



GURU NANAK INSTITUTE OF TECHNOLOGY

Dahegaon Kalmeshwar Road Nagpur – 441501

Internal Quality Assurance Cell

Minutes of Meeting

Committee Name:-IQAC

Date:-04th Jan 2019

Committee In-charge:-Prof.Reena Thakur

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 04/01/2019 at 11.00 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. Reena Thakur	H.O.D CSE	Head, IQAC
4.	Prof. Narendra Wadaskar	H.O.D. ME	Member
5.	Prof. Sushant Gajbhiye	H.O.D. CE	Member
6.	Prof. Praful Kumbhare	H.O.D. EE	Member
7.	Prof. Neha Chourasia	H.O.D. ETC	Member



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8.	Dr. Varsha Gaikwad	H.O.D. ASH	Member
9.	Mr. Deepak Dhote	Operation Manager, IT-NetWorkz, Nagpur.	Member
10.	Mr. Sagar R. Deogikar	Center Head, CADD, Nagpur.	Member
11.	Mr. Raj Arora	Director, Rewat Network Academy, Nagpur.	Member
12.	Mr. Pravin Jadhav	Managing Director, F6 Solutions, Nagpur.	Member
13.	Mr. Praful Baig	CEO, Astral Informatic (P) Ltd. Nagpur.	Member
14.	Rishabh Nimje	Alumini	Member
15.	Ankit Ranjan	Alumini	Member
16.	Shital Likhar	Liasoning officer	Member

Observers

1	Prof.Geetanjali P.Kale	-	Asst.Professor Mathematics
2	Prof.Raju Bondare		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.Reena Thakur ,IQAC Coordinator briefed about action of previous IQAC Meeting dated 17TH Sept 2018 were reviewed and confirmed. She also presented the action plan for coming session.

Agenda 2: 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 Even session of the academic year 2018-19.
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 12.01.19 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: 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 regular basis.

Agenda 6: 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 7: 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 March'19.

Agenda 8: Upcoming Events of Jan-2019.

Resolution: Event sheet for Jan-2019 has been prepared & should be implemented as discussed.



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Sr.No.	Date of Event	Event	Particulars	Organizing Department	Co-ordinators
1	03/01/2019	Savitribai Phule Jayanti	Essay Competition for all students	First Year	Dr. Archana Deshpande Prof. Geetanjali Kale
2	12/01/2019	Swami Vivekananda Jayanti	Poster competition (Main events of Swami Vivekanandaji)	EE & CSE	Prof.Praful Kumbhare Prof.Arпита Tekade
3	15/01/2019	Makar Sankranti	Haldi-Kumkum followed with refreshment for staff, Kite flying competition	First Year	Dr. Varsha Gaikwad Prof. Tushar Borkar
4	23/01/2019	Netaji Subhashchandra Bose Jayanti	Speech Competition and dialogues of Netaji Subhashchandra Bose (with dress up)	ME	Prof.Narendra Wadsekar Prof.Avinash Mankar
5	26/01/2019	Republic Day	Dancing, Singing, Drama	First Year	Prof.Farinder Katare Prof.Sadaf Gauhar
6	30/01/2019	Sadbhavana Divas (Mahatma Gandhi Punyatithi)	Marathon Race	CIVIL & ETC	Prof.Sushant Gajbhiye Prof.B.Bulki Prof.Neha Chaurasia

Principal

IQAC