



**J D College of Engineering  
& Management, Nagpur**

**An Autonomous Institute**

Khandala, Post Valni, Near Hanuman Temple,  
Borgaon Fata, Kalmeshwar Road,  
Nagpur-441501 (MS)

## Internal Quality Assurance Cell (IQAC)

**Vision:** To enhance quality in all the institutional systems and processes involving all the stakeholders.

**Mission:** To Design, Develop & Implement the various quality initiatives encompassing Scholastic, Co-Scholastic interventions to achieve excellence in Technical & Management Education.

### NOTICE

Date:30/06/2021

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

Date: 16/07/2021

Venue: Office of the Principal

Time: 4.00pm

The following agenda shall be discussed in the meeting:

1. To confirm the minutes of the meeting held on 19/03/2021.
2. To apply for NAAC extension.
3. To review the performance of Internal Audit.
4. To take review of placement and introduce skill development courses.
5. To ascertain the feasibility of mandatory CRT course for 5<sup>th</sup> Semester.
6. To accord felicitation to the newly appointed Vice Chancellor of RTM Nagpur University, Dr. S. R. Chaudhari
7. To discuss any other matter with the permission of the chair.

Chairman,

IQAC

- Copy for kind information to: Hon. Directors
- Copy to all the IQAC members for NA



## Internal Quality Assurance Cell (IQAC)

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### MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) held on 16/07/2021.

The following members were present for the meeting:

Sr.No.	Name of the Committee Member	Particulars
1	Prof. S. M. Bang	Management Representative
2	Prof. (Dr) S.V. Sonekar	Chairman
3	Dr. Ujwala Dange	Co-ordinator
4	Dr. Sanjay Haridas	Member
5	Dr. Namrata Pradnyakar	Member
6	Mrs. Surabhi Pranav	Member
7	Dr. B. R. Mahajan	Member
8	Dr. S. R. Vaishnav	Member
9	Mrs. Supriya Sawashere	Member
10	Mrs. Neetu Gynachandani	Member
11	Mrs. Atika Ingole	Member
12	Mr. Hemant Baitule	Member
13	Mr. Omkar Jasrotiya	Member

Since the new representatives from other colleges and Alumni were in process of finalization, they were not part of meeting.

At the outset the newly inducted members Prof.S.M.Bang, Management representative, Mrs. Supriya Sawashere, Mrs.Atika Ingole were welcomed by the Chairman, IQAC and expressed that these new members will add further values to the IQAC deliberations.

#### **Item No.1: Confirmation of the Minutes of IQAC Meeting held on 19/03/2021.**

The minutes of the meeting held on 19/03/2021 were read out by Co-ordinator, IQAC along with Action taken report. The minutes were confirmed by the house.

#### **Item No.2: To seek extension for NAAC second cycle.**

Co-ordinator IQAC informed that since the first batch of autonomy is not passed out, the college can seek extension for the second cycle of NAAC. The existing validity of NAAC will come to an end in the month of September'21. Prior to that the extension has to be sought from the NAAC. The Chairman IQAC asked to study the related circulars of NAAC and instructed IQAC Co-ordinator to prepare draft seeking extension.

**Item No.3: To review the performance of Internal Audit.**

The internal audit have been implemented at the college level. Dr. Sanjay Haridas, Dean(Academics) shared the review of the audits undertaken so far. Based on the feedback received regarding paucity of time to do compliances, the Chairman IQAC suggested that the Audits may be conducted during non teaching period. Dr. Sanjay Haridas further added that the formats have been shared with the departments to facilitate the prior documentation.

**Item No.4: To take review of placement and introduce skill development courses.**

The details of the placement taken place for 2020-21 batch were shared by TPO. Based on the feedback from the employers, he stated that the students should be able add value across the table which will enhance their placement opportunities. During online teaching the students are reluctant to pursue additional courses due to several limitations of internet data adequacy. Chairman IQAC suggested that every student from 5<sup>th</sup> Sem onwards shall enrol for online skill development course offered by Course era, NPTEL and should produce the certificate. Co-ordinator IQAC suggested that sometimes it is challenge for the students to bear course era fees which is in dollars. So we may conduct exam at college level to mark the course completion. However to incentivise such certifications, if the students appear and complete examination process of Course era, NPTEL the additional incentive marks may be given. The members present agreed for the same. To encourage more skill based courses, the chairman expressed that the team should explore outside tie ups with agencies such as IBM, Sales force etc.

