

Internal Quality Assurance Cell

Minutes of Meeting

Date: 15th December 2020

Committee Name.IQSC

Mode:Online,Zoom Meet

Agenda of the meeting:-

Agenda 1:-Review of earlier meeting

Agenda 2: Strategies for Quality Education

Agenda3: Discussion about the Expert Talk

Agenda 4: R&D Cell

Agenda 5: AICET

Agenda 6: Library&Virtual Library

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.	Dr.N .S. Raman	Dean	Member
4.	Prof. Raju.Bondre	Asst.Professor	Committee Head
5.	Prof. Geetanjali.P.Kale	H.O.D. FY	Co-ordinator
6.	Prof. Narendra.Wadaskar	H.O.D. ME	Member
7.	Prof. Sushant.Ghajbhiye	H.O.D. CE	Member
8.	Mr. Deepak Dhote	Operation Manager, IT-NetWorkz, Nagpur.	Member
9.	Mr. Sagar R. Deogikar	Center Head, CADD, Nagpur.	Member
10.	Mr. Raj Arora	Director, Rewat Network Academy, Nagpur	Member

11.	Mr. Pravin Jadhav	Managing Director, F6 Solutions, Nagpur	Member
12.	Mr. Praful Baig	. CEO, Astral Informatic (P) Ltd. Nagpur.	Member
13.	Ms.Shahziya.Ansari	Asst.Professor	Member
14.	Ms.Priti.Nistane	Asst.Professor	Member
15.	Ankit Ranjan	Alumini	Member
16.	Shital Likhar	Liasoning officer	Member

1:

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.Bondre,IQAC Committee head briefed about action of previous IQAC Meeting were reviewed and confirmed. She also presented the action plan for coming session.

Resolution: Following points were discussed.

1. All the HOD's are instructed to prepare timetable for the academic session 2020-21.
2. Commencement of online classes
3. Online teaching should be done by using Zoom App, Google classroom or Google duo.
In addition to this PPT's of respective subjects plus recording of voice should be done.
4. Through links or YouTube the lectures should be shared with student
5. RTMNU updated syllabus should be followed.
6. Academic calendar for the session 2020-21 should be prepared.
7. E-Notice board of all the branches should be updated.

Agenda2: Quality Education

Resolution:Following Points we discussed.

- 1.All the HOD's should examine that the lectures have been conducted in their departments in their departments.
- 2.Regular tests should be held.
- 3.Extra classes for the weak students should also be conducted.
- 4.E.Learning should be given importance.

Agenda 3: Expert Talk

Resolution: Following points were discussed.

- 1.Discussion about Sustainable Development.
- 2.Adoption of Villages

Agenda 4: Research and Development Cell

Resolution: Following points were discussed.

- 1.Selection of Co-ordinators
- 2.Every department should have a Departmental plan for R&D.

Agenda 6: Discussion about All India Council For Technical education

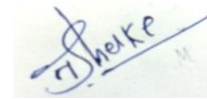
Resolution: Following points were discussed.

1. About the registration for various programs organized by the AICET.
2. Faculty members should get registered themselves, in ISTE.

Agenda 7: 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.

A handwritten signature in blue ink, appearing to read "S. S. S. S. S." with a horizontal line underneath.



GURU NANAK INSTITUTE OF TECHNOLOGY

Dahegaon Kalmeshwar Road Nagpur – 441501

Internal Quality Assurance Cell

Minutes of Meeting

Committee Name:-IQAC

Date:8thMarch.2021

Venue: - M-I Board

Agenda of the meeting:-

- Action taken on the last IQAC Meet
- Setting the mile stone of Innovation & Incubation Center
- New methods for Online mode of Teaching
- 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 08/03/2021 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.	Dr.N .S. Raman	Dean	Member
4.	Prof. Raju.Bondre	Asst.Professor	Committee Head
5.	Prof. Geetanjali.P.Kale	H.O.D. FY	Co-ordinator
6.	Prof. Narendra.Wadaskar	H.O.D. ME	Member



