



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. 2024-25)

This is to inform you that the meeting of IQAC committee members is scheduled for 10/06/2024 at the IQAC centre.

Agenda

1. Approval of meeting minutes held on 18/09/2023 and action taken report.
2. Planning for an academic calendar for the session 2024-25.
3. Planning for classroom teaching using ICT tools.
4. Review of the activities carried out in academic year 2023-24.
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: 10/06/2024

Time: 2:00 p.m.

Venue: Board Room

The following members were present for the meeting:

Dr. M. K. Rahangdale, Principal.
Prof. Rasik Upadhye, HOD, Mechanical Engineering..
Prof. Ashwini Walde, HOD, Electrical Engineering.
Prof. Atul Akotkar, HOD, Computer Science and Engineering..
Prof. Aatif Nawab, HOD, Civil Engineering..
Prof. 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 10/06/2024.
2. The Principal instructed of HOD to prepare academic calendar for new session 2024-25 and submit to IQAC before 30 June 2024 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 2024-25, 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 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 10/06/2024 and action taken report.	The minutes of the IQAC meeting held on 10th June 2024 were duly approved by the Coordinator along with the members
2.	Planning for an academic calendar for the session 2024-25.	The Principal directed the Heads of Departments to prepare the Academic Calendar for the academic year 2024-25 and submit the same to the IQAC by 2nd July 2024 for approval. He further emphasized the need for strict adherence to the approved Academic Calendar while conducting all activities of the odd semester.
3.	Planning for classroom teaching using ICT tools	Effective planning for classroom teaching using ICT tools encompasses the integration of technology, capacity building of teachers, creation of digital content, adoption of blended learning methodologies, and deployment of interactive assessment techniques to boost student engagement and achieve better learning outcomes.
4.	Review of the activities carried out in academic year 2023-24	The IQAC Coordinator gave a comprehensive overview of the activities undertaken during the academic year 2023-24 and presented the detailed report at the meeting. All members appreciated the departments and students for their sincere efforts and successful organization and execution of the events.
5.	Review of NAAC work.	The Principal and Vice Principal took a detailed review of the NAAC accreditation work. The criterion-wise in-charges presented progress reports on their assigned criteria.
6.	Review and planning of ISO Certification for Quality Management System	The Principal instructed the IQAC Coordinator and other faculty/staff members to work in coordination for the necessary preparations and documentation required for the upcoming second NAAC surveillance.


IQAC Co-ordinator
NIETM, Nagpur


Principal
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NOTICE OF MEETING (A. Y. 2024-25)

This is to inform that the meeting of IQAC committee members is scheduled on 21.10.2024 at the IQAC centre.

Agenda

1. Approval of meeting minutes held on 10/06/2024 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.

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IQAC Co-ordinator
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Minutes of Meeting

Date: 21.10.2024

Time: 2:00 p.m.

Venue: Board Room

The following members were present for the meeting:

1. Dr. M. K. Rahangdale, Principal.
2. Prof. Rasik Upadhye, HOD, Mechanical Engineering.
3. Prof. Ashwini Walde, HOD, Electrical Engineering.
4. Dr. S. S. Khan, HOD, Computer Science and Engineering.
5. Prof. Aatif Nawab, HOD, Civil Engineering.
6. Dr. Mrs. S. Trivedi, HOD, First Year.
7. Prof. Sandip Thakre, Placement Officer.
8. Mr. Sudarshan Khandare, Student Representative (Boys)
9. 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 21.10.2024.
2. After submitting the S-2024 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 September 2024, the Internal Quality Assurance Cell (IQAC) organized an Induction Programme for the UG and PG students admitted in the 2024-25 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.



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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 10/06/2024 and action taken report.	The IQAC coordinator, along with all members, approved the minutes of the meeting held on 10/06/2024.
2.	Review of RTMNU result of Summer-2023 examination	The Principal instructed all the faculties to prepare Result Analysis and do the necessary.
3.	Organization of Induction Program.	Planning of Induction Program carried out for Induction Program for Fresh First Year Students. Visit to Industry planned.
4.	Organization of Workshop and Faculty Development Program for Faculty members and Students	The Principal instructed to In-charge faculty for necessary action.
5.	Conduction of RTMNU practical examination.	Throughout the curriculum Practical's need to be carried out and Final Practical exam in accordance with the Laboratory Equipment must be carried out in strictly.

