



J D College Of Engineering & Management, Nagpur

Khandala, Post:Valni, Near Hanuman Temple, Borgaon Fata,
Kalmeshwar Road, Nagpur - 441 501 (M.S.)

Internal Quality Assurance Cell (IQAC)

NOTICE

Date: 9/4/2018

This is to inform all the IQAC members that the meeting of Internal Quality Assurance Cell is scheduled on :

Date: 18/4/2018

Venue: Principal's Office

Time: 4pm

The following agenda shall be discussed in the meeting:

- The line of action and feedback of the steps initiated during the previous meeting.
- Follow up work of international conference ICATSD'2018.
- Implementation of structured performing arts courses in dance, drama, music
- Aptitude training classes strategy
- Any other matter with the permission of the chair

Dr.S.R.Chaudhari,

Chairman,IQAC

- Soft Copy for kind information to: Hon. Directors
- Soft Copy for circulation and NA:HODs: CSE/IT,EN/ETC, EE,Civil, Mech, MBA, FYBE, TPO, Accounts



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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting Held on 18/4/2018

Date: 23/4/2018

- At the outset , the Chairman welcomed the members present for the meeting.
- Co-ordinator read out the MOM of the previous meeting and also asked the concerned members to share the feedback of the activities decided in the previous meeting.
- USD briefed the members about the status of AQIS proposals send by the departments. Total 10 STTPs were applied by the faculty members and HoDs. One proposal for Skill and Personality Development Centre for SC/ST students was also send by USD.
- Hon. Director appreciated the increasing number of proposals being send and also suggested that in order to receive sanction for the same, all the proposals before being send will be discussed with the research committee or IQAC members.

Expected Line of Action: The uploading of AQIS proposals usually starts in the month of October. Once the advertisement is out, the HoDs will be identifying the proposals from the respective departments. IQAC will finalize the date for proposal scrutiny. The topic, objective and outcome will be finalized in consultation with Research Committee and IQAC.

- Prof. B.R.Mahajan gave the comprehensive record of the International Conference in the position of the Convenor of the conference.
- It was suggested by the Chairman that the team should initiate efforts towards establishing Centre for Appropriate Technologies and Sustainable Development.
- Prof. Sunil Gupta suggested that IISC Bangalore, IIT Chennai have dedicated centers for the same ,so the members should visit any of these centers to get the idea of how to initiate the proceedings.
- Prof. B.R.Mahajan was assigned to co-ordinate the visit in the near future.

Expected Line of Action: Prof.Mahajan shall initiate communication with the concerned institutes and finalize the date of visit.

- Dr.U.S. Dange proposed the structured courses for dance , drama, music. The deliberations were conducted on the policy paper which was read out for the members present.
- Wellness Centre was vested with the responsibility of implementing theses training modules.

Expected Line of Action: Head, Wellness Centre to initiate the process of preparation of syllabus by the concerned teachers.

- TPO gave the comprehensive account of aptitude training given to the students from Jan'2018.

- TPO also suggested that in order to increase the placement of students in Tier I Companies, the parents of Super 40 should also be involved as a part of training /sensitization intervention.
- Dr.S.V.Sonekar proposed that the parents will be addressed by the Hon.Chairman Sir during the initial period after the commencement of the session.
- Hon. Director also proposed that the other members of the management will also interact with the super 40 students , Dr. Sonekar was asked to work out on the feasibility and schedule for such interactions.

Expected Line of Action: TPO to finalize the dates for the above for the above in consultation with HODs and TPO.

- In order to enhance the quality of teaching learning process, the faculty development program for newly inducted teachers may be conducted in association with Wellness Centre. Dr.Philip

Expected Line of Action: IQAC Co-ordinator and Wellness Centre to design the course contents.

- The meeting concluded with thanks to the chair and the members present.



Dr.U.S.Dange,

Co-ordinator, IQAC



Dr.S.R.Chaudhary,

Chairman, IQAC

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Internal Quality Assurance Cell (IQAC)

NOTICE

Date: 20/8/2018

This is to inform all the IQAC members that the meeting of Internal Quality Assurance Cell is scheduled on :

Date: 24/8/2018

Venue: Principal's Office

Time: 3pm

The following agenda shall be discussed in the meeting:

- The line of action and feedback of the steps initiated during the previous meeting.
- Application for academic autonomy.
- Training program for Non Teaching during lien period.
- Any other matter with the permission of the Chair.

