

**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 Nineteenth Meeting of Internal
Quality Assurance Cell (IQAC)**

1. Approval of minutes of IQAC 18th meeting held on 26th March 2022 & its action taken report.
2. Apprising of Institutional activities
3. Internal Academic Audits
4. Discussion on Practice Schools

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Minutes of Nineteenth Meeting of Internal Quality Assurance Cell (IQAC)

Date: 23rd July 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. Ashish Lawrence, T&P Officer
6. Mr. Vishnu Shastri, Accountant
7. Mr. Rajendra Pahade, Librarian
8. Dr. D.P. Kothari, Former VC, VIT, Vellore.
9. Mr. Gandhar Patwardhan, Director, S2P Edu Tech, Nagpur
10. Mr. Indal Yadav, Branch Manager, Sahara India Bank, Nagpur
11. Mr. Dhroove Malik, Entrepreneur, Caredoc Health Pvt. Ltd.
12. Ms. Srishti Singh, Student Representative

Members Absent:

Mr. Yogesh Sharma
Mr. Madhav Deshpande
Mr. Mandar Kulkarni
Ms. Ankita Gajbhiye

The IQAC Coordinator welcomed all the members to the meeting.


1. Dr. Pankaj Thote read the **minutes of 18th meeting** & presented its **action taken report**. It was unanimously approved by all the members.
2. Dr. S L Badjate apprised the house with the following quality related activities carried out by the Institute:
 - a] IQAC cell in association with the department of mechanical engineering conducted training programme on soft skill, interpersonal skills & Basic Computer skills for all non-teaching staff members of the institute. All members appreciated the initiative.

b] The institute conducted an orientation session on “New Education Policy” by Prof. Rajendra Kakde, Advisor, AICTE, New Delhi. Salient features and merits of “New Education Policy 2020” were discussed in the session. A commitment was made by the Institute to implement NEP in its true sense and spirit. Mr. Sanjeev Agrawal, CEO of the trust assured to undertake proactive steps from time to time to ensure its effective implementation.

c] Dr. Rupali Kelkar requested for familiarization sessions of academic rules and regulations, Institute’s policies and guidelines for faculty members especially the newly joined ones so that all are well aware of it use effectively in their academic affairs. The suggestion was well appreciated by all the members and was noted down.

3. Dean Academics informed that Internal Academic Audit for session 2020-21[even] and session 2021-22[odd] were conducted in the month of May for all the academic departments of the Institute. The audit was carried out on several parameters broadly categorized under various sections viz. Theory, Laboratory, Examination, Evaluation and Internal Marks, BoS/ Class Incharge/ Student’s Project/ Industrial Training/Co &Extra-Curricular Activity & Faculty Personal File and Feedback and Facilities. The key observations and suggestions were presented along with the action taken. He emphasized that such regular audits helps in continuous improvement of the Institute’s academic systems and are conducted after completion of every semester session.
4. Dr. S L Badjate informed the house about the concept and objective of Practice Schools which is been made part of curriculum in B.Tech programmes. Dr. Pankaj Thote informed that under Practice School-II, the students will be undertaking activities for development of software proficiency and skill-sets in the relevant field and also they have the option to undertake Internship at establishments. Also, proper guidelines related to its orientation, undertaking of activities, performance monitoring, assessment & evaluation and finalization and submission of grades has been disseminated to all the departments in this regard. Similar kind of guidelines shall also provided for other Practice-School. Dr. D.P. Kothari and other members acknowledged the proactiveness and planning of the Institute in this regard.

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 Nineteenth meeting

Agenda 1/19: Approval of minutes of IQAC 18th meeting held on 26th March 2022 & its action taken report.

Action Taken:

Minutes of 18th meeting & its action taken report were approved.

Agenda 2/19: Apprising of Institutional activities

Suggestions Received: Familiarization sessions on academic rules and regulations, Institute's policies and guidelines for faculty members must be conducted.

Action Taken:

Orientation session on Institute Academic Rules and Regulations 2022-23 version 04, Course files preparation and laboratory guidelines was conducted by Dean Academics for all faculty members of the Institute.

Agenda 3/19: Internal Academic Audits

Action Taken:

Internal Academic Audit 2021-22 [EVEN Semester] of all academic departments were conducted in the month of Sep.-2022 and actions were taken accordingly.


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.