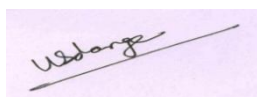
**Item No.5 To ascertain the feasibility of mandatory CRT course for 5<sup>th</sup> Semester.**

Placement being the major outcome of any academic program, Prof. S.M. Bang expressed to equip students to crack aptitude test of the recruiters in flying colours. The members present highlighted that the students need to be intensively trained for aptitude.TPO mentioned that the students exhibit non serious approach towards aptitude classes and are to be pursued constantly to attend the same. Dr.Namrata Pradhnyakar suggested the possibility of including the compulsory aptitude subject during pre final year. The Chairman, IQAC appreciated the suggestion and asked TPO and Dean(Academics) and other HoDs to work out on the possibility.

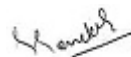
**Item No. 6: To accord felicitation to the newly appointed Vice Chancellor of RTM Nagpur University, Dr. S. R. Chaudhari**

The members present expressed that it is a matter of great pride that the Principal of JDCOEM has been elevated to the post of Vice Chancellor of RTM Nagpur University. The formal function to accord felicitation to him may be hosted by the college. All the members agreed for the same. The chairman IQAC suggested that during forthcoming DBATU Principal's meet, we may do the felicitation of Hon. Vice Chancellor, RTM Nagpur University and instructed Co-ordinator IQAC to co-ordinate the Principal's meet.

The meeting ended with thanks to chair.



Dr. Ujwala Dange  
Co-ordinator  
Copy for circulation amongst all the members.



Dr. Shrikant Sonekar,  
Chairman



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Education to Eternity

## Internal Quality Assurance Cell (IQAC)

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### NOTICE

Date: 30/09/2021

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

Date: 23/10/2021

Venue: Office of the Principal

Time: 3.00pm

The following agenda shall be discussed in the meeting:

1. To confirm the minutes of the meeting held on 16/07/2021.
2. To deliberate on the reduction of intake and increase in intake/ introduction of new courses.
3. To apply for incubation centre of RTM Nagpur University.
4. To discuss on the merger of JD Polytechnic with JDCOEM
5. To discuss any other matter with the permission of the chair.

Chairman,

IQAC

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### **MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)** **held on 23/10/2021.**

The following members were present for the meeting:

Sr.No.	Name of the Committee Member	Particulars
1	Prof. S. M. Bang	Management Representative
2	Prof. (Dr) S.V. Sonekar	Chairman
3	Dr. Ujwala Dange	Co-ordinator
4	Dr. Sanjay Haridas	Member
5	Dr. Namrata Pradnyakar	Member
7	Dr. B. R. Mahajan	Member
8	Dr. S. R. Vaishnav	Member
9	Mrs. Supriya Sawashere	Member
10	Mrs. Neetu Gynachandani	Member
11	Mrs. Atika Ingole	Member
12	Mr. Hemant Baitule	Member
13	Mr. Omkar Jasrotiya	Member

The process of appointing external members was in process so those members were not present.

At the outset all the members present were welcomed by the Chairman IQAC and proceedings were initiated.

#### **Item No.1 : To confirm the minutes of the meeting held on 16/07/2021**

The minutes of meeting and action taken report of the meeting held on 16/07/2021 were read out and passed unanimously by the members present. Prof. S. M. Bang instructed to expedite the nomination of external members at the earliest.

#### **Item No. 2: To deliberate on the reduction of intake and increase in intake/introduction of new courses.**

Hon. .Principal and the chairman, IQAC shared that based on the admissions in various branches the college may reduce the intake of Mechanical Engg and seek the additional branch of Data Science from the next academic session i.e. 22-23. The related processes will have to be carried out at the time of application to AICTE for Extension of Approval. All the



members present agreed for the same. Representative of Management, Prof. S.M. Bang shared that the college has been turning down several applications for MBA admissions since we have the limited intake of 60 seats. So this intake can also be increased. He further instructed HoD MBA to study the procedure mandated by the university, AICTE and DTE for the same and asked Principal to seek relevant NOCs to apply for the above in forthcoming EOA.

