



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. 2022-23)

This is to inform you that the meeting of IQAC committee members is scheduled for 11/03/2023 at the IQAC center.

Agenda

1. Approval of meeting minutes held on 13/01/2023 and action taken report.
2. Academic audit of odd and even semesters for the session 2022-23.
3. Review & preparation of NAAC work.
4. Review of Mega Placement activities.
5. Conduction of International conference.
6. Planning for feedback from stakeholder.



Principal

Nagarjuna Institute of Engineering
Technology & Management

IQAC Co-ordinator

NIETM, Nagpur

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting (2022-23)

Meeting No. : 04

Date & Time: 11/03/2023 & 2:00 PM

Venue: Board Room

Members Present:

Sr. No.	Member	Category	Signature
1.	Dr. S. M. Kelo	Principal	
2.	Dr. Jaigopal Ambade	HOD, Mechanical Engineering	
3.	Dr. Yogesh Bais	HOD, Electrical Engineering	
4.	Dr. S. S. Khan	HOD, Computer Science and Engineering.	
5.	Dr. Kushalkumar Yadav	HOD, Civil Engineering	
6.	Prof. Fazela Faroz	HOD, First Year	
7.	Mr. Ajay Waghmare	Secretary - Management Representative	
8.	Mr. Darshan Bahadure	Accountant	
9.	Mr. Ravi Meshram	University Clark	
10.	Mr. Pratik Dhepe	Librarian	
11.	Ms. Amruta Adawade,	Member, Akhil Bhartiya Andhshradha Nirmulan Samiti Nagpur.	
12.	Mr. Ashik Kapse,	4 th yr CSE - Student	
13.	Ms. Madhavi Gedam,	3 rd yr Civil - Student	
14.	Mr. Swapnil Hage	EE - Alumni	
15.	Mr. Sandeep Zanwar	Komal AgroTech. Nagpur (Employer)	
16.	Mr. D. N. Wagh	Agro United Company, Nagpur (industrialists)	
17.	Dr. M. K. Rahangdale	Vice-Principal (IQAC Co-rdinator)	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Minutes of the Academic meeting

Meeting No. : 04

Date & Time: 11/03/2023 & 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	Dr. Jaigopal Ambade, HOD, Mechanical Engineering
		Asst.Professor	Dr. Yogesh Bais, HOD, Electrical Engineering
		Asst.Professor	Dr. S. S. Khan, HOD, Computer Science and Engineering.
		Asst. Professor	Dr. Kushalkumar Yadav, HOD, Civil Engineering
		Asst.Professor	Prof. Fazela Faroz, HOD, First Year
3.	One member from management	Management Representative	Mr.Ajay Waghmare, Secretary, Maitrey Educational Society
4.	Few senior administrative officers	Accountant	Mr. Darshan Bahadure
		University Clark	Mr. Ravi Meshram
		Librarian	Mr. Pratik Dhepe
5.	One nominee from each local society, student, alumini	Nominee from Local Society	Ms. Amruta Adawade, Member, Akhil Bhartiya Andhshradha Nirmulan Samiti Nagpur.
		Nominee from student	Mr. Ashik Kapse, 4 th yr CSE Ms. Madhavi Gedam, 3 rd yr Civil
		Nominee from Alumni	Mr. Swapnil Hage, Torana, IT Park Nagpur

Principal

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6.	One nominee from each Employers, industrialists, stakeholders	Nominee from Employers	Mr. Sandeep Zanwar, Komal AgroTech. Nagpur,
		Nominee from industrialists	Mr. D. N. Wagh, Agro United Company, 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 13/01/2023 and action taken report.

The IQAC coordinator discussed the meeting minutes held on 13/01/2023 in the presence of IQAC members, and IQAC unanimously approved it.

2. Academic audit of odd and even semesters for the session 2022-23.

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 & 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.

4. Review of Mega Placement activities.

The review of Mega placement activities is to be taken. The co-ordinator Dr. S. S. Khan submitted the report of Mega Placement Drive 2023 and has been asked to conduct more activities for students to enhance their aptitude skills, communication skills, group discussion, etc., to make them campus ready.

