

Lokmanya Tilak Jankalyan Shikshan Sanstha's
PRIYADARSHINI BHAGWATI COLLEGE OF ENGINEERING

Internal Quality Assurance Cell
Academic Session 2020-21
Meeting No. 1
Minutes of Meeting

Meeting of members of IQAC Committee was held under the Chairmanship of Principal Dr.N.K.Choudhari to discuss the progress of various activities in the last Academic Session and implementation of new strategies for quality enhancement from academic session 2020-2021.

Date: 22 June 2020

Time:3.00 pm

Venue: Online via Google Meet

Meeting was attended by the following members:

Sr No.	Name of the Member	Designation
1.	Shri Abhijeet Deshmukh, Director Lokmanya Tilak Jankalyan Shikshan Sanstha	Member
2.	Dr. N. K. Choudhari, Principal, PBCOE	Chairperson
3.	Dr. M. P. Singh, Principal, Priyadarshini College of Engineering, Nagpur	Member
4.	Mr. Deepak Dhote, Operational Manager, IT-Networkz, Nagpur(Industry)	Member
5.	Mr. Atul Palandurkar, Ancyber Pvt Ltd., Pune.(Alumni)	Member
6.	Mr M. S. Chaudhari, HoD, IT	Member
7.	Mr S. M. Pimpalgaonkar, HoD, Mech	Member
8.	Dr. R. N. Patil, HoD, Civil	Member
9.	Dr. Ms. D.M. Kate, HoD, EC	Member
10.	Mr. K. N. Hande, HoD, CSE	Member
11.	Mr.P.M.Palkar, T& P officer	Member
12.	Ms.S.A.Bhande	Member
13.	Mr.S.P.Daf	Member
14.	Mr V. D. Barapatre, Registrar	Member
15.	Dr Mrs. A. R. Chaudhari, Dean Academics	Coordinator

Agenda for the meeting:

- Approval of minutes of meeting held on 15/02/2020 and action taken report
- Review of activities carried out in 2019-2020
- Planning of Online Teaching for academic year 2020-21
- Online Conduction of Practicals
- Conduction of academic and administrative audit for 2019-2020
- Waste management, rain water harvesting & Conduction of green audit
- Preparation of NIRF
- Planning of Online T &P activities
- Review of Internal assessment policy
- NPTEL courses registration by faculty and students
- Ratification of various committees, its role and responsibilities
- Online Induction and orientation program for first year
- Organization of Online Conference/Seminar/Workshops/STTP/FDP/for faculty and students
- Review of implementation of new teaching scheme for First Year as per AICTE guidelines
- Conduction of certificate, diploma and bridge courses.
- Approval of AQAR 2019-2020 in upcoming CDC meeting.

The meeting started with a welcome note by IQAC coordinator Dr. (Mrs.) A.R. Chaudhari.

The following points were discussed in the meeting and necessary steps are proposed for effective implementation:

1. Minutes of previous meeting held on 15/02/2020 was approved by all the members. The IQAC Coordinator presented the action taken report.

2. Review of various offline and online academic, co-curricular, extracurricular and administrative activities carried out in the academic session 2019-20 was taken.
Following activities were reviewed

- Throughout the year various technical, co-curricular and extra curricular activities were organized. To mention few workshop on LATEX Curriculum Development were organized, Two weeks induction program for B.E. First Year Students was conducted successfully. Various Departments organized Student forum installation Ceremony and different technical Events.
- Ganesh Festival, Krida Mahotsav and Annual Social Gathering "AMRUTUM" were organized with a zeal and enthusiasm.
- Various Social extension activities were organized by Departments and NSS cell of the institute.
- Campus Recruitment Trainings and various expert and Guest Lectures were organized by T & P Cell.

- MOUs were signed up with few organizations so as to enhance Industry Institute Interaction.
- IQAC organized various online activities during the lockdown period. The activities include Webinars, Panel discussions, STTP, Workshops for Teaching, Non Teaching Staffs and Students. Apart from this other activities like online quiz based COVID awareness, Library awareness, general Knowledge, Mathematics were conducted, Online Painting Competition based on the theme Covid Warriors was conducted.

3. In a view of pandemic Situation COVID -19, preparation for online teaching to be done like various tools, devices which will be supporting for online learning.

4. Teachers of various department were asked to prepare videos of various practicals exist in the laboratories and some software based practical to be search out for conduction of online practicals. Principal Dr. N. K. Choudhari encouraged Heads to use the facility of Virtual Laboratories for conduction of practicals.

5. The responsibility of Academic audit has been given to IQAC coordinator Dr. (Mrs.) A. R. Chaudhari and HOD I.T. Mr. M.S. Chaudhari. The responsibility of administrative audit has been given to Registrar Mr. V. D. Barapatre. It has been decided to complete both the academic and administrative audit by the end of August 2020.