**Item No.3: To apply for incubation centre of RTM Nagpur University.**

The Entrepreneurship and Start ups have gained lot of significance. To promote entrepreneurship, RTMNU has floated Incubation Centre Scheme for the colleges. Chairman IQAC expressed that the college should apply for the same so that the students will be benefitted. He directed Dr. B. R. Mahajan to study the proposal and accordingly apply for the same.

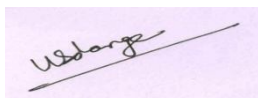
**Item No. 4: To discuss on the merger of JD Polytechnic with JDCOEM.**

JD Polytechnic being the part of JES is facing acute challenges of enrolment. To enhance the enrolments for polytechnic courses and attract outside state students, NAAC A grade is required. There are provision in AICTE approval process for the same. Prof. S .M. Bang asked the Chairman IQAC to study the provisions of the same so that JDP could be merged with JDCOEM which will be beneficial for JDCOEM in terms of resource sharing. The chairman IQAC agreed for the same ensured the completion of the process within timeline.

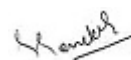
**Item No. 5: To discuss any other matter with the permission of the chair.**

Dr. Sanjay Haridas requested all the HoDs to work out on the system of conducting offline examination of even semester students taking into account the limitations of the students.

The meeting ended with thanks to Chair.



Co-ordinator



Chairman

Copy for circulation amongst all the members.



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### NOTICE

Date: 31/03/2022

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

Date: 22/04/2022

Venue: Office of the Principal

Time: 3.00pm

The following agenda shall be discussed in the meeting:

- 1.To confirm the minutes of the meeting held on 23/10/2021.
2. To finalise the academic planning for the forthcoming session.
- 3.Activitiy finalization
4. Review of placements
5. Enhancing fees collection
6. Any other matter with the permission of the chair

Chairman ,

**IQAC**

Copy for circulation amongst all the members.



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### MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

held on 22/04/2022

The following members were present for the meeting:

Sr.No.	Name of the Committee Member	Particulars
1	Prof. S. M. Bang	Management Representative
2	Prof. (Dr) S.V. Sonekar	Chairman
3	Dr. Ujwala Dange	Co-ordinator
4	Dr. Sanjay Haridas	Member
5	Dr. Namrata Pradnyakar	Member
7	Dr. B. R. Mahajan	Member
8	Dr. S. R. Vaishnav	Member
9	Mrs. Supriya Sawashere	Member
10	Mrs. Neetu Gynachandani	Member
11	Mrs. Atika Ingole	Member
12	Mr. Hemant Baitule	Member
13	Mr. Omkar Jasrotiya	Member
14	Mr. Rahul Wagh	Alumni representative
15	Mr. Sudhir Munje	Industry expert

The external peer members conveyed their inability to attend the meeting. The meeting started with a welcome note of Chairman, IQAC followed by initiation of the proceedings.

Item no.1: To confirm the minutes of the meeting held on 23/10/2021.

The minutes and action taken report were read out and confirmed by the members present.

Item no. 2: To finalise the academic planning for the forthcoming session

The chairman IQAC asked Dean(Academics) to refine the academic planning for the forthcoming session as the transition from on line to offline , the students have lost practice of reading, writing. These limitations need to be overcome through planning the academic modules to retain the attention of the students. He further asked Dean (Academics) to discuss the related issues with HoDs and prioritize their issues while planning the academics for the forthcoming session.



Item no3: To finalize the co-curricular, extra curricular activities

Since Holistic development of the students is important and is the reflection of their personality, Management representative asked all the HoDs to plan the activities in the academic planning in consultation with Dean(Students). He further suggested that to garner good response of the activities, they shall be routed through student leaders. These student leaders shall serve as ambassadors for various activities and every activity shall have widespread response.

Item No 4 Review of placements.

TPO shared the placement statistics till date and shared the pertinent issues faced by him in facilitating the placement such as reluctance of students to appear for the placement, preparedness, etc. He was congratulated by all the members present on the placements completed till Chairman IQAC asked all HoDs to reach out to the parents and brief them about the placement initiatives undertaken by the college. To enhance the placement Skill Development courses shall be offered to the students was expressed by TPO.

