



Dr. Rajendra Gode Institute of Technology & Research

Indira Bahuuddeshiya Shikshan Sanstha, Buldana's

NAAC Accredited Grade 'B+' Institute

Approved By AICTE, DTE & Affiliated to SGBAU, Amravati

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Internal Quality Assurance Cell

Ref. No: - DRGITR/IQAC/2023-24/2

Date: 07.12.2023

Minutes of the proceedings of the IQAC Meeting held on 6th December 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

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 8th July 2023

- The minute of the last IQAC meeting which was held on 8th July 2023 were briefly summarized by the Coordinator of IQAC.

Read and approved.

Agenda 2: Action Taken Report on last meeting

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

Agenda 3: Status of SSR for second Cycle

IQAC Coordinator informed house that IIQA for second cycle was submitted on 22nd September 2023 and it was accepted on 4th October 2023 accordingly 18th November was last date for submission of SSR, but as the NAAC website was not functional for 5 days during this period, request for extension was granted and extension was approved till 5th December.

Institute has submitted the final SSR on 5th December.

House Congratulated to all core team members for successfully submitting the SSR of second cycle.

Agenda 4: Strengthening the scheme of Mentor Mentee

It was observed that Mentor-Mentee Scheme is not effectively implemented. Honorable members suggested that separate file for each mentee shall be maintained and counseling of each mentee shall be done at least once in a month and he/she shall be made aware about various opportunities for participation in co curricular and extracurricular activities, value added courses, paper presentation, internship etc. Mentee shall also be counseled about placement opportunities, stat ups and scope for Higher studies.

Regular monitoring shall be done by Principal of the Institute.

Agenda 5: Preparation of resume of every student

Format for resume was presented by IQAC Coordinator and after some modifications it was approved. It is decided that all mentors should ask each mentee to prepare the resume in soft copy and should modify it as per the achievement.

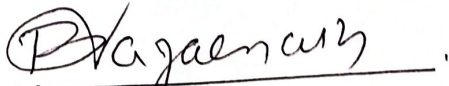
Heads shall verify the resume of each mentee before appearing for any placement drive.

Agenda 6: Training of soft Skill and Carrier Counseling

For final year students special training programs for soft skill and communication skill shall be organized. Proper counseling for placement and higher studies shall be provided by each department.

Agenda 7: Any other Point

As there was no other point for discussion, **IQAC Coordinator**, proposed the Vote of Thanks to the Chair and all members and the meeting came to an end.



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/01

Date: 10.07.2023

Minutes of the proceedings of the IQAC Meeting held on 8th July 2023 at 11 am in the Board Room.

Following members were present:

Dr. Arun V. Parwate	Principal and Chairperson
Mr. Aadesh Raut	Management Representative
Dr. R M Deshmukh	Professor & Head, Department of ECE
Dr. D. Y. Patil	Professor & Head, Department of CSE
Dr. A P Jadhao	Associate Professor, Department of CSE
Dr. S C Jirapure	Associate Prof. & Head, Department of MECH
Mr. Aashish Bijwe	Assistant Professor, Department of CE
Dr. S. C Thakare	Associate Prof. & HoD, First Year
Mr. A. B. Pande	Assistant Professor, Department of ECE
Mr. M R Dharme	Assistant Professor, Department of ME
Mr. D S Kalyankar	Assistant Professor, Department of CSE
Mr. Aashish Godbole	Alumni member
Dr P B Nagarnaik	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 points discussed in the meeting are hereunder: -

Agenda 1: To Confirming the Minutes of the last IQAC Meeting held on 22.04.2023

- The minute of the last IQAC meeting which was held on 22.04 2023 were briefly summarized by the Coordinator of IQAC.
Read and approved.

Agenda 2: Status of AQAR 21-22

- AQAR 2021-22 was accepted on 8th May 2023

Agenda 3: 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 before 23rd September. It is therefore proposed to Prepare of draft SSR before 30th August.

Agenda 4: Result Analysis of SGBAU Summer 2023 exams

- Result Analysis of SGBAU Summer 23 exams for third and final year was discussed and it was suggested to improve the results.

Agenda 5: Progress Report format

- It was discussed and decided that progress report shall be submitted by all Heads monthly instead of fortnightly.

Agenda 6: Activity Calendar of each department

- Heads presented activity calendars of their respective departments. After giving suggestions and minor corrections all calendars were approved.

Agenda 7: Any other Point

As there was no other point for discussion, **IQAC Coordinator**, proposed the Vote of Thanks to the Chair and all members and the meeting came to an end.



Dr. P B Nagarnaik
Coordinator- IQAC



Dr. A. V. Parwate
Chairperson- IQAC
PRINCIPAL
Dr. Rajendra Gode Institute of
Technology & Research, Amravati