Dr.S.R.Chaudhari,

Chairman,IQAC

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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting Held on 24/08/2018

Date: 27/08/2018

- At the outset the members present were greeted and welcomed by the Co-ordinator IQAC.
- IQAC Co-ordinator read out the minutes of the previous meeting.
- Compliance of the line of action initiated by the concerned was also given by respective individuals.
- Hon. Director, Prof. P.B.Maheshwary was congratulated on behalf of the members present on receiving doctoral degree from Rajiv Gandhi Technological University, Bhopal by the Chairman of IQAC.
- TPO gave the account of Super 40 Batch training and sensitization details. She also briefed about the interaction with the parents with Hon.Chairman, JES
- In order to receive the funds from UGC,MHRD, the college must seek 2f 12(B) certificate from UGC. (Chairman IQAC).

Expected Line of Action: Dean(Admn) to prepare proposal for the same and submit it to UGC through the Registrar, DBATU

- On behalf of the management, Dr. Maheshwary conveyed that since the college will be completing 10 years in October'2018, as a part of its realizing mission statement, the college should apply for autonomy.

Expected Line of Action: The proposal will be prepared and submitted by the Office of the Principal and on receipt of 2f 12(B) Certificate from UGC. In the meanwhile the gazette for autonomy and other requirements be studied in detail by Dean (Admn) and all the Heads.

- Dr. Sonekar suggested that in order to enhance the service quality of the college, training programme for Non teaching staff members may be conducted. This will enhance their involvement and delivery quality.
- Dr, Pradnyakar suggested that the course contents should be customized to meet the need of JDCOEM non teaching employees.

Expected Line of Action: Dean(Admn) and Co-ordinator IQAC to design course contents and tentative schedule of the course.

- The meeting ended on thank you note by the Chairman IQAC.

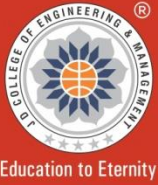
Dr.U.S.Dange,

Co-ordinator, IQAC

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Internal Quality Assurance Cell (IQAC)

NOTICE

Date: 19/12/2018

This is to inform all the IQAC members that the meeting of Internal Quality Assurance Cell is scheduled on :

Date: 21/12/2018

Venue: Principal's Office

Time: 3.30pm

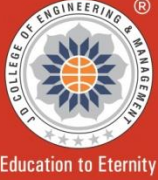
The following agenda shall be discussed in the meeting:

- The line of action and feedback of the steps initiated during the previous meeting.
- Autonomy preparation
- Academic Audit(Internal)
- Status of AQIS 2017-18 and new proposals for 2018-19
- Vibrance ,Brainwaves
- Out Come based pedagogy and Activity Based Learning
- DBATU FDP on Product Designing, NITTR FDP
- Any other relevant matter with the permission of the chair.

Dr.S.R.Chaudhari,

Chairman, IQAC

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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting Held on 21/12/2018

Date: 23/12/2018

- At the outset the members present were welcomed and greeted by the Chairman, IQAC.
- The compliances of the previous meeting were presented.
- Hon .Director congratulated the Principal and his team for the college being selected by Govt.of Maharashtra, DBATU to improve ranking in NIRF, Times Education through ICARE.
- Dean (Admn) conveyed that the College received 2(f) Certificate from UGC .However the college had applied for 2f and 12(B) as well. She also stated that the college has initiated further communication with UGC for 12(B) as well.
- Chairman of the IQAC conveyed that the autonomy proposal has been send to DBATU and an advance copy to UGC as well on receipt of 2(f), since for autonomy only 2(f) is required.
- Hon. Director congratulated the entire team for preparing the proposal.
- It was informed by Dr.S.V.Sonekar that internal academic audit is underway on the basis of the guidelines received from DBTU.
- Co-ordinator IQAC proposed that the Appraisal forms may be modified on the lines of academic audit formats of DBATU as it contains the comprehensive account of teacher's involvement in curricular and co curricular aspects.
- The academic audit format of DBATU was presented before the committee members for discussion. All the members present agreed to the modifications in the prevailing formats for appraisal.

Expected Line of Action: Dr. S.V. Sonekar to initiate the modifications in the formats and also to incorporate the same in HR Manual for 2019-20.

- Co-Ordinator IQAC also shared the snapshots of training program for non teaching held during 15/10/2018-19/10/2018.
- Hon.Director, Dr. Mahehsuary suggested that in future such FDP on Excel applications be taken on minimum charges from the participants to enhance the outcome of such initiatives. Faculty may undertake online course from NPTEL, Edx on Excel applications for imparting such trainings.
- Prof.S.M.Bang suggested that before conducting any such training program, Recognition of Prior Learning (RPL) be assessed by the organizers so as to enable them to deliver the required contents.

