teachers able to communicate, how is the library facility given to the students.
7. Principal and IQAC co-ordinator given instructions to all departmental HODs to identified slow learner students of their respective department based on their performance in Unit/Class test and term work. It was decided to take extra classes and efforts for slow learner students.




Principal  
Nagarjuna Institute of Engineering  
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**Nagarjuna Institute of Engineering Technology and Management**  
**Village Satnavri, Nagpur**  
**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 23 /11 /2020 an action taken report.	Minutes of previous meeting were confirmed.
2.	Review of the activities carried out in odd semester 2020-21.	The IQAC coordinator briefed about the activities carried out in odd semester 2020-21. Presentation was given by the IQAC coordinator on report on events organized in the session 2020-21. All members appreciated the efforts taken by all the departments & team members for organizing & successfully conducting the events.
3.	Planning for the online academic session 2020-21 even semester.	Principal and IQAC coordinator given instructions to all HODs regarding preparation of online classes for even semester through digital platforms such as Google classrooms/Zoom meet/ Google meet/ WebEx etc. Also it was decided that the faculty from each department will publish research paper in the session.
4.	Review of library books and library software update	The inputs from faculty members for new books and references is given to Library staff to avail the books as according to the syllabus branch wise proposed by the university. The checklist is given to the Principal for his approval for increasing the books stock in the library. The Opac software is updated whenever new inventory is available for the students and faculties.
5	Conduction of academic and administrative audit for 2020-2021	Academic and administrative audit for the session to be conducted .Principal and coordinator ask all HODs, teaching and non-teaching staff should maintain proper documentation of all academic activities.

  
 Principal  
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 Technology & management

6.	Conduction of Students Satisfaction Survey.	The student satisfaction survey (SSS) is to be conducted twice in a session and get the feedback to continuously improve the academic, infrastructure, transportation and hostel facilities. A questioner regarding academics, facilities like ICT tools such as LCD projectors, digital multimedia are provided. Sum of the points or questionaries' that are mostly considered such as syllabus covered in the class, how well the teachers did prepared for the class, how well teachers able to communicate, how is the library facility given to the students.
7	Review on slow learner students.	Principal and IQAC co-ordinator given instructions to all departmental HODs to identified slow learner students of their respective department based on their performance in Unit/Class test and term work. It was decided to take extra classes and efforts for slow learner students.

  
**IQAC Co-ordinator**  
**NIETM**

  
**Principal**  
**Nagarjuna Institute of Engineering**  
 Techno





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## NOTICE OF MEETING (A. Y. 2020-21)

This is to inform that the meeting of IQAC committee members, is scheduled on 1/10/2020 at IQAC center.

### Agenda

1. Approval of minutes of meeting held on 1/06/2020 and action taken report.
2. Review of RTMNU result of Summer-2020 examination.
3. Conduction of RTMNU online backlog examination.
4. Planning of online Training and Placement activities.
5. Organization of online workshop for faculty members and students.
6. Student feedback on online teaching learning system.
7. Activities to be planned as per Academic Calendar for even semester for Session 2020-21

  
IQAC Co-ordinator  
NIETM

  
Principal  
Nagarjuna Institute of Engineering  
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Nagarjuna Institute of Engineering Technology and Management  
Village Satnavri, Nagpur.**

**Minutes of Meeting**


Date: 1/10/2019  
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. Rasik Upadhye, HOD, Mechanical Engineering.
4. Prof. A.B. Walde, HOD, Electrical Engineering.
5. Prof. Pawan Raut, HOD, Computer science and engineering.
6. Prof. Nidhi Somkuwar, HOD, Civil Engineering.
7. Mr. Pravin Wat, Placement Officer.

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

1. The IQAC coordinator along with members approved the minutes of meeting held on 20/06/2019.
2. Head of all the departments after submitting the result of S-2019 to the Principal, an analysis is carried out to find advance and slow learners in the various subjects. Principal instructs to improve the curriculum aspects and enrichment of the subject knowledge to be given to students. Thereafter for improving the scoring percentage of the students the faculty members are asked to use more digital tools and take more assignments and tests. Also they instructed to those subject teacher having less than 60% result in their subjects to take extra classes and efforts
3. Online Conduction of RTMNU Backlog Examination will be taken as per university circular and guidelines. Exam In-charge were asked to follow the university guidelines and conduct the online examinations in multiple choice questions of total 80 marks.
4. The training and placement in charge Mr. Pravin Wat brief about various online T&P activities going to carried out in the session 2020-21. All the members show concern for the placement in reputed companies with good package. It has been observed that communication skill is the major challenge faced by the students. Mr. Pravin Wat along with the Principal and HODs to prepare plan for various activities for improvement in communication skill of students.
5. Principal, coordinator along with faculty members planned and organized various online activities. Students are advised to up skill themselves by learning through AICTE websites through free courses available on its website.

