



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. 2021-22)

This is to inform you that the meeting of IQAC committee members is scheduled for 12/03/2022 at the IQAC center.

Agenda

1. Approval of meeting minutes held on 07/01/2022 and action taken report.
2. Academic audit of odd and even semesters for the session 2021-22.
3. Review the online activities in odd and even semesters 2021-22.
4. Review & preparation of NAAC work.
5. Review of training and placement activities.

Principal
Nagarjuna Institute of Engineering
Technology & Management

IQAC Co-ordinator
NIETM, Nagpur

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

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting (2021-22)

Meeting No. : 04

Date & Time: 12/03/2022 & 2:00 PM

Venue: Board Room

Members Present:

Sr. No.	Member	Category	Signature
1.	Dr. S. M. Kelo	Principal	
2.	Prof. Rasik Upadhay	HOD, Mechanical Engineering	
3.	Prof. A.B. Walde	HOD, Electrical Engineering	
4.	Prof. Pawan Raut	HOD, Computer Science and Engineering.	
5.	Prof. Madhavi Sakhare	HOD, Civil Engineering	
6.	Dr. Suraj Deshmukh,	HOD, First Year	
7.	Er. Madan Matey	President - Management Representative	
8.	Mr. Pravin Wat	Training and Placement Officers	
9.	Mr. Milind Kahnekar	Librarian	
10.	Mr. Darshan Bahadure	Accountant	
11.	Mr. Kshitij Ingle	Team Member, Arranya Environmental Organization	
12.	Mr. Prabhudas Hage	4 th yr EE - Student	
13.	Ms. Sujata Rangari	4 th yr CSE - Student	
14.	Ms. Pallavi Meshram,	EE - Alumini	
15.	Mr. Sandip Zanwar,	Komal AgroTech. Nagpur (Employer)	
16.	Mrs. Snehankita Fadanvis,	IT NetworkZ, Nagpur (industrialists)	
17.	Dr. M. K. Rahangdale	Vice-Principal (IQAC Co-rdinator)	

Principal

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Minutes of the Academic meeting

Meeting No. : 04

Date & Time: 12/03/2022 & 2:00 PM

Venue: Board Room

Members of IQAC:

Sr.No.	Composition	Category	Member
1.	Chair person	Head of the Institution	Dr. S. M. Kelo Principal
2	Teachers to represent levels	Asst.Professor	Prof. Rasik Upadhay, HOD Mechanical Engineering
		Asst.Professor	Prof. A.B. Walde, HOD, Electrical Engineering
		Asst.Professor	Prof. Pawan Raut, HOD, Computer Science and Engineering.
		Asst. Professor	Prof. Madhavi Sakhare, HOD, Civil Engineering
		Asst.Professor	Dr. Suraj Deshmukh, HOD, First Year
3.	One member from management	Management Representative	Er. Madan Matey, President, Maitrey Educational Society
4.	Few senior administrative officers	Training and Placement Officers	Mr. Pravin Wat
		Librarian	Mr. Milind Kahnekar
		Accountant	Mr. Darshan Bahadure
5.	One nominee from each local society, student, alumini	Nominee from Local Society	Mr. Kshitij Ingle, Team Member, Arranya Environmental Organization
		Nominee from student	Mr. Prabhudas Hage Ms. Sujata Rangari
		Nominee from Alumini	Ms. Pallavi Meshram, Entrepreneur, Aradhya Computer Institute, Nagpur.

Principal

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6.	One nominee from each Employers, industrialists	Nominee from Employers	Mr. Sandip Zanwar, Komal Agro Tech Nagpur
		Nominee from industrialists	Mrs. Snehankita Fadanvis, IT NetworkZ, Nagpur.
7.	One of the senior teachers as the coordinator/director of the IQAC		Dr. M. K. Rahangdale, Vice-Principal

The IQAC Coordinator welcomes all the members during the meeting.

1. Approval of meeting minutes held on 07/01/2022 and action taken report.

The IQAC coordinator discussed the meeting minutes held on 07/01/2022 in the presence of IQAC members, and IQAC unanimously approved it.

2. Academic audit of odd and even semesters for the session 2021-22.

The IQAC Coordinator instructs the administrative department to prepare all documents regarding academic audits and reports that should be submitted to the IQAC coordinator.

3. Review the online activities in odd and even semesters 2021-22.

The IQAC coordinator briefed about the online activities conducted in odd and even semesters 2021-22. Online FDP and Webinar were organized by IQAC Committee in the session 2021-22.