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7.	Prof. Sushant.Ghajbhiye	H.O.D. CE	Member
8.	Mr. Deepak Dhote	Operation Manager, IT-NetWorkz, Nagpur.	Member
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14.	Ms.Priti.Nistane	Asst.Professor	Member
15.	Ankit Ranjan	Alumini	Member
16.	Shital Likhar	Liasoning officer	Member

Observers

1	Dr.N.S.Raman	Dean
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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.Bondre,IQAC Coordinator briefed about action of previous IQAC Meeting which was held previously were reviewed and confirmed. He also presented the action plan for coming session.

a.Objectives of IQAC as discussed by NAAC PEER Team dated (Exit 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.

b.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.

c: PDT committee has been formed.

Resolution: Following points were discussed.

2. Prof.Narendra Wadeskar & Prof.Geetanjali P.Kale will be the Members of PDT Committee.

d: All the HoD's are instructed for the submission of the following documents in soft & hard copies 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 2. Setting the mile stone of Innovation & Incubation Center

To facilitate the creation of ideas and Inventions that benefits society which are ready by the end of the Incubation programme,and discussion about signing the MOU with Raman Science Center.

Agenda3.New Methods of Online Mode of Teaching.

To provide effective teaching,and make the online mode of teaching more beneficial and to provide quality education to the students

Agenda 4: 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 5: Attendance.

Resolution: Following points were discussed.



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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 .

Principal

Internal Quality Assurance Cell

Minutes of Meeting

Date: 05th June 2020

Committee Name.IQSC

Mode:Online,Zoom Meet

Agenda of the meeting:-

Agenda 1:-Review of earlier meeting

Agenda 2: Skill Development activity

Agenda3: Quality Education

Agenda 4: E-Page for FB and magazine

Agenda 5: Projects

Agenda 6: Online Faculty Development Program & Short Term Training Program

Agenda 7: World Environment Day celebration

Agenda.8;Skill.Development Programme

Agenda 9: Library & Virual library

Agenda 10: Faculty Development Program & Short Term Training

Following members were present

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In addition to this PPT's of respective subjects plus recording of voice should be done.
4. Through links or YouTube the lectures should be shared with student
5. RTMNU updated syllabus should be followed.
6. Academic calendar for the session 2020-21 should be prepared.
7. E-Notice board of all the branches should be updated.

Agenda 2: Skill Development activity

Resolution: Following points were discussed.

1. Prof.Niranjan Chitare has been appointed as the soft skill head for the online Skill development activity for the session

Agenda3: Quality Education

Resolution: Following Points we discussed.

1. All the HOD's should examine that the lectures have been conducted in their departments in their departments.
2. Regular tests should be held.
3. Extra classes for the weak students should also be conducted.
4. E-Learning should be given importance.

Agenda 4: E-Page for FB and magazine.

Resolution: Following points were discussed.

1. Prof.Mankar has been given the charge of e-page design of Mechanical Department for the session 2020-21.
2. Prof. Katare has been given the charge of e-page design of Civil Department for the

session 2020-21.

Agenda 5: Projects

Resolution: Following points were discussed.

1. All the HOD's are instructed to take the update of online projects of their students as the last date for the same.

Agenda 6: Online 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 Online FDP or STTP.
2. Guest Lectures through webinars should be plan.

Agenda 7: World Environment Day celebration

Resolution: Following points were discussed.

1. All the faculties are instructed to plant atleast one plant at their place on this

World Environment Day-5th June 2020  since Institute is unable to celebrate it in College campus because of pandemic COVID19 situation.

Agenda.8;Skill.Development Programme

Resolution: Following Points were Discussed

1. Various Competitions to be held for the personality development of the students of our institute.
2. Sessions to be conducted for the students regarding Campus Drive.

Agenda 9: Library & Virtual Lab

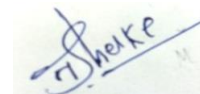
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Agenda 10: Faculty Development Program & Short Term Training Program

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



Principal