5. Conduction of International conference.

The IQAC coordinator briefed about the conduction of international conference. They have given instructed to all HODs and faculty member regarding the preparation of committee and allotted the work. Also, it was decided that the faculty and student of final year from each department would publish a research paper in the conference.

6. Planning for feedback from stakeholder.

The Principal and IQAC coordinator have instructed all faculties to implement strategies based on stakeholder feedback to enhance engagement and effectively address community needs.

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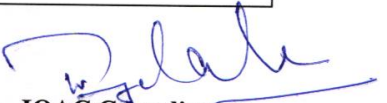
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Action Taken Report

The following action has been taken for IQAC meeting conducted on 11/03/2023.

Sr. No.	Particulars of the Agenda which are discussed	Action Taken
1.	Approval of meeting minutes held on 13/01/2023 and action taken report.	The IQAC coordinator discussed the meeting minutes held on 13/01/2023 in the presence of IQAC members, and IQAC unanimously approved it.
2.	Academic audit of odd and even semesters for the session 2022-23.	Administrative department prepared all documents of academic audits reports and submitted it to the IQAC coordinator.
3.	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.
4.	Review of Mega Placement activities.	The review of Mega placement activities is to be taken. The co-ordinator Dr. S .S .Khan submitted the report of Mega Placement Drive 2023 and has been asked to conduct more activities for students to enhance their aptitude skills, communication skills, group discussion, etc., to make them campus ready.
5.	Conduction of International conference.	International conference was conducted on 26th and 27th May 2023. The faculty and student of final year from each department were presented research paper in the conference.
6.	Planning for feedback from stakeholder.	The strategies based on stakeholder feedback has successfully implemented.


IQAC Co-ordinator
NIETM, Nagpur



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NOTICE OF MEETING (A. Y. 2022-23)

This is to inform you that the meeting of IQAC committee members, including the coordinator, is scheduled for 13/01/2023 at the IQAC center.

Agenda

1. Approval of minutes of Meeting held on 17/09/2022 and action taken report.
2. Review of the activities carried out in the odd semester 2022-23.
3. Planning for the academic session for an even semester 2022-23.
4. Activities to be planned as per Academic calendar for the student to develop their practical approach.
5. Planning for Mega Placement Drive 2023.

Principal
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IQAC Co-ordinator
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting (2022-23)

Meeting No. : 03

Date & Time: 13/01/2023 & 2:00 PM

Venue: Board Room

Members Present:

Sr. No.	Member	Category	Signature
1.	Dr. S. M. Kelo	Principal	
2.	Dr. Jaigopal Ambade	HOD, Mechanical Engineering	
3.	Dr. Yogesh Bais	HOD, Electrical Engineering	
4.	Dr. S. S. Khan	HOD, Computer Science and Engineering.	
5.	Dr. Kushalkumar Yadav	HOD, Civil Engineering	
6.	Prof. Fazela Faroz	HOD, First Year	
7.	Mr. Ajay Waghmare	Secretary - Management Representative	
8.	Mr. Darshan Bahadure	Accountant	
9.	Prof. Sachin Mate	NSS Co-ordinator	
10.	Ms. Harsha Meshram	Librarian	
11.	Ms. Amruta Adawade,	Member, Akhil Bhartiya Andhshradha Nirmulan Samiti Nagpur.	
12.	Mr. Ashik Kapse,	4 th yr CSE - Student	
13.	Ms. Madhavi Gedam,	3 rd yr Civil - Student	
14.	Mr. Swapnil Hage	EE - Alumni	
15.	Mr. Sandeep Zanwar	Komal AgroTech. Nagpur (Employer)	
16.	Mr. D. N. Wagh	Agro United Company, 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: 13/01/2023 & 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	Dr. Jaigopal Ambade, HOD, Mechanical Engineering
		Asst.Professor	Dr. Yogesh Bais, HOD, Electrical Engineering
		Asst.Professor	Dr. S. S. Khan, HOD, Computer Science and Engineering.
		Asst. Professor	Dr. Kushalkumar Yadav, HOD, Civil Engineering
		Asst.Professor	Prof. Fazela Faroz, HOD, First Year
3.	One member from management	Management Representative	Mr.Ajay Waghmare, Secretary, Maitrey Educational Society
4.	Few senior administrative officers	Accountant	Mr. Darshan Bahadure
		NSS Incharge	Prof. Sachin Mate
		Librarian	Ms. Harsha Meshram
5.	One nominee from each local society, student, alumini	Nominee from Local Society	Ms. Amruta Adawade, Member, Akhil Bhartiya Andhshradha Nirmulan Samiti Nagpur.
		Nominee from student	Mr. Ashik Kapse, 4 th yr CSE Ms. Madhavi Gedam, 3 rd yr Civil
		Nominee from Alumni	Mr. Swapnil Hage, Torana, IT Park Nagpur