4. Review & preparation of NAAC work.

Principal and Vice Principal were taken reviewed NAAC progress work. The Principal informed that the SSR is to be submitted immediately. So, all criteria in charge should be ready with their respective benchmarks for submission.

5. Review of training and placement activities.

The review of various training and placement activities is 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, group discussion, etc., to make them campus ready. The Team also decided to conduct an internship fair for the students.

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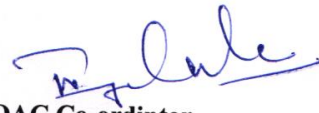
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Action taken report

The following action has been taken for IQAC meeting conducted on 12/03/2022.

<u>Sr. No.</u>	<u>Particulars of the agenda which are discussed</u>	<u>Action Taken</u>
1.	Approval of minutes of Meeting held on and action is taken report 07/01/2022.	The IQAC unanimously approved the minutes of the meeting held on 07/01/2022
2.	Academic audit of odd and even semesters for the session 2021-22.	The IQAC committee members submitted the academic audit report 2021-22.
3.	Review the online activities in odd and even semesters 2021-22.	Online FDP and Webinar were organized by IQAC Committee in odd and even semesters 2021-22.
4.	Review & preparation of NAAC work.	The Principal and IQAC coordinator reviewed the NAAC work. Criteria-wise progress report of NAAC work was submitted by the incharges.
5.	Review activities of training and placement.	The review of various training and placement activities was taken. Training and Placement Officer Mr. Pravin Wat conducted various activities for the students to enhance their aptitude skills, communication skills, group discussion etc. so that they can be campus ready.


IQAC Co-ordinator
NIETM, Nagpur



Principal

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NOTICE OF MEETING (A. Y. 2021-22)

This is to inform you that the meeting of IQAC committee members, including the coordinator, is scheduled for 07/01/ 2022 at the IQAC center.

Agenda

1. Approval of minutes of Meeting held on 04/10/2021 and action taken report
2. Review of the activities carried out in the odd semester 2021-22
3. Planning for the online academic session for an even semester 2021-22.
4. Review of library books and library software updates.
5. Conduction of academic and administrative audit for 2021-2022
6. Conduction of Students Satisfaction Survey.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting (2021-22)

Meeting No. : 03

Date & Time: 07/01/2022 & 2:00 PM

Venue: Board Room

Members Present:

Sr. No.	Member	Category	Signature
1.	Dr. S. M. Kelo	Principal	
2.	Prof. Rasik Upadhay	HOD, Mechanical Engineering	
3.	Prof. A.B. Walde	HOD, Electrical Engineering	
4.	Prof. Pawan Raut	HOD, Computer Science and Engineering.	
5.	Prof. Madhavi Sakhare	HOD, Civil Engineering	
6.	Dr. Suraj Deshmukh,	HOD, First Year	
7.	Er. Pradip Nagrae	President - Management Representative	
8.	Mr. Pravin Wat	Training and Placement Officers	
9.	Mr. Milind Kahnekar	Librarian	
10.	Mr. Darshan Bahadure	Accountant	
11.	Mr. Kshitij Ingle	Team Member, Arranya Environmental Organization	
12.	Mr. Prabhudas Hage	4 th yr EE - Student	
13.	Ms. Sujata Rangari	4 th yr CSE - Student	
14.	Ms. Pallavi Meshram,	EE - Alumini	
15.	Mr. Sandip Zanwar,	Komal AgroTech. Nagpur (Employer)	
16.	Mrs. Snehankita Fadanvis,	IT NetworkZ, Nagpur (industrialists)	
17.	Dr. M. K. Rahangdale	Vice-Principal (IQAC Co-rdinator)	

Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Minutes of the Academic meeting

Meeting No. : 03

Date & Time: 07/01/2022 & 2:00 PM

Venue: Board Room

Members of IQAC:

Sr.No.	Composition	Category	Member
1.	Chair person	Head of the Institution	Dr. S. M. Kelo Principal
2	Teachers to represent levels	Asst.Professor	Prof. Rasik Upadhyay, HOD Mechanical Engineering
		Asst.Professor	Prof. A.B. Walde, HOD, Electrical Engineering
		Asst.Professor	Prof. Pawan Raut, HOD, Computer Science and Engineering.
		Asst. Professor	Prof. Madhavi Sakhare, HOD, Civil Engineering
		Asst.Professor	Dr. Suraj Deshmukh, HOD, First Year
3.	One member from management	Management Representative	Er. Pradip Nagrare, President, Maitrey Educational Society
4.	Few senior administrative officers	Training and Placement Officers	Mr. Pravin Wat
		Librarian	Mr. Milind Kahnekar
		Accountant	Mr. Darshan Bahadure
5.	One nominee from each local society, student, alumini	Nominee from Local Society	Mr. Kshitij Ingle, Team Member, Arranya Environmental Organization
		Nominee from student	Mr. Prabhudas Hage Ms. Sujata Rangari
		Nominee from Alumini	Ms. Pallavi Meshram, Entrepreneur, Aradhya Computer Institute, Nagpur.

