



GURU NANAK INSTITUTE OF TECHNOLOGY

Dahegaon Kalmeshwar Road Nagpur – 441501

Internal Quality Assurance Cell

Minutes of Meeting

Committee Name:-IQAC

Date:-03rd Jun 2019

Committee In-charge:-Prof.Raju Bondare

Venue: - M-I Board

Agenda of the meeting:-

- Action taken on the last IQAC Meet
- Quality of Education
- PDT Committee formation
- Library & Virtual Lab
- Training and Placement
- Attendance
- Sponsored Research Projects /Patents/Consultancy/Publications/FDP'S
- Extended activity-Social activities

Meeting of all IQAC members with Principal (Chairman IQAC) has been called in M-I Board Room on dated 03/06/2019 at 10.00 AM. Following members were present

Sr. no.	COMMITTEE MEMBERS	DESIGNATION	COMMITTEE POST
1.	Sardar Navneet Singh Tuli	Secretary	GNES
2.	Dr. Shudhir N. Shelke	Principal	Chairman, IQAC
3.	Prof. Raju Bondare	Assistant Professor CE	Head, IQAC
4.	Prof.Geetanjali P.Kale	Assistant Professor ASH	Co-ordinator, IQAC
5.	Prof. Narendra Wadaskar	H.O.D. ME	Member
6.	Prof. Sushant Gajbhiye	H.O.D. CE	Member
7.	Mr. Deepak Dhote	Operation Manager, IT-NetWorkz, Nagpur.	Member



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8.	Mr. Sagar R. Deogikar	Center Head, CADD, Nagpur.	Member
9.	Mr. Raj Arora	Director, Rewat Network Academy, Nagpur.	Member
10.	Mr. Pravin Jadhav	Managing Director, F6 Solutions, Nagpur.	Member
11.	Mr. Praful Baig	CEO, Astral Informatic (P) Ltd. Nagpur.	Member
12.	Rishabh Nimje	Alumini	Member
13.	Ankit Ranjan	Alumini	Member
14.	Shital Likhar	Liasoning officer	Member

Observers

1	Prof.Suyag B.Bhanjankar	-	Asst.Professor ME
2	Prof.Anjali		Asst.Professor CE

Principal & Chairman IQAC, Dr.Sudhir N.Shelke, welcomed all the members present for the meeting.

Agenda 1:-Review of earlier meeting

Resolution:- Following points were discussed

Prof.Raju Bondare ,IQAC Head briefed about action of previous IQAC Meeting dated 11TH July 2019 were reviewed and confirmed. He also presented the action plan for coming session.

Agenda 2: Review of the work done on the Objectives of IQAC as discussed by NAAC PEER Team dated 29.09.18 (Exist Meeting)

Resolution: Following points were discussed.

To achieve excellence in providing Quality Education through continuous improvement in all concerned processes and resources, for creating competent professionals with sound academic foundation and strong values.

Objectives of IQAC

1. To develop a system for conscious, consistent and catalytic improvement in the overall performance of the Institute.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best and innovative practices.
3. To channelize the efforts and measures of the institution towards academic excellence.



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4. To accelerate the activities in pre and post accreditation phases of the institute.

Agenda 3: PDT committee has been formed.

Resolution: Following points were discussed.

1. Prof.Manjusha Talmale has been declared as the PDT Coordinator for the Odd session of the academic year 2019-20.
2. Prof.Narendra Wadeskar & Prof.Geetanjali P.Kale will be the members of PDT Committee.

Agenda 4: All the HoD's are instructed for the submission of the following documents in soft & hard copies both till 10.06.19 to PDT Committee.

Resolution: Following points were discussed.

F1.About Department

F1.1:-Vision & Mission

F1.1.-PO, PEO Foundation Committee Members File

F1.1.2:-PO, PEO Framing File

F1.1.3:-PO, PEO Attainment File

F1.2:-Department Detailed File(Statistical Data)

F1.3:-Society & Foundation Related Files

F1.4:-Collaboration (MoUs & Tie-up's)

Agenda 5: Attendance.

Resolution: Following points were discussed.

- 1.It should be also instructed that Teacher-Guardian Scheme should be strictly followed and daily attendance of student to be sent to the office undersigned with following format mentioned, against their department till 10:00am.

Sr.No.	Department/Semester	Total strength of the students	No. of Present students	Roll No. of Absent Students	Reason of Absentee

Agenda 6: Faculty Development Program & Short Term Training Program

Resolution: Following points were discussed.

1. All the HoD's are instructed to organize Department wise at least one FDP or STTP.
2. Guest Lectures & Industrial visits should be arranged in this semester before Dec'19.

Agenda 7: Academic of GNI

Resolution: Following points were discussed.

1. Sessional exams in all the departments should be conducted from 29.07.19
2. Portion for sessional exams should be two units covering all the frequently asked questions by RTMNU
3. Exam timing should be 2.00 PM to 4.00 PM
4. Conduction of regular classes as per the time table should be followed for 09.00 AM to 2.00 PM



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5. English should be used as instructional language during the lecture hours.
6. Teaching feedback from the students should be taken by the HoD & same should be submitted in both the office for necessary action.

Agenda 08: First Year Induction

Resolution: Following points were discussed.

1. Charge of both the first year GNIT & GNIET has been given to Prof.Kishor Wagh.
2. First year HoD should groomed all the first year faculties about the new modified pattern & Scheme of First year syllabus by RTMNU.
3. First year Induction should be planned as per the AICTE Induction parameters & schedule of the same should be submitted in the Principal office.

Principal