Principal

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6.	One nominee from each Employers, industrialists	Nominee from Employers	Mr. Sandeep Zanwar, Komal AgroTech. Nagpur,
		Nominee from industrialists	Mr. D. N. Wagh, Agro United Company, 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 17/09/2022 and action taken report.

The IQAC coordinator, along with members, approved the minutes of the meeting held on 17/09/2022.

2. Review of the activities carried out in the odd semester 2022-23.

The IQAC coordinator briefed about the activities in the odd semester 2022-23. The presentation was given by the IQAC coordinator on the report on events organized in the odd session 2022-23. All members appreciated the efforts of all the departments & Team members in organizing & successfully conducting the events.

3. Planning for the academic session for an even semester 2022-23.

The Principal and IQAC coordinator have instructed all HOD to prepare the timetable, teaching plan, and load distribution for the academic session for an even semester 2022-23. Also, it was decided that the faculty from each department would published research papers in the session and participated in various FDPs.

4. Activities to be planned as per Academic calendar for the student to develop their practical approach.

The Principal added instruction to all departments HOD with strictly follow the even semester academic calendar and planned various field visit and Industrial Visit for the development of their practical knowledge.

5. Planning for Mega Placement Drive 2023.

The Principal and IQAC coordinator instructed training and placement incharge, Dr. S.S Khan for the arrangement of Mega placement drive. The month of February have been decided for the drive. All the HODs and faculty member shall put their best efforts to ensure mass placement of our final year student with best job profile and with maximum possible packages.

Principal

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Action Taken Report

The following action has been taken for IQAC meeting conducted on 13/01/2023.

Sr. No.	<u>Particulars of the agenda which are discussed</u>	<u>Action Taken</u>
1.	Approval of minutes of Meeting held on 17/09/2022 and action taken report.	The IQAC coordinator, along with members, approved the minutes of the meeting held on 17/09/2022.
2.	Review of the activities carried out in the odd semester 2022-23.	The IQAC coordinator briefed about the activities in the odd semester 2022-23. The presentation was given by the IQAC coordinator on the report on events organized in the odd session 2022-23. All members appreciated the efforts of all the departments & Team members in organizing & successfully conducting the events.
3.	Planning for the academic session for an even semester 2022-23.	All the department prepared the timetable, teaching plan, and load distribution for the academic session for an even semester 2022-23. Also, the faculty published research papers and participated in various FDPs.
4.	Activities to be planned as per Academic calendar for the student to develop their practical approach.	The activities were planned as per the academic calendar. Various field visits and industrial visits were arranged to develop the practical knowledge of the students.
5.	Planning for Mega Placement Drive 2023.	Mega Placement Drive was successfully conducted on 25th February 2023. Number of students got jobs in various companies.

Principal

Nagarjuna Institute of Engineering,
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IQAC Co-ordinator

NIETM, Nagpur



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NOTICE OF MEETING (A. Y. 2022-23)

This is to inform that the meeting of IQAC committee members is scheduled on 17/09/2022 at the IQAC center.