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6.	One nominee from each Employers, industrialists	Nominee from Employers	Mr. Sandip Zanwar, Komal Agro Tech Nagpur
		Nominee from industrialists	Mrs. Snehankita Fadanvis, IT NetworkZ, Nagpur.
7.	One of the senior teachers as the coordinator/director of the IQAC		Dr. M. K. Rahangdale, Vice-Principal

The IQAC Coordinator welcomes all the members during the meeting.

1. Approval of minutes of Meeting held on 04/10/2021 and action taken report.

The IQAC coordinator, along with members, approved the minutes of the meeting held on 04/10/2021.

2. Review of the activities carried out in the odd semester 2021-22.

The IQAC coordinator briefed me about the activities in the odd semester 2021-22. The presentation was given by the IQAC coordinator on the report on events organized in the session 2021-22. All members appreciated the efforts of all the departments & Team members in organizing & successfully conducting the events.

3. Planning for the online academic session for an even semester 2021-22.

Principal and IQAC coordinator have instructed all HODs to prepare online and offline classes for the semester. The online courses are conducted through digital platforms such as Google Classrooms/Zoom Meet/ Google Meet/ WebEx, etc. Also, it was decided that the faculty from each department would publish research papers in the session. The Principal has instructed the T&P officer to conduct various online training programs, workshops, and seminars for the students and the supporting staff.

4. Review of library books and library software updates.

The inputs from faculty members for new books and references are given to Library staff to avail the books according to the syllabus branch-wise proposed by the university. The checklist is given to the Principal for his approval to increase the library's books stock. The coordinator instructed that the OPAC software is to be updated whenever new inventory is available for the students and faculties.

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5. Conduction of academic and administrative audit for 2021-2022.

Academic and administrative audit for the session to be conducted. The principal and coordinator ask that all HODs and teaching and non-teaching staff maintain proper documentation of all academic activities.

6. Conduction of Students Satisfaction Survey.

The student satisfaction survey (SSS) is to be conducted twice a session and get feedback to continuously improve the academic, infrastructure, transportation, and hostel facilities. A questionnaire is to be provided regarding academics, facilities like ICT tools such as LCD projectors, and digital multimedia. The sum of the points or questionnaires' that are mostly considered, such as the syllabus covered in the class, how well the teachers prepared for the course, how well teachers communicated, and how the library facility is given to the students.

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Action Taken Report

The following action has been taken for IQAC meeting conducted on 07/01/2022.

Sr. No.	<u>Particulars of the agenda which are discussed</u>	<u>Action Taken</u>
1.	Approval of Internal Quality Assurance Cell minutes held on 04/10/2021 and action taken report.	The IQAC coordinator, along with members, approved the minutes of the meeting held on 04/10/2021.
2.	Review of the activities carried out in the odd semester 2021-22.	The IQAC coordinator briefed about the activities in the odd semester 2021-22. The presentation was given by the IQAC coordinator on the report on events organized in the odd session 2021-22.
3.	We are planning for the online academic session 2021-22 even semester.	As the pandemic situation is going to be over, offline classes were started and online classes are available for those who are not possible to attend offline classes.
4.	Review of library books and library software update	The checklist is given to the Principal for his approval to increase the library's books stock. The OPAC software was updated with new inventory.
5.	Conduction of academic and administrative audit for 2021-2022	Academic and administrative audit for the session 2021-2022 was conducted. All activities were properly documented.
6.	Conduction of Students Satisfaction Survey.	The student satisfaction survey (SSS) was conducted twice a session and feedback was obtained from the student for continuous improvement in the academic, infrastructure, transportation, and hostel facilities.

Principal

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IQAC Co-ordinator
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NOTICE OF MEETING (A. Y. 2021-22)

This is to inform that the meeting of IQAC committee members is scheduled on 4/10/2021 at the IQAC center.