Chairman asked HODs to identify the courses and asked Dean(Acd) to accommodate the courses from the forthcoming session.

Item No 5: 5. Enhancing fees collection

Prof. S.M. Bang asked Mr . Omkar Jasrotiya to brief the fees collection status. He shared the details about the pending fees, which is certainly a matter of great concern. HoDs shared their issues regarding the departmental fees collection . It was proposed by Chairman IQAC to connect with the parents about fees payments. Extreme inability of few students to pay the fees will be addressed by Hon.Director through respective TG/Class Teacher/HOD. The students shall not reach the Director's office directly.

Item No.6 Any other matter with the permission of the chair.

Mr. Sudhir Munje, industry representative was asked to share his views on the quality issues which he faces in industry from the fresh recruits. He shared that along with the technical skills, the colleges need to work on attitudinal skills of the students . Since the patience and perseverance of the students matter while dealing with complex situations. Mr. Rahul Wagh too shared that these attributes play the important role in real life. He stated that participation in activities help students to develop right people skills.

Chairman IQAC asked all the members present to take note of the same and implement the suggestions.

The meeting ended with thanks to chair followed by tea.



Chairman,

IQAC



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### Action Taken Report of the Meeting held on 16/07/2021

Sr. No	Item No	Decision	Action taken
1	To approve the Minutes of Meeting held on 19/03/2021	The minutes of meeting were read out . All the members present unanimously agreed for the same.	The MOM were kept for record.
2	To apply for NAAC extension.	The house agreed and instructed IQAC co-ordinator to prepare application draft.	The extension has been received from NAAC till 31/12/2024
3	To review the performance of Internal Audit.	The review was presented.	Timelines were fixed to conduct audit.
4	To take review of placement and introduce skill development courses	The placement were reviewed critically.	The skill development courses have been introduced from 5 <sup>th</sup> Sem onwards.
5	To ascertain the feasibility of mandatory CRT course for 5 <sup>th</sup> Semester.	Based on the schedule of activities and the feedback it was decided to make CRT course Mandatory for 5 <sup>th</sup> Sem.	The CRT made mandatory for 5 <sup>th</sup> Sem students.
6	To accord felicitation to the newly appointed Vice Chancellor of RTM Nagpur University, Dr. S. R. Chaudhari	It was principally agreed by all the members present on the appropriate occasion to felicitate Hon. Vice Chancellor, RTMNU	The felicitation was done during the Principal's Meet of DBATU.

Co-ordinator,  
IQAC



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### Action Taken Report of the Meeting held on 23/10/2021

Sr. No	Item No	Decision	Action taken
1	To approve the Minutes of Meeting held on 16/07/2021	The minutes of meeting were read out . All the members present unanimously agreed for the same.	The MOM were kept for record.
2	To deliberate on the reduction of intake and increase in intake/ introduction of new courses.	Based on the changing trend the decision of reducing the intake of Mechanical was reduced to 60 from 120 and it was decided to introduce Artificial Intelligence..	Modalities for application have been initiated.
3	To apply for incubation centre of RTM Nagpur University	In view of the govt. thrust of start up and incubation, it was decided to apply for incubation centre with RTMNU..	Application was send to RTMNU.
4	To discuss on the merger of JD Polytechnic with JDCOEM	In view of optimizing the resources, it was resolved to merge JD Polytechnic with JDCOEM..	Process will be started at the time of applying for EOA to AICTE.

Co-ordinator,  
IQAC



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### Action Taken Report of the Meeting held on 22/04/2022

Sr. No	Item No	Decision	Action taken
1	To confirm the minutes of the meeting held on 23/10/2021	The minutes of meeting were read out . All the members present unanimously agreed for the same.	The MOM were kept for record.
2	To finalize the academic planning for the forthcoming session	In view of transition from online to offline the various changes to initiated to enhance the writing practice of the students .	Planning has been done ahead of academic session.
3	To finalize the co-curricular, extra curricular activities	Listing of the co-curricular, extra curricular activities to be done.	Listing has been done.
4	Review of placements	Parents to be contacted.	Parents were contacted.
5	Enhancing fees collection	Teacher guardians to reach out parents for timely payment of fees.	Parents were contacted by TGs.

Co-ordinator,  
IQAC