Agenda

1. Approval of meeting minutes held on 11/06/2022 and action taken report.
2. Review of RTMNU result of Summer-2022 examination.
3. Organization of Induction Program.
4. Organization of Workshop and Faculty Development Program for Faculty members and Students.
5. Conduction of RTMNU practical examination
6. Planning for Implementation of LCD Projector and Smart Board for ICT Learning.

IQAC Co-ordinator
NIETM, Nagpur

Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting (2022-23)

Meeting No. : 02

Date & Time: 17/09/2022 & 2:00 PM

Venue: Board Room

Members Present:

Sr. No.	Member	Category	Signature
1.	Dr. S. M. Kelo	Principal	
2.	Prof. Sandip Thakare	HOD, Mechanical Engineering	
3.	Dr. Yogesh Bais	HOD, Electrical Engineering	
4.	Dr. S. S. Khan	HOD, Computer Science and Engineering.	
5.	Prof. Aatif Nawab	HOD, Civil Engineering	
6.	Dr. Suraj Deshmukh	HOD, First Year	
7.	Mr. Ajay Waghmare,	Secretary - Management Representative	
8.	Mr. Pravin Wat	Training and Placement Officers	
9.	Mr. Ravi Mesharam	University Clark	
10.	Mr. Milind Kahnekar	Librarian	
11.	Mr. Yuvak Biradari,	Social Worker.	
12.	Mr. Ashik Kapse,	4 th yr CSE - Student	
13.	Ms. Madhavi Gedam,	3 rd yr Civil - Student	
14.	Mr. Swapnil Hage	EE - Alumni	
15.	Mr. Sandeep Zanwar	Komal AgroTech. Nagpur (Employer)	
16.	Mr. D. N. Wagh	Agro United Company, Nagpur (industrialists)	
17.	Dr. M. K. Rahangdale	Vice-Principal (IQAC Co-ordinator)	



Principal

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Minutes of the Academic meeting

Meeting No. : 02

Date & Time: 17/09/2022 & 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. Sandip Thakare, HOD, Mechanical Engineering
		Asst.Professor	Dr. Yogesh Bais, HOD, Electrical Engineering
		Asst.Professor	Dr. S. S. Khan, HOD, Computer Science and Engineering.
		Asst. Professor	Prof. Aatif Nawab, HOD, Civil Engineering
		Asst.Professor	Dr. Suraj Deshmukh, HOD, First Year
3.	One member from management	Management Representative	Mr.Ajay Waghmare, Secretary, Maitrey Educational Society
4.	Few senior administrative officers	Training and Placement Officers	Mr. Pravin Wat
		University Clerk	Mr. Ravi Mesharam
		Librarian	Mr. Milind Kahnekar
5.	One nominee from each local society, student, alumini	Nominee from Local Society	Mr. Yuvak Biradari, Social Worker
		Nominee from student	Mr. Ashik Kapse, 4 th yr CSE Ms. Madhavi Gedam, 3 rd yr Civil
		Nominee from Alumni	Mr. Swapnil Hage, Torana, IT Park Nagpur

Principal

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6.	One nominee from each Employers, industrialists	Nominee from Employers	Mr. Sandeep Zanwar, Komal AgroTech. Nagpur
		Nominee from industrialists	Mr. D. N. Wagh, Agro United Company, 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 11/06/2022 and action taken report.

The IQAC coordinator, along with members, approved the minutes of the meeting held on 11/06/2022.

2. Review of RTMNU result of Summer-2022 examination.

Head of all the departments, after submitting the result of S-2022 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. Organization of Induction Program.

The Internal Quality Assurance Cell (IQAC) has conducted Induction Programme to the UG and PG students of 2022-23 admission, in the month of November 2022. The HODs and Incharge of respective departments addressed the fresher's and during various sessions the students were introduced about the university, its teaching – learning process, infrastructure, basic amenities, etc. The various activities have been planned for the students to encourage their hidden skills. Such induction programs are conducted to create quality awareness and consciousness amongst all stakeholders

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4. Organization of Workshop and Faculty Development Program for Faculty members and Students.