Agenda

1. Approval of meeting minutes held on 1/06/2020 and action taken report.
2. Review of RTMNU result of Summer-2021 examination.
3. Planning of online Training and Placement activities.
4. Student feedback on online teaching learning system.
5. Activities to be planned as per Academic Calendar for an even semester for Session 2020-21
6. Conduction of RTMNU online backlog examination.
7. Planning for Green Audit for the year 2020-21.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting (2021-22)

Meeting No. : 02

Date & Time: 04/10/2021 & 2:00 PM

Venue: Board Room

Members Present:

Sr. No.	Member	Category	Signature
1.	Dr. S. M. Kelo	Principal	
2.	Prof. Rasik Upadhay	HOD, Mechanical Engineering	
3.	Prof. A.B. Walde	HOD, Electrical Engineering	
4.	Prof. Pawan Raut	HOD, Computer Science and Engineering.	
5.	Prof. Madhavi Sakhare	HOD, Civil Engineering	
6.	Dr. Suraj Deshmukh,	HOD, First Year	
7.	Er. Pradip Nagrare	President - Management Representative	
8.	Mr. Pravin Wat	Training and Placement Officers	
9.	Mr. Milind Kahnekar	Librarian	
10.	Mr. Darshan Bahadure	Accountant	
11.	Mr. Kshitij Ingle	Team Member, Arranya Environmental Organization	
12.	Mr. Prabhudas Hage	4 th yr EE - Student	
13.	Ms. Sujata Rangari	4 th yr CSE - Student	
14.	Ms. Pallavi Meshram,	EE - Alumini	
15.	Mr. Sandip Zanwar,	Komal AgroTech. Nagpur (Employer)	
16.	Mrs. Snehankita Fadanvis,	IT NetworkZ, Nagpur (industrialists)	
17.	Dr. M. K. Rahangdale	Vice-Principal (IQAC Co-rdinator)	

Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Minutes of the Academic meeting

Meeting No. : 02

Date & Time: 04/10/2021 & 2:00 PM

Venue: Board Room

Members of IQAC:

Sr.No.	Composition	Category	Member
1.	Chair person	Head of the Institution	Dr. S. M. Kelo Principal
2	Teachers to represent levels	Asst.Professor	Prof. Rasik Upadhay, HOD Mechanical Engineering
		Asst.Professor	Prof. A.B. Walde, HOD, Electrical Engineering
		Asst.Professor	Prof. Pawan Raut, HOD, Computer Science and Engineering.
		Asst. Professor	Prof. Madhavi Sakhare, HOD, Civil Engineering
		Asst.Professor	Dr. Suraj Deshmukh, HOD, First Year
3.	One member from management	Management Representative	Er. Pradip Nagrare, President, Maitrey Educational Society
4.	Few senior administrative officers	Training and Placement Officer	Mr. Pravin Wat
		Librarian	Mr. Milind Kahnekar
		Accountant	Mr. Darshan Bahadure
5.	One nominee from each local society, student, alumini	Nominee from Local Society	Mr. Kshitij Ingle, Team Member, Arranya Environmental Organization
		Nominee from student	Mr. Prabhudas Hage Ms. Sujata Rangari
		Nominee from Alumini	Ms. Pallavi Meshram, Entrepreneur, Aradhya Computer Institute, Nagpur.

Principal

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6.	One nominee from each Employers, industrialists	Nominee from Employers	Mr. Sandip Zanwar, Komal Agro Tech Nagpur
		Nominee from industrialists	Mrs. Snehankita Fadanvis, IT NetworkZ, Nagpur.
7.	One of the senior teachers as the coordinator/director of the IQAC		Dr. M. K. Rahangdale, Vice-Principal

The IQAC Coordinator welcomes all the members during the meeting.

1. Approval of meeting minutes held on 01/06/2020 and action taken report.

The IQAC coordinator, along with members, approved the minutes of the meeting held on 01/06/2021.

2. Review of RTMNU result of Summer-2021 examination.

Head of all the departments, after submitting the result of S-2019 to the Principal, an analysis is carried out to find advanced/fast 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. After that, to improve 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 those subject teachers having less than 60% results in their subjects to take extra classes and efforts.

3. 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 be carried out in the session 2020-21. All the members are concerned about placement in reputed companies with good packages. 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 a plan for various activities for improvement in the communication skills of students.

4. Student feedback on online teaching learning system.

To improve and correct the method of learning and teaching, the feedback system is essential to enhance students' qualities, abilities, and capabilities and allow teaching faculties to improvise their teaching techniques if needed. It was carried out based on online methods of teaching.

