

# **S. B. JAIN INSTITUTE OF TECHNOLOGY, MANAGEMENT & RESEARCH, NAGPUR.**

(An Autonomous Institute, Affiliated to R.T.M. Nagpur University)



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## **Agenda for Seventeenth Meeting of Internal Quality Assurance Cell (IQAC)**

1. Approval of minutes of IQAC 16<sup>th</sup> meeting held on 28<sup>th</sup> August 2021 & its action taken report.
2. Apprise with Institutional academic and other affairs of the Institute.
3. International Conference on Advancement in Science, Technology and Management-2021.
4. External Autonomy Audit 2020-21.

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## Minutes of Seventeenth Meeting of Internal Quality Assurance Cell (IQAC)

**Date:** 18<sup>th</sup> December 2021

**Time:** 2:00 p.m.

**Venue:** Online via Google-meet

### **Members Present:**

1. Mr. Sanjeev Agrawal, CEO, S.B.J.T.M.R., Nagpur
2. Dr. S.L. Badjate, Principal, S.B.J.T.M.R., Nagpur
3. Dr. Pankaj Thote, Dean Academics, IQAC Coordinator
4. Dr. Rupali Kelkar, Teaching Faculty
5. Mr. Vishnu Shastri, Accountant
6. Mr. Rajendra Pahade, Librarian
7. Dr. D.P. Kothari, Former VC, VIT, Vellore.
8. Mr. Indal Yadav, Branch Manager, Sahara India Bank, Nagpur
9. Mr. Gandhar Patwardhan, Director S2P Edu Tech, Nagpur
10. Mr. Dhroove Malik, Entrepreneur, Caredoc Health Pvt. Ltd.
11. Ms. Srishti Singh, Student Representative

### **Members Absent:**

Mr. Madhav Deshpande

Mr. Yogesh Sharma

Mr. Mandar Kulkarni

Ms. Ankita Gajbhiye

The IQAC Coordinator welcomed all the members to the meeting

1. Dr. Pankaj Thote read the **minutes of 16<sup>th</sup> meeting** & presented its **action taken report**. It was unanimously approved by all the members.
2. Dr. Pankaj Thote apprised the house with the following Institutional affairs carried out during the span and the Institute's academic planning of upcoming semesters:
  - a] He briefed the newly prepared Institute's feedback policy for UG and PG programmes wef. 2021-22. He stated that Institute feedback policy is an essential and

integral part of teaching learning process and continuous improvement. It helps in gathering the perception of learning experience, learning outcomes and compressive course review. Various feedbacks under the policy include theory/practical feedback, Course End Survey, Student's satisfaction survey, Programme end survey, Teacher Feedback, Parent feedback and feedback from other stakeholders. All the feedbacks received shall be analyzed actions shall be initiated at various levels for continuous improvement. Dr. D.P. Kothari appreciated the feedback policy.

b] He informed about the orientation session on Practice School-I carried out for students by Dean Academics.

c] He informed about the workshop conducted for all the faculties on 'Preparation of Course files and orientation of Institute's Laboratory guidelines under autonomy' for effective implementation of guidelines.

d] He also presented the academic planning through Institute's academic calendars.

3. Dr. S L Badjate informed about the International Conference on Advancement in Science, Technology and Management-2021 that is been organized by the Institute during 23<sup>rd</sup> December - 24<sup>th</sup> December, 2021. He stated that this conference shall bring the researchers from different domains of basic and applied sciences, engineering and management to a common platform wherein they can interact and share their contributions in recent research areas in these fields. He further elaborated that Indian Society For Technical Education (I.S.T.E), Institution of Engineers (Nagpur Local Chapter) and Institution of Electronics and Telecommunication Engineers (I.E.T.E. Nagpur Local Chapter) shall be the associated partners of the conference and the selected papers shall be published in the UGC CARE LIST Samriddhi Journal. All the members appreciated the initiative.
4. Dr. S L Badjate informed the house that since the Institute is an autonomous Institute, external autonomy audit must be conducted by the Institute every year and its report has to be submitted to the concerned authority. Dr. D P Kothari suggested forming a committee of experts for the same.
5. Mr. Rajendra Pahade requested the IQAC to conduct development programmes for non-teaching staff members for boosting their productivity and skillsets which was noted down.

The meeting ended with formal vote of thanks proposed by IQAC Coordinator, Dr. Pankaj Thote.

Prepared & Approved by,  
Dr. Pankaj Thote,  
IQAC Co-ordinator

**IQAC Coordinator**  
**S.B.Jain Institute of Technology.**  
**Management & Research, Nagpur.**

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## Action Taken Report of Seventeenth meeting

1. **Agenda 1/17:** Approval of minutes of IQAC 16<sup>th</sup> meeting held on 28<sup>th</sup> August 2021 & its action taken report.

**Action Taken:**

Minutes of IQAC 16<sup>th</sup> meeting held on 28<sup>th</sup> August 2021 & its action taken report were approved.

2. **Agenda 3/17:** International Conference on Advancement in Science, Technology and Management-2021.

**Action Taken:**

- A. The International Conference on Advancement in Science, Technology and Management-2021 was successfully organized during 23<sup>rd</sup> December - 24<sup>th</sup> December, 2021 by the Institute.

3. **Agenda 4/17: External Autonomy Audit 2020-21.**

**Action Taken:**

- B. The External Autonomy Audit was conducted by the Institute for the session 2020-21.

  
Dr. Pankaj Thote  
IQAC Coordinator

**IQAC Coordinator**  
S.B.Jain Institute of Technology  
Management & Research, Nagpur

  
Dr. S.L. Badjate  
Principal

**Principal**  
S. B. Jain Institute of Technology  
Management & Research,  
Nagpur.