  
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6. In order to improved and correct the method of learning and teaching, feedback system is very essential in order to enhance the qualities, abilities and capabilities of students as well as also give the chance for teaching faculties to improvise their teaching techniques if needed .it was carried on basis of online methods of teaching..
7. All the activities are to be planned strictly adhering to Academic calendar for even semester for session 2020-21. Due to covid-19 pandemic RTMNU instructions are to be followed. Blended learning and teaching in the form of lectures, submission of academic work and activities and use of digital platforms is propagated which has to be followed by the institution.

  
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**Village Satnavri, Nagpur**  
**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 01/06/2020 and action taken report.	The IQAC unanimously approved the minutes of meeting held on 01/06/2020.
2.	Review of RTMNU result of Summer-2020 examination.	Head of all the departments after submitting the result of S-2020 to the Principal, an analysis is carried out to find advance and slow learners in the various subjects. Principal instructs to improve the curriculum aspects and enrichment of the subject knowledge to be given to students. Thereafter for improving the scoring percentage of the students the faculty members are asked to use more digital tools and take more assignments and tests. Also they instructed to those subject teacher having less than 60% result in their subjects to take extra classes and efforts.
3.	Conduction of RTMNU online backlog examination.	Online Conduction of RTMNU Backlog Examination will be taken as per university circular and guidelines. Exam In-charge were asked to follow the university guidelines and conduct the online examinations in multiple choice questions of total 80 marks.
4	Planning of online training and placement activities.	The training and placement in charge Mr.Pravin Wat brief about various online T&P activities going to carried out in the session 2020-21.All the members show concern for the placement in reputed companies with good package. It has been observed that communication skill is the major challenge faced by the students. Mr.Pravin Wat along with the Principal and HODs to prepare plan for various activities for improvement in communication skill of students.

  
Principal  
Nagarjuna Institute of Engineering  
Technology & management

5	Organization of online workshop for faculty members and students.	Principal, coordinator along with faculty members planned and organized various online activities. Students are advised to up skill themselves by learning through AICTE websites through free courses available on its website.
6.	Student feedback on online teaching learning system.	Principal, coordinator along with faculty members planned and organized various online activities. Students are advised to up skill themselves by learning through AICTE websites through free courses available on its website.
7.	Activities to be planned as per Academic Calendar for even semester for Session 2020-21	All the activities are to be planned strictly adhering to Academic calendar for even semester for session 2020-21. Due to covid-19 pandemic RTMNU instructions are to be followed. Blended learning and teaching in the form of lectures, submission of academic work and activities and use of digital platforms is propagated which has to be followed by the institution.



**IQAC Co-ordinator  
NIETM**



**Principal  
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## NOTICE OF MEETING (A. Y. 2020-21)

This is to inform that the meeting of IQAC committee members is scheduled on 1/06/2020 at IQAC center.

### Agenda

1. Approval of minutes of meeting held on 23/05/2020 and action taken report.
2. Planning for academic calendar for the session 2020-21
3. Review of the activities carried out in academic year 2019-20
4. Planning for Online Teaching for academic year 2020-21
5. Online conduction of practical's.
6. Implementation and discussion of new teaching scheme for B.Tech First Year.

  
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IQAC Co-ordinator  
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Nagarjuna Institute of Engineering Technology and Management  
Village Satnavri, Nagpur.**

**Minutes of Meeting**

Date: 1/06/2020  
Time: 2:00 p.m.  
Venue: Board Room

**Following members were present for the meeting:**

Dr. S. M. Kelo, Principal  
Dr. M. K. Rahangdale, Coordinator.  
Prof. Rasik Upadhey, HOD, Mechanical Engineering.  
Prof. A.B.Walde, HOD, Electrical Engineering.  
Prof. Pawan Raut, HOD, Computer science and engineering.  
Prof. Nidhi Somkuwar HOD, Civil Engineering.  
Mr. Pravin Wat, Placement Officer.  
Mr. Aniket Wankhade Student Representative (Boys)  
Miss. Dnyanwati Thakre Student Representative (Girls)

