



Indira Bahuuddeshiya Shikshan Sanstha, Buldana's

Dr. Rajendra Gode Institute of Technology & Research

NAAC Accredited Grade 'B+' Institute

Approved By AICTE, DTE & Affiliated to SGBAU, Amravati

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Website: www.drgitr.com

Internal Quality Assurance Cell

Ref. No: - DRGITR/IQAC/04

Date: 23.04.2023

Minutes of the proceedings of the **IQAC Meeting held on 22nd April 2023 at 2 PM** in the Board Room.

Following members were present:

Dr. Arun V. Parwate

Mr. Aadesh Raut

Dr. R M Deshmukh

Dr. A P Jadhao

Dr. S C Jirapure

Dr. P S Ardak

Mr. A A Shahade

Mr M R Dharme

Mr A R Bijwe

Ms K M Pimpale

Mr. D S Kalyankar

Dr P B Nagarnaik

Principal and Chairperson

Management Representative

Professor & Head, Department of ECE

Professor & Head, Department of CSE

Associate Prof. & Head, Department of MECH

Associate Prof. & HoD, First Year

Associate Professor, Department of ME

Associate Professor, R & D Coordinator

Associate Professor, Department of CE

Associate Professor, Department of ECE

Assistant Professor, Department of CSE

Coordinator IQAC

Principal & Chairperson of IQAC Dr. Arun Parwate welcomed all the members of the Internal Quality Assurance Cell (IQAC) and then requested Dr. P B Nagarnaik, Coordinator - IQAC to present the details as per the agenda of the 4th IQAC meeting. The Coordinator - IQAC then presented a detailed PowerPoint presentation as per the agenda of the meeting.

The points discussed in the meeting are hereunder: -

Agenda 1: To Confirming the Minutes of the last IQAC Meeting held on 31.01.2023

- The minute of the last IQAC meeting which was held on were briefly summarized by the Coordinator of IQAC.

Read and approved.

Agenda 2: Action Taken Report

- IQAC coordinator presented the ATR on last meeting.
- Read and approved.

Agenda 3: Submission of AQAR 2021-2022

IQAC Coordinator informed the house that AQAR 2021-2022 is submitted on 20.02.2023, review submitted on 02.03.2023.

Agenda 4: Status of draft SSR

- IQAC coordinator presented the target dates for preparation of draft SSR.
- Accordingly draft SSR to be ready by 30th June and IIQA to be submitted by 20th July 2023.

Agenda 5: Revised R & D Policies

Chairperson IQAC informed house about the revised R & D Policies approved by Governing Council and appealed to all Heads to inform the faculty to publish research papers in quality journals and submit research proposals to various funding agencies. Each faculty should publish minimum two papers in a academic session and each department should submit minimum two funding proposals every year.

Agenda 6: Performance Appraisal for 2022-23

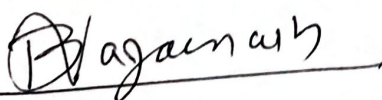
Chairperson IQAC discussed the revised format of Performance appraisal format and instructed heads of departments to submit the same before 30th June 2023.

Agenda 7: Academic Audit of Even Semester

IQAC coordinator informed the house that Academic Audit for even semester shall be conducted in the first week of June in the format already sent. Detailed schedule for the same shall be circulated in due course of time.

Agenda 8: Any Other Point

As there was no other point to discuss, meeting was concluded by vote of thanks by IQAC coordinator.



Dr. P B Nagarnaik
Coordinator- IQAC



Dr. A. V. Parwate
Chairperson- IQAC

PRINCIPAL

**Dr. Rajendra Gode Institute of
Technology & Research, Amravati**



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Internal Quality Assurance Cell

Ref. No: - DRGITR/IQAC/02

Date: 01.02.2023

**Minutes of the proceedings of the IQAC Meeting held on 31st January 2023
at 4.00 PM in the Board Room.**

Following members were present:

Dr. Arun V. Parwate
Mr. Aadesh Raut
Dr. R M Deshmukh
Dr. A P Jadhao
Dr. S C Jirapure
Dr. P S Ardak
Ms D R Deshmukh
Mr. A A Shahade
Mr. K K Padghan
Mr. D S Kalyankar
Ms. M N Raut
Mr. P P Likhitar
Ms. K M Pimpale
Dr. S D Thakare
Dr P B Nagarnaik

