



# GURU NANAK INSTITUTE OF TECHNOLOGY

Dahegaon Kalmeshwar Road Nagpur – 441501

## Internal Quality Assurance Cell

### Minutes of Meeting

Committee Name:-IQAC

Date:-01<sup>st</sup> Feb 2020

Committee In-charge:-Prof. Raju Bondre

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 01/02/2020 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

At the outset, Principal & Chairman IQAC, Dr. Sudhir N. Shelke, extended a cordial welcome to all the members present for the meeting.

The Head IQAC, recorded with a sense of gratitude the co-operation extended by all the coordinators.

The Head IQAC, informed the members that the present meeting has been convened to finalize the AQAR for the year 2018-19

The meeting was conducted adhering to the following time schedule.

Sr.No.	Department	Time Schedule		

### **Agenda 1:-** Review of earlier meeting

Resolution:- Following points were discussed

Prof. Raju Bondare, IQAC Head briefed about action of previous IQAC Meeting dated 03<sup>rd</sup> Jun 2019 were reviewed and confirmed.

### **Agenda 2:** Library & Virtual Lab

Resolution: Following points were discussed.

1. Virtual Lab practice should be done regularly.
2. Daily Library should be visited regularly & NPTEL practice should be done on



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regular basis.

### **Agenda 3: Academic of GNI**

Resolution: Following points were discussed.

1. Sessional-II exams in all the departments should be conducted from 16.08.19
2. Portion for sessional-II 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
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 4: Documentation**

Resolution: Following points were discussed.

1. Faculties should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time & are instructed for the submission of the documents of the same to both the Principal office (GNIET & GNIT) in soft & hard copies.
2. HoD'S should take care that all the notices should get uploaded on both the portals GNIT & GNIET.
3. Daily student's attendance should be submitted in both the office before 11.00 am

### **Agenda 3: On duty leave**

Resolution: Following points were discussed

1. Permission for OD's should be taken only from Principals.
2. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
3. Faculties should sign the attendance register while reporting for duty.



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## **Agenda 05: Co-curricular activities**

Resolution: Following points were discussed.

1. Youth day should be properly planned.
2. NSS bodies of both the colleges are instructed to planned 100 tree Plantation activity as per the direction of DTE as soon as possible. Co-ordinators for the same will be Prof. Vinod Sakhare & Prof. Amar Banmare
3. Mini project competition should be planned before 15<sup>TH</sup> of Aug' 19.

## **Agenda 06: Disciplinary Action**

Resolution: Following points were discussed.

1. Violation or non observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.
2. The Principal appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Technical Education.

Principal