The Principal, IQAC Coordinator instructed the faculty members to plan and organize various workshops and FDPs to improve the skills and knowledge of the faculty and students in various aspects.

5. Conduction of RTMNU practical examination

Conduction of RTMNU Practical Examination will be taken per university circular and guidelines. The exam In-charge was asked to follow the university guidelines and conduct the examinations.

6. Planning for Implementation of LCD Projector and Smart Board for ICT Learning.

The college is taking action to enhance ICT learning by providing students with the facility of smart boards and LCD projectors for educational purposes, fostering interactive and dynamic presentations. This initiative aims to enrich the educational experience through interactive and technology-driven teaching methods.

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Action Taken Report

The following action has been taken for IQAC meeting conducted on 17/09/2022.

Sr. No.	<u>Particulars of the agenda which are discussed</u>	<u>Action Taken</u>
1.	Approval of meeting minutes held on 11/06/2022 and action taken report.	The IQAC coordinator, along with members, approved the minutes of the meeting held on 11/06/2022.
2.	Review of RTMNU result of Summer-2022 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	Organization of Induction Program.	Internal Quality Assurance Cell (IQAC) had organized an induction program for UG and PG students of 2022-23 admission. HODs and in-charges of the respective departments addressed the new students and were introduced to the students during various sessions, about the university, its teaching-learning process, infrastructure, basic facilities etc. Various activities were planned for the students to encourage their hidden skills.
4.	Organization of Workshop and Faculty Development Program for Faculty members and Students.	Various workshop and FDPs were planned and organized as the instruction of IQAC Co-ordinator for improvement of skill and knowledge of faculty and students in various aspects.
5.	Conduction of RTMNU practical examination.	RTMNU Practical Examination was successfully conducted as per university circular and guidelines.
6.	Planning for Implementation of LCD Projector and Smart Board for ICT Learning.	The college has completed its action to enhance ICT learning by providing students with the facility of smart boards and LCD projector.

Principal
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IQAC Co-ordinator
NIETM, Nagpur



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NOTICE OF MEETING (A. Y. 2022-23)

This is to inform you that the meeting of IQAC committee members is scheduled for 11/06/2022 at the IQAC centre.

Agenda

1. Approval of meeting minutes held on 12/03/2022 and action taken report.
2. Planning for an academic calendar for the session 2022-23.
3. Planning for Classroom Teaching for the academic year 2022-23.
4. Review of the activities carried out in academic year 2021-22.
5. Review of Green Audit and Planning for E-Waste MOU.
6. Review of Academic Administrative Audit (AAA) 2021-22.

Principal
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IQAC Co-ordinator
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting (2022-23)

Meeting No. : 01

Date & Time: 11/06/2022 & 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. Aatif Nawab,	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. Darshan Bahadure	Accountant	
10.	Mr. Milind Kahnekar	Librarian	
11.	Mr. Yuvak Biradari	Social Worker.	
12.	Mr. Ashik Kapse,	4 th yr CSE - Student	
13.	Ms. Madhavi Gedam,	3 rd yr Civil - Student	
14.	Mr. Swapnil Hage	EE - Alumni	
15.	Mr. Sandeep Zanwar	Komal AgroTech. Nagpur (Employer)	
16.	Mr. D. N. Wagh	Agro United Company, Nagpur (industrialists)	
17.	Dr. M. K. Rahangdale	Vice-Principal (IQAC Co-rdinator)	

Principal
Nagarjuna Institute of Engineering
Technology & management



Maitrey Educational Society's

Nagarjuna

Institute of Engineering, Technology & Management

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Mobile No. : 9579850361, 362, 363

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Minutes of the Academic meeting

Meeting No. : 01

Date & Time: 11/06/2022 & 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. Aatif Nawab, 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
		Accountant	Mr. Darshan Bahadure
		Librarian	Mr. Milind Kahnekar
5.	One nominee from each local society, student, alumni	Nominee from Local Society	Mr. Yuvak Biradari, Social Worker.
		Nominee from student	Mr. Ashik Kapse, 4 th yr CSE Ms. Madhavi Gedam, 3 rd yr Civil
		Nominee from Alumni	Mr. Swapnil Hage, Torana, IT Park Nagpur.

