



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. 2023-24)

This is to inform you that the meeting of IQAC committee members is scheduled for 12/06/2023 at the IQAC centre.

Agenda

1. Approval of meeting minutes held on 11/03/2023 and action taken report.
2. Planning for an academic calendar for the session 2023-24.
3. Planning for classroom teaching using ICT tools.
4. Review of the activities carried out in academic year 2022-23.
5. Review of NAAC work.
6. Review and planning of ISO Certification for Quality Management System

Principal

Nagarjuna Institute of Engineering
Technology & Management

IQAC Co-ordinator

NIETM, Nagpur



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Minutes of Meeting

Date: 12/06/2023

Time: 2:00 p.m.

Venue: Board Room

The following members were present for the meeting:

Dr. S. M. Kelo, Principal
Dr. M. K. Rahangdale, Coordinator.
Dr.J.Ambade, HOD, Mechanical Engineering..
Dr.Yogesh Bais, HOD, Electrical Engineering.
Dr.S.Khan, HOD, Computer Science and Engineering..
Mr.Aatif Nawab, HOD, CivilEngineering..
Dr. Suraj Deshmukh, HOD, First Year.
Mr. Sandip Thakre, Placement Officer.

The IQAC Coordinator welcomes all the members during the meeting.

1. The IQAC coordinator, along with members, approved the minutes of the meeting held on 12/06/2023.
2. The Principal and Vice-principal instructed of HOD to prepare academic calendar for new session 2023-24 and submit to IQAC before 26 June 2023 for approval. It is also focused on conducting the activities adhering strictly to academic calendar for the odd semester.
3. The IQAC coordinator provided an overview of the activities conducted during the academic session 2023-24, and a report on these activities was presented at the meeting. All members conveyed their appreciation to the various departments and students for their contributions to the successful planning and execution of the events
4. The Principal and Vice Principal conducted a review of the NAAC work. The in-charges for each criterion presented a progress report on the NAAC activities.
5. The Principal conducted the review of ISO Certification and its First Surveillance Audit done and instructed for the process needed for further surveillance.



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Action Taken Report

Sr. No.	<u>Particulars of the agenda which are discussed</u>	<u>Action Taken</u>
1.	Approval of meeting minutes held on 12/06/2023 and action taken report.	The IQAC coordinator, along with members, approved the minutes of the meeting held on 12/06/2023.
2.	Planning for an academic calendar for the session 2023-24.	The principal and Vice-principal instructed of HOD to prepare academic calendar for new session 2023-24 and submit to IQAC before 26 June 2023 for approval. It is also focused on conducting the activities adhering strictly to academic calendar for the odd semester.
3.	Planning for classroom teaching using ICT tools	Planning for classroom teaching using ICT tools involves integrating technology, training teachers, creating digital content, implementing blended learning, and using interactive assessments to enhance engagement and improve student learning outcomes.
4.	Review of the activities carried out in academic year 2022-23	The IQAC coordinator provided an overview of the activities conducted during the academic session 2022-23, and a report on these activities was shared at the meeting. All members expressed their appreciation to the departments and students for their dedicated efforts in successfully planning and executing the events.
5.	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.
6.	Review and planning of ISO Certification for Quality Management System	The Principal directed the IQAC Co-ordinator and other employees to coordinate for the further preparation and documentation needed for second surveillance.



Principal

Nagarjuna Institute of Engineering
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IQAC Co-ordinator

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NOTICE OF MEETING (A. Y. 2023-24)

This is to inform that the meeting of IQAC committee members is scheduled on 18/09/2023 at the IQAC centre.

Agenda

1. Approval of meeting minutes held on 12/06/2023 and action taken report.
2. Review of RTMNU result of Summer-2023 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. Review and planning of ISO Certification for Quality Management System

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Nagarjuna Institute of Engineering
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IQAC Co-ordinator
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Minutes of Meeting

Date: 18/09/2023

Time: 2:00 p.m.

Venue: Board Room

The following members were present for the meeting:

1. Dr. S. M. Kelo, Principal
2. Dr. M. K. Rahangdale, Coordinator.
3. Dr. Jaigopal Ambade, HOD, Mechanical Engineering.
4. Dr. Yogesh Bais, HOD, Electrical Engineering.
5. Dr. S. S. Khan, HOD, Computer Science and Engineering.
6. Prof. Aatif Nawab, HOD, Civil Engineering.
7. Dr. Mrs. S. Trivedi, HOD, First Year.
8. Mr. Sandip Thakre, Placement Officer.
9. Mr. Sudarshan Khandare, Student Representative (Boys)
10. Miss. Shivani Dan, Student Representative (Girls)

The IQAC Coordinator welcomes all the members to the meeting.