Expected Line of Action: Co-Ordinator IQAC to explore the courses and Heads to identify the departmental faculties to enroll for such online courses.

- Co-ordinator IQAC also shared with the members present that the results for AQIS 2017-18 were out. 2 proposals completed the Expert Evaluation i.e the proposal on Alternative building material by Dr.S.R.Chaudhary . SPDP by Dr.Ujwala Dange has been recommended and provisionally granted. This may be seen on AQIS Status tab though AICTE Login.

- For the year 2018-19 total 12 proposals were send.6STTPS, 2RPS in MBA,1 SPDP and 1 Prerna Scheme along with 2 MODROB proposals. This time all the proposals were screened by Research Committee and IQAC as per the IQAC meeting held on 23/4/2018.
- Hon. Directors expressed satisfaction over the increase in number of proposals and the variety of proposals.
- In order to enhance the quality of Vibrance, and the feedback received from students and teachers, Dean(Capacity Building) proposed that the Vibrance 19 may be conducted during 24th-26th January'19 during the evening hours. The Vibrance will be conducted for In House students only.
- All the members present agreed for the same and also proposed to allot slots practice slots for faculty practice.

Expected Line of Action:

Dean(Capacity Building) and Vibrance In charge to prepare time table to ensure hassle free academic activities even on practice days.

- Brainwaves 19 may be conducted after completion of RTMNU academics (SVS).
- The members present agreed for the same.
- Dr.Maheshwary expressed concern over teaching pedagogy and expressed urge that all the pedagogic interventions to be totally out come based. Measures are to be initiated towards Teacher's awareness about out come based pedagogy.
- Chairman (IQAC) suggested that series of lectures may be undertaken by Hon. Director Sir on Outcome based Pedagogy and himself on Continuous Evaluation and Activity Based Learning.

Expected Line of Action:

The schedule shall be prepared by Hon. Director's Office. This will be executed during non academic days.

- Prof. B. R.Mahajan conveyed that the college has received sanction from DBATU to conduct FDP on Product Design and Development and NITTR, Kolkatta for FDP on "Problem Solving and Decision Making".

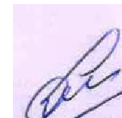
Expected Line of Action:

- Prof. B.R.Mahajan to co-ordinate both the FDPs and make the necessary preparations.
- The meeting was concluded with a thanks to the chair and the members present.



Dr.U.S.Dange,

Co-ordinator, IQAC



Dr. S.R. Chaudhary,

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Internal Quality Assurance Cell (IQAC)

Notice

Date: 21/03/2019

This is to inform all the IQAC members that the meeting of Internal Quality Assurance Cell is scheduled on :

Date: 25/03/2019

Venue: Principal's Office

Time: 3.30pm

The following agenda shall be discussed in the meeting:

- The line of action and feedback of the steps initiated during the previous meeting.
- Autonomy preparation
- India Skill Report 2019
- Administrative changes
- Research funding from Corporate Houses
- Foreign Collaboration, ERASMUS Programme
- Any other relevant matter with the permission of the Chair

Dr.S.R.Chaudhari,

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Internal Quality Assurance Cell (IQAC)

Minutes of the meeting held on 25th March'2019

Date: 28/03/2019

- At the outset all the members present were welcomed and greeted by the Chairman, IQAC.
- As a part of autonomy preparation, the issue regarding preparation of Ordinances and regulations, statutory committees, Syllabus scheme adhering to Model Curriculum of AICTE ahead of Autonomy Committee visit. The syllabus scheme should have credits for the courses on Entrepreneurship Development, Performing Arts, Aptitude.

Expected Line of Action:

All the Heads to suggest the points in ordinances, examinations and evaluation system. Workshop on Examination and Evaluation, Grade Points to be conducted after the completion of academic work during the last week of April'19 and 1st Week of May. Heads to give suggestions till 15th April'2019.

Statutory committees to be prepared by Dean(Admn) in consultation with Hon. Directors and Hon. Principal as per the point no.13 UGC Notification dated 12th Feb'2018. Syllabus Scheme also to be submitted to the Office of the Principal on 15th April'2019.

