



St. Vincent Pallotti College of Engineering & Technology

NAAC Accredited with 'A' Grade (Managed by The Nagpur Pallottine Society)

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Post Box No. 128, G.P.O., Nagpur 440 001

Ref. No : SVP CET/0

St. Vincent Pallotti College of Engineering & Technology, Nagpur

Internal Quality Assurance Cell (IQAC)

Minutes of the Third Meeting of Internal Quality Assurance Cell (IQAC) held in the Conference Room on 27th September, 2019 at 11.00 am.

The following members were present:

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|---------------------------|--|
| 1) Dr. Surendra V. Gole | - Principal |
| 2) Fr. Siju Jose | - Financial Administrator |
| 3) Prof. R. B. Gowardhan | - Vice Principal |
| 4) Prof. Anil Pachchhao | - Coordinator, Industry Connect |
| 5) Dr. JyotiRothe | - Coordinator, IQAC & NAAC |
| 6) Prof. Manish Kapse | - Coordinator, Center of Excellence |
| 7) Dr. PramodLanjewar | - HOD, ME |
| 8) Dr. VivekKute | - HOD, CE |
| 9) Dr. AshutoshWerulkar | - HOD, ETC |
| 10) Dr. Nitin Dhote | - HOD, EE |
| 11) Prof. ManojBramhe | - HOD, IT |
| 12) Dr. S. S. Satputaley | - Faculty Coordinator, Alumni Connect |
| 13) Prof. P. M. Tarwatkar | - Officer-in-Charge, Administration Cell |
| 14) Dr. R. S. Pande | - Academic Expert |
| 15) Dr. S. R. Choudhary | - Academic Expert |
| 16) Dr. D. J. Tidke | - Member from Local Society |
| 17) Prof. Hemant Diddee | - Employer |
| 18) Prof. R. V. Chouguley | - Parent Representative |
| 19) Mr. Rishikesh Bose | - Student Representative |
| 20) Ms. Gauri Thatte | - Student Representative |

The following members were absent:

- | | |
|--------------------------|--------------------------------|
| 21) Fr. Dantees Thomas | - Head HR |
| 22) Dr. KirtiSahu | - 1st Year In-charge |
| 23) Prof. K. Borakhade | - Training & Placement Officer |
| 24) Mr. Sandeep Darvekar | - Industry Expert |
| 25) Mr. AnkurDeshmukh | - Alumni Representative |

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Agenda:

1. Welcome to members
2. Minutes of last IQAC meeting
3. Action Taken Report
4. Academic Results
5. Revamping of students' feedback form
6. Parent interaction form
7. Alumni enrollment
8. Preparation for NBA & Autonomy
9. Any other point with permission of the chair

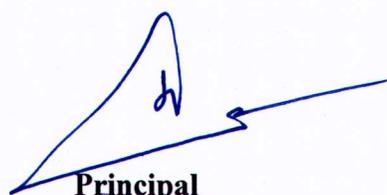
The items in agenda were taken for discussion:

1. Principal Dr. S. V. Gole welcomed all members. He also welcomed new members, Dr. R. S. Pande & Dr. S. R. Choudhary with bouquets.
2. Dr. Jyoti Rothe, IQAC Coordinator read the minutes of second IQAC meeting. She also read the action taken report.
3. Dr. Gole elaborated on Academic Results for the session 2018-19. He told that 17 students from our institute are in the top 10 ranks of semester wise university merit list.
4. Prof. Gowardhan emphasized on Institute level objectives 2019-20, approved by GB & CDC. He also told that the department wise reviews are also taken.
5. Dr. Tidke appreciated the initiative of skill development programs arranged for the students by the institute. He asked if there are any incentive marks for the skill development programs and upper limit of bonus marks. Prof. Gowardhan said that is not specified yet.
6. Mr. Chouguley asked about the syllabus coverage, Prof. Gowardhan replied that the Institute is always keen to complete 100% syllabus. Dr. Tidke said that 100% syllabus coverage is always better. Dr. Pande asked student representatives about their opinion on syllabus coverage; Mr. Bose said that teacher should always leave some portion of the syllabus for the students to cover it by themselves. Dr. Tidke, Dr. Pande & Prof. Gowardhan appreciated Mr. Bose's opinion.
7. Dr. Pande asked about the number of students who have got MOOC certificates. Prof. Brahme said that 70 to 80 % students are registering for MOOC. Dr. Kute told that the exact number will get after course completion. Dr. Werulkar informed about the starting of NPTEL-SWAYAM Chapter in this session and 729 students & 30 faculty members have registered for the various courses. The examination being in the month of November which is overlapping with the RTM Nagpur University Exam. Dr. Dhote said that paying fees is not possible for every student but the progress of the students is observed. Dr.



Choudhary said that the institute must provide financial assistance to faculty members & students.

8. Prof. Pachchhao explained about the revamping of students feedback forms. Dr. Tidke asked about the provision of feedback on course, books and also asked if there is any provision of exit survey. Dr. Kute told that it is in course end feedback and exit survey which is taken from passing out students.
9. Dr. Kute explained parent's feedback form & mentoring form. Dr. Tidke advised to add rubrics in the mentoring form.
10. Alumni enrolment report was presented by Dr. S. Satputaley. Prof. Diddee questioned about the updating of alumni data. It is updated through Alumni meet, regional meets and online, replied by Dr. Satputaley. He also informed that 60% alumni registrations were done till date and it will be enhanced to 72% till Jan. 2020. He has also shown alumni feedback form. Prof. Gowardhan asked about the numerical data of feedback forms, hard copies & digital forms. Dr. Satputaley replied that 250-300 online feedbacks are available. Prof. Diddee asked to send updated mails to the alumni & collect the data.
11. Talking on NBA front, Prof. Gowardhan enlightened about the status of ME & ETC programs that the pre-qualifier & SAR uploading will be done in Oct. 2019 and expert team visit will be expected in Jan. 2020.
12. On Autonomy front, Dr. Gole informed that the preparation for permanent affiliation application of the institute and autonomy work is already started. Basic work for syllabi, basic framework, fill-up the form is initiated and committee visit will be expected by March 2020.
13. The meeting ended at 1.45pm with a formal vote of thanks proposed by Dr. S. V. Gole.



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Action Taken Report on Suggestions by members

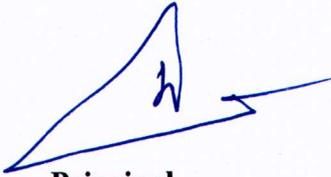
1. **Point No. 5. By Dr. Tidke: Incentive marks for skill development programs**
Action taken: It is in process.

2. **Point No. 7. By Dr. R. S. Pande: No. of students with MOOC certificates**
Action taken: NPTEL / SWAYAM Certificates: 24 Students & 18 Faculty Members. Also FDP on MOODLE Course was organized by the Institute and 82 faculty members have been successfully completed it.

3. **Point No. 7. By Dr. S. R Choudhary: Financial assistance for NPTEL Courses**
Action taken: Reimbursement of registration fees has been done to the faculty members & students.

4. **Point No. 9. By Dr. Tidke: Add rubrics in mentoring form**
Action taken: It is in process.

5. **Point No. 10. By Prof. Diddee: Alumni registration updates**
Action taken: Alumni registration till date is 68.8% (3051/4435).



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