1. The IQAC coordinator, along with members, approved the minutes of the meeting held on 18/09/2023.
2. After submitting the S-2023 results to the Principal, the Heads of all departments conducted an analysis to identify advanced/fast learners and slow learners across various subjects. The Principal instructed improvements in curriculum aspects and emphasized the need for enriching students' subject knowledge. To enhance student performance, faculty members were encouraged to integrate more digital tools, assign additional assignments, and conduct more tests. Additionally, subject teachers with results below 60% were instructed to conduct extra classes and make additional efforts to support student learning.
3. In November 2022, the Internal Quality Assurance Cell (IQAC) organized an Induction Programme for the UG and PG students admitted in the 2023-24 academic year. During the programme, the Heads of Departments and Department In-charges addressed the freshmen. Various sessions were held to familiarize students with the university, its teaching-learning process, infrastructure, basic amenities, and more. Several activities were planned to help students discover and nurture their hidden talents. These induction programs aim to foster quality awareness and consciousness among all stakeholders.
4. Principal, IQAC co-ordinator along with faculty members planned and organized various workshop and FDPs for improvement of skill and knowledge of faculty and students in various aspects.
5. 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. The Principal conducted a review of the ISO certification and the first surveillance audit, and provided instructions for the necessary processes for future surveillance audits.



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Action Taken Report

Sr. No.	<u>Particulars of the agenda which are discussed</u>	<u>Action Taken</u>
1	Approval of meeting minutes held on 18/09/2023 and action taken report.	The IQAC coordinator, along with members, approved the minutes of the meeting held on 18/09/2023.
2.	Review of RTMNU result of Summer2023 examination.	After the Heads of Departments submitted the S2023 results to the Principal, an analysis was conducted to identify fast/advanced learners and slow learners across various subjects. The Principal directed improvements in the curriculum and emphasized the need for enhancing students' subject knowledge. To boost student performance, faculty members were instructed to incorporate more digital tools, assignments, and tests. Additionally, subject teachers with results below 60% were advised to conduct extra classes and put in additional efforts to improve outcomes.
3	Organization of Induction Program.	In September 2023, the Internal Quality Assurance Cell (IQAC) organized an Induction Programme for the UG and PG students admitted for the 202324 academic year. During the programme, the Heads of Departments and Department Incharges addressed the freshmen, and through various sessions, the students were introduced to the university's teaching-learning process, infrastructure, basic amenities, and more. A range of activities were planned to help students uncover and develop their hidden talents. These induction programs aim to raise quality awareness and foster a sense of responsibility among all stakeholders.
4.	Organization of Workshop and Faculty Development Program for Faculty members and Students.	The Principal, IQAC Coordinator, and faculty members collaboratively planned and organized a series of workshops and FDPs aimed at enhancing the skills and knowledge of both faculty and students in various areas
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.



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6.	Review and planning of ISO Certification for Quality Management System	The Principal directed the IQAC Co-ordinator and other employees to coordinate for the further preparation and documentation needed for second surveillance.
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NOTICE OF MEETING (A. Y. 2023-24)

This is to inform you that the meeting of IQAC committee members, including the coordinator, is scheduled for 15/01/2024 at the IQAC centre.

Agenda

1. Approval of minutes of Meeting held on 18/09/2023 and action taken report.
2. Review of the activities carried out in the odd semester 2023-24.
3. Planning for the academic session for an even semester 2023-24.
4. Planning for Mega Placement Drive 2023.
5. Planning and implementation for Second Surveillance for ISO Certification

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Minutes of Meeting

Date: 15/01/2024

Time: 2:00 p.m.

Venue: Board Room

The following members were present for the meeting:

1. Dr. M. K. Rahangdale, Director.
2. Dr. Jaigopal Ambade, HOD, Mechanical Engineering.
3. Dr. Yogesh Bais, HOD, Electrical Engineering.
4. Prof. Atul Akotkar, HOD, Computer Science and Engineering/ AIML.
5. Prof. Atif Nawab, HOD, Civil Engineering.
6. Dr. Moin Deshmukh, HOD, MBA
7. Dr. Mrs. S. Trivedi, HOD, First Year.

The IQAC Coordinator welcomes all the members to the meeting.

1. The IQAC coordinator, along with members, approved the minutes of the meeting held on 18/09/2023.
2. The IQAC coordinator presented a report on the events organized during the odd semester of 2023-24. The presentation highlighted the activities carried out, and all members expressed their appreciation for the efforts of the departments and team members in organizing and successfully conducting these events.
3. The Director and IQAC coordinator have directed all Heads of Departments to prepare the timetable, teaching plan, and load distribution for the upcoming even semester of 2023-24. Additionally, it was decided that faculty members from each department would publish research papers during the semester and participate in various Faculty Development Programs (FDPs).
4. The Director 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. The Director and IQAC coordinator instructed training and placement in charge looking 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.