Principal and Chairperson
Management Representative
Professor & Head, Department of ECE
Professor & Head, Department of CSE
Associate Prof. & Head, Department of MECH
Associate Prof. & HoD, First Year
Polytechnic Coordinator
Associate Professor, Department of ME
Assistant Professor, Department of ME
Assistant Professor, Department of CSE
Invited Member
Invited Member
Invited Member
Invited Member
Coordinator IQAC

Principal & Chairperson of IQAC Dr. Arun Parwate welcomed all the members of the Internal Quality Assurance Cell (IQAC) and then requested Dr. P B Nagarnaik, Coordinator - IQAC to present the details as per the agenda of the 2nd IQAC meeting. The Coordinator - IQAC then presented a detailed PowerPoint presentation as per the agenda of the meeting.

The points discussed in the meeting are hereunder: -

**Agenda 1: To Confirming the Minutes of the last IQAC Meeting held on
22.11.2023**

- The minute of the last IQAC meeting which was held on were briefly summarized by the Coordinator of IQAC.

Read and approved.

Agenda 2: Action Taken Report

- IQAC coordinator presented the ATR on last meeting.
- Read and approved.

Agenda 3: Status of AQAR 2021-2022

He informed the house that student data of first year to final year is pending from student section.

He also informed the house that NAAC has now extended the date of submission upto 28th February 2023.

He informed the new target date as 6th February 2023.

Agenda 4: Preparation of draft SSR

- IQAC coordinator presented the target dates for preparation of draft SSR.
- Accordingly draft SSR to be ready by 15th March and IIQA to be submitted by 20th March 2023.

Agenda 5: NBA preparation for all four departments

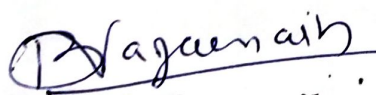
- It was discussed that as all departments are busy in the preparation of NAAC, Members expressed their opinion to extend deadline for NBA draft SSR till 30th April 2023.
- Chairperson asked to submit the status whether the departments are in position to apply for NBA by 28th February 2023.


Agenda 6: Format for Lesson Plan

Format for Lesson Plan to be prepared in even semester for all subjects was discussed and approved.

Agenda 7: Any Other Point

As there was no other point to discuss, meeting was concluded by vote of thanks by IQAC Coordinator.


Dr. P. B. Nagarnaik
Coordinator- IQAC


Dr. A. V. Parwate
Chairperson- IQAC



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Internal Quality Assurance Cell

Ref. No: - DRGITR/IQAC/01

Date: 23.11.2022

Minutes of the proceedings of the IQAC Meeting held on 22nd November 2022 at 4 PM in the Board Room.

Following members were present:

Dr. Arun V. Parwate
Mr. Aadesh Raut
Dr. R M Deshmukh
Dr. A P Jadhao
Dr. S C Jirapure
Mr. Aashish Bijwe
Dr. P S Ardak
Ms D R Deshmukh
Mr. A B Pande
Mr. M R Dharme
Mr. D S Kalyankar
Dr P B Nagarnaik

Principal and Chairperson
Management Representative
Professor & Head, Department of ECE
Professor & Head, Department of CSE
Associate Prof. & Head, Department of MECH
Assistant Professor, Department of CE
Associate Prof. & HoD, First Year
Polytechnic Coordinator
Assistant Professor, Department of ECE
Assistant Professor, Department of ME
Assistant Professor, Department of CSE
Coordinator IQAC

Principal & Chairperson of IQAC Dr. Arun Parwate welcomed all the members of the Internal Quality Assurance Cell (IQAC) and then requested Dr. P B Nagarnaik, Coordinator - IQAC to present the details as per the agenda of the 1st IQAC meeting. The Coordinator - IQAC then presented a detailed PowerPoint presentation as per the agenda of the meeting.

The points discussed in the meeting are hereunder: -

Agenda 1: To Confirming the Minutes of the last IQAC Meeting held on

- The minute of the last IQAC meeting which was held on were briefly summarized by the Coordinator of IQAC.

Read and approved.