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

1. The IQAC coordinator along with members approved the minutes of meeting held on 23/5/2020.
2. Principal and Vice principal given instructions to all HODs regarding preparation of plan and activities for odd semester in online mode. Also it was decided that the faculty 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 odd semester.
3. The IQAC coordinator explained about the various activities carried out in academic session 2019-20. Presentation was given on reports of events. All members appreciated the effort taken by all the departments and team members for organizing and successfully conducting these events.
4. In view of pandemic situation covid-19, preparation of online teaching is to be done. The teaching methodology of Theory and Practical's of various engineering subjects were carried out virtually on applications such as Google classrooms/Zoom meet/ Google meet/ WebEx etc. For students in rural areas who face connectivity issues during lectures are to be asked to update their email address, what's app number, join in respective department on their semester wise what's app group. The facility to download the lectures, notes in pdf form and power point presentation shall be available, all digital applications are available and to be downloaded in Google play store. The academic work like assignments, unit-wise test, quiz and examinations are to be submitted before the deadline. Students who do not have any digital device they shall inform the subject teacher so as to facilitate the learning material through email addresses.

  
Principal  
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5. Teachers of various departments were asked to prepare videos of various practical's and their performance is to be monitored and motivate students to use virtual labs experiment wise and also inform all the students to watch NPTEL videos.
6. The Rashtrasant Tukadoji Maharaj Nagpur University has a four-year B.Tech program for various Specializations in B.Tech Syllabus 2022. Separate the topics into simple and complex ones and start with complex topics to get enough time for preparation. Solve questions from every topic & make notes given in the class to understand the topics efficiently. All the teachers must have study materials based on the RTMNU new Syllabus before starting the preparation. Always take the help of teachers to understand complex topics from the syllabus.




Principal  
Nagarjuna Institute of Engineering  
Technology & management

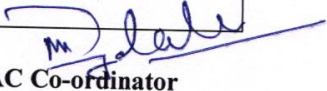


**Maitrey Educational Society's**  
**Nagarjuna Institute of Engineering Technology and Management**  
**Village Satnavri, Nagpur**  
**Action Taken Report**

<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 23/05/2020 and action taken report.	The IQAC unanimously approved the minutes of meeting held on 23/05/2020.
2.	Planning for academic calendar for the session 2020-21	Principal and Vice principal given instructions to all HODs regarding preparation of plan and activities for odd semester in online mode. Also it was decided that the faculty 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 odd semester.
3.	Review of the activities carried out in academic year 2019-20.	The Principal congrats to all, for successfully conducting all the activities of A.Y 2019-20
4	Planning for Online Teaching for academic year 2020-21.	In view of pandemic situation covid-19, preparation of online teaching is to be done. The teaching methodology of Theory and Practical's of various engineering subjects were carried out virtually on applications such as Google classrooms/Zoom meet/ Google meet/ WebEx etc. For students in rural areas who face connectivity issues during lectures are to be asked to update their email address, whatsapp number, join in respective department on their semester wise whatsapp group. The facility to download the lectures, notes in pdf form and power point presentation shall be available, all digital applications are available and to be downloaded in Google play store. The academic work like assignments, unit-wise test, quiz and examinations are to be submitted before the deadline. Students who do not have any digital device they shall inform the subject teacher so as to facilitate the learning material through email addresses.

  
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Technology & management

5.	Online conduction of practical's.	Teachers of various departments were asked to prepare videos of various practical's exist in laboratory and conduction of practical's.in virtual labs and informed them about NPTEL videos.
6	Implementation and discussion of new teaching scheme for B.Tech First Year	The Rashtrasant Tukadoji Maharaj Nagpur University has a four-year B.Tech program for various Specializations in B.Tech Syllabus 2022. Separate the topics into simple and complex ones and start with complex topics to get enough time for preparation. Solve questions from every topic & make notes given in the class to understand the topics efficiently. All the teachers must have study materials based on the RTMNU new Syllabus before starting the preparation. Always take the help of teachers to understand complex topics from the syllabus

  
**IQAC Co-ordinator**  
**NIETM**

  
**Principal**  
**Nagarjuna Institute of Engineering**  
**Technology & management**