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Action Taken Report

Sr. No.	<u>Particulars of the agenda which are discussed</u>	<u>Action Taken</u>
1	Approval of minutes of Meeting held on 18/09/2023 and action taken report.	The IQAC coordinator, along with members, approved the minutes of the meeting held on 18/09/2023.
2.	Review of the activities carried out in the odd semester 2023-24.	The IQAC coordinator provided an overview of the activities during the odd semester of 2023-24, presenting a report on the events organized during that period. All members acknowledged and appreciated the efforts of the departments and team members in organizing and successfully executing the events.
3.	Planning for the academic session for an even semester 2023-24.	The Director and IQAC coordinator have instructed all Heads of Departments to prepare the timetable, teaching plan, and load distribution for the upcoming even semester of 2023-24. Additionally, it was decided that faculty members from each department would publish research papers during the semester and participate in various Faculty Development Programs (FDPs).
4.	Activities to be planned as per Academic calendar for the student to develop their practical approach.	The Director 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 Director and IQAC coordinator have tasked Dr. S.S. Khan, the Training and Placement Incharge, with organizing the Mega Placement Drive, scheduled for the month of February. All Heads of Departments and faculty members are expected to make their best efforts to ensure the mass placement of our final year students with the best job profiles and the highest possible salary packages.



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6	Planning and implementation for Second Surveillance for ISO Certification	Since the date of conduction of last meeting, it is directed to fulfil the requirement for the documentation of ISO certification as directed by the Director.
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NOTICE OF MEETING (A.Y. 2023-24)

This is to inform you that the meeting of IQAC committee members is scheduled for 25/03/2024 at the IQAC center.

Agenda

1. Approval of meeting minutes held on 15/01/2024 and action taken report.
2. Academic audit of odd and even semesters for the session 2023-24.
3. Review of co-curricular and extra-curricular activities in odd and even semester 2023-24.
4. Review & preparation of NAAC work.
5. Review of Mega Placement activities.
6. Formalities completed for the ISO Certification


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Minutes of Meeting

Date: 25/03/2024.

Venue: Boardroom.

Time: 2:00 pm

This is to inform you that the meeting of IQAC committee members is scheduled for 25/03/2024 at the IQAC center.

The following members were present for the meeting:

1. Dr. M. K. Rahangdale, Director.
2. Dr. Jaigopal Ambade, HOD, Mechanical Engineering.
3. Dr. Yogesh Bais, HOD, Electrical Engineering.
4. Prof. Atul Akotkar, HOD, Computer Science and Engineering/ AIML.
5. Prof. Atif Nawab, HOD, Civil Engineering.
6. Dr. Moin Deshmukh, HOD, MBA
7. Dr. Mrs. S. Trivedi, HOD, First Year.

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

1. The IQAC coordinator discussed the meeting minutes held on 15/01/2024 in the presence of IQAC members, and IQAC unanimously approved it.
2. The IQAC Coordinator has directed the administrative department to prepare all necessary documents related to academic audits and reports for submission to the IQAC Coordinator.
3. Director, instructed to coordinator to plan co-curricular & Extra Curricular activities for the overall growth and development of the students.
4. The Director took reviewed NAAC progress work. The Director informed that the SSR is to be submitted immediately. So, all criteria in charge should be ready with their respective benchmarks for submission.
5. The review of Mega placement activities is to be taken. The co-ordinator an submitted the report of Mega Placement Drive 2024 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.
6. 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.



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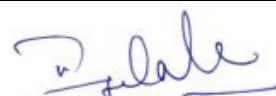
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Action taken report

S.NO.	<u>PARTICULARS OF THE AGENDA WHICH ARE DISCUSSED</u>	<u>ACTION TAKEN</u>
1	Approval of meeting minutes held on 15/01/2024 and action taken report.	The IQAC coordinator discussed the meeting minutes held on 15/01/2024 in the presence of IQAC members, and IQAC unanimously approved it.
2.	Academic audit of odd and even semesters for the session 202324.	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 of co-curricular and extra-curricular activities in odd and even semester 2023-24.	Principal, instructed to co-ordinator to plan co-curricular & Extra Curricular activities for the overall growth and development of the students.
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 Mega Placement activities.	A review of the Mega Placement activities is scheduled. The coordinator submitted the report on the Mega Placement Drive 2023 and has been requested to organize additional activities aimed at enhancing students' aptitude skills, communication skills, group discussion abilities, and other areas to better prepare them for campus recruitment.
6	Formalities completed for the ISO Certification	Certification by the Quality Research Organization had been procured and further it is valid for 365 days.


IQAC Co-ordinator
NIETM, Nagpur


Principal
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