Agenda 2: Status of AQAR reports of 18-19,19-20 and 20-21

- IQAC coordinator informed the house AQAR 18-19 & AQAR 19-20 were open for Edit. Editing of both AQAR was done for all Criteria
- AQAR 2020-21 was accepted in first step.
- Now all three AQAR status is accepted.

Agenda 3: Preparation of AQAR 21-22

- Chairperson informed that as 21-22 data is to be uploaded before December 2022, It should be done with proper understanding and precisely. Target dates to be followed as Department coordinators should submit the departmental data in the prescribed data template before 26th November. Also Preparation of QIMs and Preparation of Executive Summary, Part A and Extended Profile shall be done by Institute Criteria coordinators and IQAC coordinator respectively before 26th November 2022.
- Compilation of Data of all departments in single matrix by Institute Criteria I/c shall be completed before 2nd December. After this Criteria wise presentations shall be done by Institute Criteria coordinators. Data will be verified centrally and necessary corrections will be suggested.
- After updations IQAC coordinator shall upload the same on NAAC website before 20th December 2022.

Agenda 4: Preparation of draft SSR

- IQAC coordinator informed the house that as second cycle of NAAC is due in the month of September 2023, it is necessary to submit IIQA six month before. It is therefore proposed to Prepare of draft SSR and check the marking through mock SSR and accordingly take the proper decision.
- It was decide to prepare draft SSR before 31st March 2023 and check the marking as per mock SSR.

Agenda 5: To Review the NBA Accreditation Status of all the Departments of Engineering and Polytechnic.

- 4 UG departments namely Civil Engineering, Mechanical Engineering, Electronics & Communication Engineering, and Computer Science Engineering and three departments of Polytechnic, namely Civil Engineering, Mechanical Engineering, Electronics & Communication Engineering shall fill the NBA criteria 1 to 7 and First year department shall fill the criteria 8 considering CAY as 2022-23 before 31st January

2023 so as to know the actual status of marks these departments can obtain. Accordingly decision will be taken to which departments can apply for NBA.

- Chairperson informed house that one week FDP on OBE will be organized in next month to have the better understanding about Outcome Based Education.

Agenda 6: Result Analysis of SGBAU Summer 2022 exams

- Result Analysis of SGBAU Summer 22 exams was discussed and it was noted that Institute overall result is 49.4%. It was discussed to take the efforts to improve the results of first year and second year and Electronics department to take efforts to improve final year result.

Agenda 7: Progress Report format

- IQAC Coordinator presented the format of progress report to be submitted by all Heads fortnightly. Format was prepared considering Student related activities, Departmental activities and Faculty related activities. Chairperson requested to provide the valid suggestions if any.
- After discussion and with minor corrections format was approved.

Agenda 8: List of files to be maintained by each department

- Chairperson discussed about the List of files to be maintained by each department and at IQAC and requested to prepare all these files as per the guidelines given by chairperson and IQAC coordinator.

Agenda 9: Stakeholders Feedback formats

- IQAC Coordinator presented modified format of Student feedback on Teaching Learning which was made compact. Format was discussed and approved.
- IQAC Coordinator also presented Program Exit feedback to be implemented from this year which shall be filled by each outgoing students during their farewell.
- IQAC Coordinator presented the various formats of feedback to be taken by stakeholders like, Student feedback on facility, Alumni feedback, Employer feedback and Parent feedback. All formats were open for suggestions. After discussion all formats were approved by the house.

Agenda 10: Reforms in Internal marks

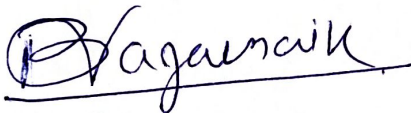
- Dr P B Nagarnaik suggested the Reforms to be made in internal marks. He suggested providing 5 marks as incentive over and above for participation of students in co curricular and extracurricular activities. He proposed the rubrics for giving these marks based on valid certificates of participation at International/national/state/University/College and Department level activities.

It was decided to implement it from first year batch of 2022-23.

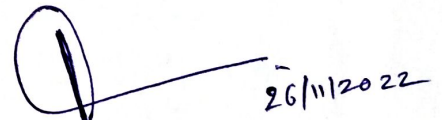
Agenda 11: Any other Point

- i) Chairperson informed the house that Academic audit shall be conducted in first week of December in which, each department will be graded for various points like, average attendance, Lectures engaged/Planned, Syllabus covered, attendance and result of sessional examinations, quality of lecture notes, status of course file, maintaining of other files like, workload, time table, roll list, MoM of departmental meetings, Mentor- Mentee meetings etc.
- Chairman suggested that the next IQAC meeting shall be scheduled after 3 months. The IQAC Coordinator has agreed for this Chairman suggestion.