Principal

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NOTICE OF MEETING (A. Y. 2024-25)

This is to inform you that the meeting of IQAC committee members, including the coordinator, is scheduled for 13/01/2025 at the IQAC centre.

Agenda

1. Approval of minutes of Meeting held on 21.10.2024 and action taken report.
2. Review of the activities carried out in the odd semester 2024-25.
3. Planning for the academic session for an even semester 2024-25.
4. Planning for Mega Placement Drive 2025.
5. Planning and implementation for Second Surveillance for ISO Certification



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Minutes of Meeting

Date: 13.01.2025

Time: 2:00 p.m.

Venue: Board Room

The following members were present for the meeting:

1. Dr. M. K. Rahangdale, Principal.
2. Prof. Rasik Upadhye, HOD, Mechanical Engineering.
3. Prof. Ashwini Walde, HOD, Electrical Engineering.
4. Prof. Atul Akotkar, HOD, Computer Science and Engineering/ AIML.
5. Prof. Atif Nawab, HOD, Civil Engineering.
6. Dr. Nitin Shrigiriwar, 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 21.10.2024.
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.	Particulars of the agenda which are discussed	Action Taken
1	Approval of minutes of Meeting held on 21.10.2024 and action taken report.	The IQAC coordinator, along with members, approved the minutes of the meeting held on 21.10.2024.
2.	Review of the activities carried out in the odd semester 2024-25.	The IQAC coordinator provided an overview of the activities during the odd semester of 2024-25, 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 2024-25.	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 2024-25. 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 2025.	The Director and IQAC coordinator have tasked Mr. Atul Akotkar, 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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Principal

**Nagarjuna Institute of Engineering
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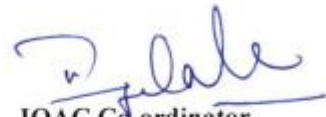
NOTICE OF MEETING (A.Y. 2024-25)

This is to inform you that the meeting of IQAC committee members is scheduled for 23/03/2025 at the IQAC center.

Agenda

1. Approval of meeting minutes held on 13/01/2025 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
7. IGPSI Activity
8. Increase in Intake of Computer Science & Engineering B.Tech. Branch and necessary activities of the same.


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Minutes of Meeting

Date: 23/03/2025.

Venue: Boardroom.

Time: 2:00 pm

This is to inform you that the meeting of IQAC committee members is scheduled for 25/03/2025 at the IQAC center.

The following members were present for the meeting:

1. Dr. M. K. Rahangdale, Director.
2. Prof. Rasik Upadhye, HOD, Mechanical Engineering.
3. Prof. Ashwini Walde, HOD, Electrical Engineering.
4. Prof. Atul Akotkar, HOD, Computer Science and Engineering/ AIML.
5. Prof. Atif Nawab, HOD, Civil Engineering.
6. Dr. Nitin Shrigiriwar, 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 13/01/2025 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.
7. Idea Generation Platform for Start-up and Innovation activities must be continued.
8. The Principal and Management instructed to do all necessary arrangements for additional intake of Computer Science & Engineering B.Tech. Branch.



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Action taken report

Sr.No.	Particulars of the agenda which are discussed	Action Taken
1	Approval of meeting minutes held on 13/01/2025 and action taken report.	The IQAC coordinator discussed the meeting minutes held on 13/01/2025 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 2024-25.	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.
7	IGPSI Activity	The Principal instructed to carried out the research activities and further action such as IGPSI Activity to be continued



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8	Increase in Intake of Computer Science & Engineering B.Tech. Branch and necessary activities of the same.	Computer Lab setup and Classroom is identified and accordingly Computers are allotted.
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Principal
Nagarjuna Institute of Engineering
Technology & Management

IQAC Co-ordinator

NIETM, Nagpur