- Co-ordinator IQAC shared the major findings of India Skill Report ahead of placements for the students graduating in 2020. The key jobs will be in Design, Artificial Intelligence, Analytics, R&D. the most preferred skills will be Communication Skills, Adaptability and Learning Agility and Fluency in English Communication. Civil and Mechanical Engineering shall explore the customized placement opportunities for the students since these branches do not have mass recruiting opportunities.

Expected Line of Action:

All the HoDs, TPO to study the report in detail and identify the Key Improvement areas and explore the opportunities through T&P and personal networking as well.

All the training & Development interventions will be undertaken keeping in view the India Skill Report 2019.

- In order to improve the efficiency of administrative system, salary management Mr. Omkar Jasrotia , Accounts Officer suggested to change the attendance cycle from 26th of current month to 25th of next month from the month of March'19 itself.
- Dean(Admn) also suggested the time lines for receipt of attendance, CCL credit, reporting time etc.

Expected Line of Action:

Dean(Admn) to communicate the same to all the teaching and non teaching faculty members.

Dr.Bhushan Mahajan and Prof.Lohe suggested that apart from AQIS, the faculties should explore the research funding opportunities from DST & Corporate Houses respectively to enhance the research aptitude of the faculty and students.

Expected Line of Action:

Co-Ordinator IQAC to explore the above opportunities and communicate the same with the IQAC members.

Hon.Director suggested that the college should also explore the opportunities for foreign collaborations in order to elevate the level of the institute.

Expected Line of Action:

Co-Ordinator IQAC to explore the above opportunities in EU countries through various agencies.

- The dates for workshops on OBE , Evaluation System were conveyed by Dean(Admn).
- The meeting was concluded with thanks to chair and the members present.



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Dr.S.R.Chaudhary,

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Internal Quality Assurance Cell (IQAC)

Action Taken Report of the meeting held on 20/08/2018

Sr. No	Item No	Decision	Action taken
1	To approve the minutes of meeting held on 18/4/2018	The minutes were approved.	MOM were kept on record.
2	Application for academic autonomy	Office of the Principal through Dean(Admn) shall apply for 2f and 12(B) as a first step towards autonomy application to UGC	Application made to UGC for 2f 12(B)
3	Training program for Non Teaching during lien period.	Co-ordinator IQAC to prepare the proposal for training of Non Teaching	Proposal prepared.

Udange

Co-ordinator,
IQAC



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Action Taken Report of the meeting held on 21/12/2018

Sr. No	Item No	Decision	Action taken
1	To approve the minutes of meeting held on 24/8/2018	The minutes were approved.	MOM were kept on record.
2	Review Preparation for autonomy	Office of the Principal in the process of preparation of autonomy proposal.	Proposal prepared and submitted on receipt of 2f and 12B certificates from DBATU
3	Internal academic audit	Formats for Internal Academic Audit to be prepared on the lines of DBATU audit format.	Formats were prepared and shared.
4	Status of AQIS 2017-18,18-19	Consideration/ acceptance of AQIS 2017-18 and 18-19 were informed..	The details were shared with the concerned departments for record.
5	Scheduling of college events Vibrance and Brainwaves	Vibrance 2019 to be conducted during 24 th to 26 th January in the evening hours. Brainwaves to be conducted after completion of academics of RTMNU	Vibrance was scheduled during 24 th to 26 th January. Brainwaves was conducted in the month of March.
6	Preparation of Outcome Based Pedagogy and activity based learning	More sessions on Outcome Based Pedagogy to be conducted.	Sessions conducted on Outcome Based Pedagogy
7	DBATU FDP on Product Designing, NITTR FDP	Dr. B. R. Mahajan to co-ordinate both the FDPS.	FDPs were conducted.

Udange

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Action Taken Report of the meeting held on 25/03/2019

Sr. No	Item No	Decision	Action taken
1	To approve the minutes of meeting held on 21/12/2018	The minutes were approved.	MOM were kept on record.
2	Autonomy preparation in view of Committee visit	Ordinances, statues, syllabus, committees, syllabus to be prepared	Preparations in initiated for the same.
3	India Skill Report 2019	TPO and HoDs to study India Skill Report.	Report shared with TPO and HoDs
4	Administrative Changes	Salary calculation cycle to be changed.	Salary cycle changed from 26 th to 25 th and communicated to all the faculty members.
5	Research funding from Corporate houses.	Explore more funding sources such as DST,	Dr. B. R. Mahajan to look for DST projects.
6	Foreign collaborations	Foreign collaborations through ERASMUS to be explored.	Communication initiated with agency offering foreign collaboration .

Ubdange

Co-ordinator,
IQAC