Finally, Ms M. N. Raut, on behalf of the **IQAC Coordinator**, proposed the Vote of Thanks to the Chair and the meeting came to an end.



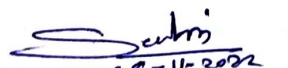
Dr. P B Nagarnaik
Coordinator- IQAC



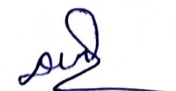

Dr. A. V. Parwate
Chairperson- IQAC


FYE 28/11/22 - FY

MECH - 
28/11/22

Principal Cabin 
28-11-2022

EXTC - 

Diploma Coordinator - 
CSE - 
28-11-22

Dr. Rajendra Gode Institute of Technology & Research, Amravati

Internal Quality Assurance Cell (IQAC) Dated 23rd July 2022

Minutes of the meeting dated 23rd July 2022

Meeting was convened for Re- constitution of IQAC at Dr. Rajendra Gode Institute of Technology & Research, Amravati on 23rd July 2022.

The following members were present:

1. Dr. P. S. Ardak, Principal (Chairman IQAC)
2. Ms. Tanvi Gode Madam (Member, Management Representative)
3. Dr. S. C. Jirapure (IQAC Coordinator)
4. Mr. S. R. Charpe (Member, Office Superintendent)
5. Dr. R. M. Deshmukh, HOD, Electronics & Tele. Engineering
6. Prof. D. S. Kalyankar, I/C HOD, Computer Science & Engineering
7. Dr. M. R. Dharme, Faculty, Mechanical Engineering
8. Prof. K. M. Pimpale, Faculty, Electronics & Tele. Engineering
9. Prof. S. D. Thakare, Faculty, Applied Sc. & Humanities
10. Aniket Raju Waikar, Student, Mechanical Engineering (Student Representative)
11. Ms. S. A. Gomase (Alumni Representative)
12. Shri. Pankaj Pande (Parent Representative)
13. Shri Sanjay Jadhav (Representative from Industry)

Agenda:


1. Welcome and Introduction of IQAC members.
2. Approval of the minutes of meeting held on 23/04/2022.
3. Review about academic activities of Even Semester for Academic Session 2021-22.

4. Review of the Placement activities conducted during academic year 2021-22 and planning of the Placement activities for Academic Year 2022-23.
5. Review of R & D activities and Research Proposals.
6. Presentation on Students feedback for even semester 2022-23.
7. Discussion about Planning of academic activities for Odd Semester for Academic Session 2022-23.
8. Preparation of academic calendar for odd semester 2022-2023.
9. Any other subject with the permission of Chair.

Following points were discussed:

Dr. S. C. Jirapure, IQAC coordinator welcomed all the members for the meeting.

- i. In the introductory talk Dr. P. S. Ardak, Principal narrated the objectives and importance of IQAC to all the members. The functions and role of IQAC to enhance and to sustain the quality of academic programs of the Institute was highlighted.
- ii. The minutes of the last meeting were unanimously approved.
- iii. Dr. S. C. Jirapure, presented the revised academic calendar for the year 2022-2023 (odd semester) as per the guidelines given by authorities.
- iv. Student feedback on the teaching performance of the faculty members during even semester for the year 2021-2022 was presented in the meeting.
- v. Syllabus coverage, teaching-learning and internal assessment was reviewed.
- vi. Dr. P. S. Ardak informed all HODs to motivate faculties for technical expertise and prepare the estimate for the same.
- iii. Reviewed execution of academic activities of Even Semester for academic 2021-22.
- iv. The IQAC also discussed about the conduction of Academic Activities for Academic Year 2022-23.
- v. Review of the Placement activities conducted during academic year 2021-22 has been taken.
- vi. Research & Development activities in the college were reviewed in the meeting.


Dr. S. C. Jirapure
IQAC Coordinator


Dr. P. S. Ardak
Principal (Chairman IQAC)

PRINCIPAL
Dr. Rajendra Gode Institute of
Technology & Research, Amravati.