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6.	One nominee from each Employers, industrialists, stakeholders	Nominee from Employers	Mr. Sandeep Zanwar, Komal AgroTech. Nagpur,
		Nominee from industrialists	Mr. D. N. Wagh, Agro United Company, 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 12/03/2022 and action taken report.**
The IQAC coordinator, along with members, approved the minutes of the meeting held on 12/03/2022.
- 2. Planning for an academic calendar for the session 2022-23.**
The principal and Vice-principal instructed of HOD to prepare academic calendar for new session 2022-23 and submit to IQAC before 25 June 2022 for approval. It is also focused on conducting the activities adhering strictly to academic calendar for the odd semester.
- 3. Planning for Classroom Teaching for the academic year 2022-23.**
The situation of covid-19 epidemic is over, so everyone should start teaching offline in classroom. Curriculum is change, according to RTM university, we have to implement an effective teaching method and encourage students for internship and various practical approaches developed in our teaching method. Also all the department are instructed to submit lesson plan and course material. Focus on student writing practice.
- 4. Review of the activities carried out in academic year 2021-22.**
The IQAC coordinator explained about the various activities carried out in academic session 2021-22. Report about the activities were presented at the meeting. All members expressed their gratitude to different departments and students for their efforts in the successful planning and execution of event.

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5. Review of Green Audit and Planning for E-Waste MOU.

The IQAC Co-ordinator take the review of Green Audit held in session 2020-21. The college has completed the implementation of the recommendations outlined in the green audit action report to enhance sustainability practices campus-wide, having aimed to reduce environmental impact and promote eco-friendly initiatives. The IQAC Co-ordinator is drafting an outlining their commitment to addressing e-waste through a Memorandum of Understanding (MOU) with relevant stakeholders. This initiative aims to enhance sustainable practices and minimize environmental impact within the campus community.

6. Review of Academic Administrative Audit (AAA) 2021-22.

The IQAC Co-ordinator explained about academic administrative audit (AAA) 2021-22. The college has completed a planning phase for an academic administrative audit focusing on learning outcomes and institutional effectiveness. This comprehensive assessment has led to great results, enhancing academic governance, streamlining administrative processes, and optimizing learning experiences for students.

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Action Taken Report

The following action has been taken for IQAC meeting conducted on 11/06/2022.

Sr. No.	Particulars of the agenda which are discussed	Action Taken
1.	Approval of meeting minutes held on 12/03/2022 and action taken report.	The IQAC coordinator, along with members, approved the minutes of the meeting held on 12/03/2022.
2.	Planning for an academic calendar for the session 2022-23.	The academic calendar for new session 2022-23 has been prepared and submit to IQAC on 22 June 2022.
3.	Planning for Classroom Teaching for the academic year 2022-23.	Offline teaching has been started and lesson plans and course materials were presented by all departments and faculty, focusing on student writing practice.
4.	Review of the activities carried out in academic year 2021-22	Presentation was given by the IQAC coordinator on report on events organized in the session 2021-22. All members appreciated the efforts taken by all the departments & team members for organizing & successfully conducting the events.
5.	Review of Green Audit and Planning for E-Waste MOU	The college has completed the green audit action report in October 2021, also finalized and outlined their commitment to addressing e-waste through a Memorandum of Understanding (MOU) with relevant stakeholders.
6.	Review of Academic Administrative Audit (AAA) 2021-2022.	The college has completed a planning phase for an academic administrative audit focusing on learning outcomes and institutional effectiveness.

Principal
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IQAC Co-ordinator
NIETM, Nagpur