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5. **Activities to be planned as per Academic Calendar for an even semester for Session 2020-21.**
All the activities are to be planned strictly adhering to the Academic Calendar for an 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 are propagated, which has to be followed by the institution.
6. **Conduction of RTMNU online backlog examination.**
Online Conduction of RTMNU Backlog Examination will be taken per university circular and guidelines. The exam In-charge was asked to follow the university guidelines and conduct the online examinations in multiple choice questions of a total of 80 marks
7. **Planning for Green Audit for the year 2020-21.**
The IQAC co-ordinator is planning for implementing the recommendations outlined in the green audit action report to enhance sustainability practices campus-wide, aiming to reduce environmental impact and promote eco-friendly initiatives.


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Action Taken Report

The following action has been taken for IQAC meeting conducted on 04/10/2021.

Sr. No.	<u>Particulars of the agenda which are discussed</u>	<u>Action Taken</u>
1.	Approval of minutes of the meeting held on 01/06/2020 and action taken report.	The IQAC unanimously approved the minutes of the meeting held on 01/06/2020.
2.	Review of RTMNU result of Summer-2020 examination.	As per the instructions of the Principal, additional classes were conducted for the slow learning students and the subject teacher focused on effective teaching to improve the results.
3.	Planning of online training and placement activities.	Various online T&P activities were planned for the session 2021-22 by Mr. Pravin Wat, In-charge, Training & Placement.
4.	Student feedback on online teaching learning system.	Students responded positively to the online teaching method.
5.	Activities to be planned as per Academic Calendar for the even semester for Session 2020-21.	Due to the COVID-19 pandemic, various activities were conducted online as per the academic calendar as directed by RTMNU.
6.	Conduction of RTMNU online backlog examination.	As per the guidelines of the University, online examinations of total 80 marks multiple choice questions were successfully conducted.
7.	Planning for Green Audit for the year 2020-21.	The IQAC Co-Coordinator actively implemented the recommendations outlined in the Green Audit Action Report to enhance sustainability practices across the campus and the report submitted to the Principal.

Principal

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NOTICE OF MEETING (A. Y. 2021-22)

This is to inform you that the meeting of IQAC committee members is scheduled for 1/06/2021 at the IQAC center.

Agenda

1. Approval of meeting minutes held on 1/02/2021 and action taken report.
2. Planning for an academic calendar for the session 2021-22.
3. Planning for Online Teaching for the academic year 2021-22
4. Online conduction of practical's.
5. Organization of Online seminars, Workshops, FDPs, and Guest lectures.
6. Review of NAAC work.

Principal
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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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting (2021-22)

Meeting No. : 01

Date & Time: 01/06/2021 & 2:00 PM

Venue: Board Room

Members Present:

Sr. No.	Member	Category	Signature
1.	Dr. S. M. Kelo	Principal	
2.	Prof. Rasik Upadhay	HOD, Mechanical Engineering	
3.	Prof. A.B. Walde	HOD, Electrical Engineering	
4.	Prof. Pawan Raut	HOD, Computer Science and Engineering.	
5.	Prof. Madhavi Sakhare	HOD, Civil Engineering	
6.	Dr. Suraj Deshmukh,	HOD, First Year	
7.	Er. Pradip Nagrare	President - Management Representative	
8.	Mr. Pravin Wat	Training and Placement Officers	
9.	Mr. Milind Kahnekar	Librarian	
10.	Mr. Darshan Bahadure	Accountant	
11.	Mr. Kshitij Ingle	Team Member, Arranya Environmental Organization	
12.	Mr. Prabhudas Hage	4 th yr EE - Student	
13.	Ms. Sujata Rangari	4 th yr CSE - Student	
14.	Ms. Pallavi Meshram,	EE - Alumini	
15.	Mr. Sandip Zanwar,	Komal AgroTech. Nagpur (Employer)	
16.	Mrs. Snehankita Fadanvis,	IT NetworkZ, Nagpur (industrialists)	
17.	Dr. M. K. Rahangdale	Vice-Principal (IQAC Co-rdinator)	

Principal

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Minutes of the Academic meeting

Meeting No. : 01

Date & Time: 01/06/2021 & 2:00 PM

Venue: Board Room

Members of IQAC:

Sr.No.	Composition	Category	Member
1.	Chair person	Head of the Institution	Dr. S. M. Kelo Principal
2	Teachers to represent levels	Asst.Professor	Prof. Rasik Upadhyay, HOD Mechanical Engineering
		Asst.Professor	Prof. A.B. Walde, HOD, Electrical Engineering
		Asst.Professor	Prof. Pawan Raut, HOD, Computer Science and Engineering.
		Asst. Professor	Prof. Madhavi Sakhare, HOD, Civil Engineering
		Asst.Professor	Dr. Suraj Deshmukh, HOD, First Year
3.	One member from management	Management Representative	Er. Pradip Nagrare, President, Maitrey Educational Society
4.	Few senior administrative officers	Training and Placement Officer	Mr. Pravin Wat
		Librarian	Mr. Milind Kahnekar
		Accountant	Mr. Darshan Bahadure
5.	One nominee from each local society, student, alumini	Nominee from Local Society	Mr. Kshitij Ingle, Team Member, Arranya Environmental Organization
		Nominee from Student	Mr. Prabhudas Hage Ms. Sujata Rangari
		Nominee from Alumini	Ms. Pallavi Meshram, Entrepreneur, Aradhya Computer Institute, Nagpur.

Principal

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6.	One nominee from each Employers, industrialists	Nominee from Employers	Mr. Sandip Zanwar, Komal Agro Tech Nagpur
		Nominee from industrialists	Mrs. Snehankita Fadanvis, IT NetworkZ, Nagpur.
7.	One of the senior teachers as the coordinator/director of the IQAC		Dr. M. K. Rahangdale, Vice-Principal

The IQAC Coordinator welcomes all the members during the meeting.

1. Approval of meeting minutes held on 15/04/2021 and action taken report.

The IQAC coordinator, along with members, approved the minutes of the meeting held on 15/04/2021.

2. Planning for an academic calendar for the session 2021-22.

The Principal and Vice principal instructed all HODs to prepare online plans and activities for an odd semester. Also, it was decided that the faculty from each department would publish a research paper in the session. It also focused on conducting the activities adhering strictly to the academic calendar for the odd semester.

3. Planning for Online Teaching for the academic year 2021-22.

Given the pandemic situation covid-19, preparation for online teaching is to be done. The teaching methodology of Theories and Practical of various engineering subjects were carried out virtually on applications such as Google Classrooms/Zoom Meet/ Google Meet/ WebEx etc. Students in rural areas who face connectivity issues during lectures are asked to update their email addresses and WhatsApp number and join the respective department on their semester-wise WhatsApp group. The facility to download the lessons, notes in pdf form, and PowerPoint presentation shall be available; all digital applications are available and to be downloaded in the Google play store. Academic work like assignments, unit-wise tests, quizzes, and examinations must be submitted before the deadline. Students who do not have any digital device shall inform the subject teacher to facilitate the learning material through email addresses.

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4. Online conduction of practical's.

Teachers of various departments were asked to prepare videos of multiple practical. Their performance is to be monitored and motivate students to use virtual labs experiment-wise and inform them to watch NPTEL videos.

5. Organization of Online seminars, Workshops, FDPs, and Guest lectures.

The workshops, guest lectures, and seminars are essential for the overall development of the students and the faculty's knowledge. The discussion regarding this has been done with all the department's HODs. Various training programs and workshops were decided to conduct for the Teaching and Non-teaching staff.

6. Review of NAAC work.

The principal and vice principal have taken a review of NAAC work. The criteria, wise in charge, were given a progress report on NAAC work.

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Action Taken Report

The following action has been taken for IQAC meeting conducted on 01/06/2021.

Sr. No.	Particulars of the agenda which are discussed	Action Taken
1.	Approval of minutes of the meeting held on 15/04/2021 and action taken report.	The IQAC unanimously approved the minutes of a meeting held on 15/04/2021.
2.	Planning for an academic calendar for the session 2020-21	Academic Calendar in consultation with all HODs for upcoming semester was updated.
3.	We are planning for Online Teaching for the academic year 2021-22.	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.
4.	Online conduction of practical.	Teachers from various departments prepared videos of various practical's in the laboratory and conducting practical's in the virtual lab and informed the student about NPTEL videos.
5.	Organization of online Seminars, Workshops, FDPs, and Guest lectures of Industry Persons for faculties & students.	Online seminars, workshops, FDPs and guest lectures from industry persons were successfully conducted for the faculty and students.
6.	Review of NAAC work.	The principal and vice principal have taken a review of NAAC work. The criteria, wise in charge, were given a progress report on NAAC work.

Principal

Nagarjuna Institute of Engineering
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IQAC Co-ordinator
NIETM, Nagpur