

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

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



Emerge as a leading institute for developing competent and creative professionals

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

1. Approval of minutes of IQAC 17<sup>th</sup> meeting held on 18<sup>th</sup> December 2021 & its action taken report.
2. Discussion on regular Institutional Activities.
3. Discussion on Honors/ Major and Minor Specialization Scheme.
4. Discussion on Open Electives for multi-disciplinary learning.
5. Discussion on faculty development initiatives.
6. AQAR Report 2020-21.

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

**Date:** 26<sup>th</sup> March 2022

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

**Venue:** Conference Hall, S.B.J.I.T.M.R., Nagpur

### 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. Gandhar Patwardhan, Director, S2P Edu Tech, Nagpur
9. Mr. Indal Yadav, Branch Manager, Sahara India Bank, Nagpur
10. Ms. Srishti Singh, Student Representative
11. Mr. Dhroove Malik, Entrepreneur, Caredoc Health Pvt. Ltd.

### Members Absent:

Mr. Mandar Kulkarni  
MS. Ankita Gajbhiye,  
Mr. Yogesh Sharma  
Mr. Madhav Deshpande

The IQAC Coordinator welcomed all the members to the meeting.

1. Dr. Pankaj Thote read the **minutes** of 17<sup>th</sup> meeting & presented its **action taken report**. It was unanimously approved by all the members.
2. Dr. Pankaj Thote informed that the Institute has conducted External Autonomy Audit during the session 2020-21 by external committee constituted by experts Dr. Kishor Bhurchandi, Professor, VNIT, Nagpur, Dr. Abhijeet A. Asgashe, CoE, RCOEM,

Nagpur (Member) and Dr. Pradeep T. Karule, Professor, YCCE, Nagpur and their observation against the audit parameters were presented.

3. He informed that workshop on effective time management for non teaching staff members was conducted by the Institute. The purpose of this workshop was to utilize time effectively in the workplace.
4. He further informed that as per NAAC, structured feedback for design and review of syllabus must be collected from students, teachers, and other stakeholders, must be analyzed and action must be taken accordingly. The forms against these feedbacks were also presented before the members.
5. Dr.S L Badjate informed that the Honors/ Major and Minor Specialization shall be offered to B.Tech. students under autonomy from IV semester and onwards for their horizontal and vertical growth with additional learning, and hence suggestions were called from the members for effective implementation of the scheme. A brief discussion was carried out in this regard. Mr. Sanjeev Agrawal suggested for proper implementation of the scheme, a comprehensive well framed guideline must be prepared for students and hence requested Dean Academics for the same.
6. Dean Academics briefed the house about offering of Open Elective Courses to B.Tech. students for multidisciplinary learning. He further informed that proper guidelines shall be disseminated to the academic departments for proper allocation of open elective courses. Dr. Rupali Kelkar appreciated the Institute's initiative of preparing such standard guidelines for facilitating any of its academic endeavors and further stated that they are very beneficial for effective implementation at base level.
7. Mr. Sanjeev Agrawal highlighted the importance and role of SWAYAM/ NPTEL platforms for faculty and student development. A healthy discussion was carried out in this regard. He further stressed that the Institute must channelize in this direction so as to avail maximum benefits from these online platforms.
8. IQAC Co-ordinator presented the draft copy of the AQAR report 2020-21 prepared with the co-operation of various departments of the Institute and informed that the same shall be final uploaded to NAAC portal after proper review and verification.

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 Eighteenth meeting

**Agenda 1/18:** Approval of minutes of IQAC 17<sup>th</sup> meeting held on 18<sup>th</sup> December 2021 & its action taken report.

**Action Taken:**

Minutes of 17<sup>th</sup> meeting & its action taken report were approved.

**Agenda 3/18:** Discussion on Honors/ Major and Minor Specialization Scheme.

**Action Taken:**

Standard guidelines for Honors/ Major and Minor Specialization Scheme wef. 2021-22 was prepared and made available for its effective implementation.

**Agenda 4/18:** Discussion on Open Electives for multi-disciplinary learning.

**Action Taken:**

Standard guidelines for effective implementation of open elective courses of B.Tech. programmes wef. 2021-22 was prepared and made available for its effective implementation.

**Agenda 5/18:** Discussion on faculty development initiatives.


**Action Taken:**

So as to explore and utilize SWAYAM/ NPTEL platform in the best manner by the Institute, SWAYAM and Online Certification Committee has been constituted comprising of co-ordinator from each department and their role shall be to properly channelize the use of these platforms by their departments.

**Agenda 6/18:** AQAR Report 2020-21.


**Action Taken:**

Institute's AQAR Report 2020-21 was timely prepared and successfully submitted to NAAC.

  
Dr. Pankaj Thote  
IQAC Coordinator

**IQAC Coordinator**

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

  
Dr. S.L. Badjate  
Principal

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