6. It has been decided to review the existing waste management and rain water harvesting system of college. Mr. A.N. Burile, Assistant Professor in Civil Engineering department is entrusted with the responsibility to upgrade the the existing system. It has been decided to Conduct green audit of college campus.

7. For Obtaining position in NIRF ranking various aspects need to be studied and the task is assigned to Dr.(Ms.) R. A. Nandanwar, Assistant Professor in First year Department.

8. The T & P incharge Prof P.M. Palkar briefed about various online T &P activities carried out in the session 2019-20. Almost 71 students got placement this year. All members showed concern for the placement in reputed companies with good package. It has been observed that communication skills is the major challenge faced by the students. Prof. P.M. Palkar along with the heads and Dean to prepare a plan for various activities for improvement in communication skills of students.

9. It has been decided to make few changes in the existing Internal assessment policy due to COVID -19 Pandemic Situation. Weightage will be given to NPTEL certification courses, paper presentations and publication in conferences and journals by students.

10. Prof. K.N. Hande , College Incharge of NPTEL certification courses briefed about the various faculty wise and interdisciplinary NPTEL courses. He also briefed about the registration procedure to be followed by faculty and students. Principal Dr. N.K. Choudhri encouraged all the heads to motivate their faculty and students for NPTEL certification.

11. IQAC will Ratify and approve various academic and administrative committee along with their roles and responsibilities viz: Internal Complaint committee , Anti ragging , Students cell, NSS, R&D, Library, Training and placement, Women cell, Grievance redressal, IPR, Academic monitoring Committee, Cultural and Sports, code of conduct etc

12. As per the new AICTE guidelines it has been decided to conduct three weeks Induction and orientation program for newly admitted first year students. First Year Coordinator, Dr. (Mrs.) A.R. Chaudhari will prepare the detailed schedule of Induction Program and discuss with the Principal Dr. N.K.Choudhari.

13. Heads alongwith Faculty members should plan and organize Online Conference/Seminar/Workshops/STTP/FDP/for faculty and students.

14. As per the guidelines of AICTE the new teaching scheme is to be implemented by the Affiliating RTM Nagpur University for B.E. I and II Semester from the Academic session 2020-21. The Coordinator B.E. I st Year will make the necessary preparation for implementation of new teaching scheme with respect to teaching Load, Faculty Requirements, purchase of new equipments and books.

16. It has been decided to Conduct various online certificate, diploma and bridge courses on the recent topics. All the HODs to prepare the syllabus for the courses and get it approved from the University/ Government academic and research institutes.

17. The compiled AQAR for the session 2019-2020 will be approved in the upcoming CDC meeting.

Principal Dr.N.K.Choudhari concluded the session and stressed on the need of various measures for quality improvement.The meeting ended with a formal vote of thanks proposed by IQAC coordinator Dr.(Mrs.)A.R.Chaudhari.

Prepared and circulated by



Dr.N.K.Choudhari
Principal & IQAC Chairperson
Dr. N.K. Choudhari
Principal

Priyadarshini Bhagwati College of Engg.
Umred Road, Nagpur.

Copy to:

All HOD (CSE/IT/EC/CIVIL/MECH)
All IQAC committee members



Dr. Mrs. A. R. Chaudhari
IQAC Coordinator
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PRIYADARSHINI BHAGWATI COLLEGE OF ENGINEERING

**Internal Quality Assurance Cell
 Academic Session 2020-21
 Action Taken Report
 Minutes of Meeting dated 22/06/2020**

Agenda	Action Taken
➤ Approval of minutes of meeting held on 15/02/2020 and action taken report	Minutes of previous meeting held on 15/02/2020 was approved by all the members. The IQAC Coordinator presented the action taken report.
➤ Review of activities carried out in 2019-20	Review of various online academic, co-curricular, extracurricular and administrative activities carried out in the academic session 2019-20 was taken.
➤ Planning for Online Teaching	In a view of pandemic Situation COVID -19, preparation for online teaching has been done. Various tools, devices which can support for online learning were installed.
➤ Online Conduction of Practicals	Teachers have prepared videos of various practicals and some software based practical searched out for conduction of online practicals. The facility of some virtual lab facilities were utilized.
➤ Conduction of academic and administrative audit	It has been decided to complete both the academic and administrative audit by the end of August 2020.
➤ Waste management, rain water harvesting & Conduction of green audit	Mr. A.N. Burile, Assistant Professor in Civil Engineering department has upgraded the existing system. Green audit of college campus has been done.
➤ Preparation of NIRF	For Obtaining position in NIRF ranking various aspects were studied and applied for it.
➤ Planning of Online T &P activities	Almost 71 students got placement this year. Prof. P.M. Palkar along with the heads and Dean prepared various activities for improvement in communication skills of students.
➤ Review of Internal assessment policy	Few changes in the existing Internal assessment policy has been done considering COVID -19 Pandemic Situation.
➤ NPTEL courses registration by faculty and students	Principal Dr. N.K. Choudhari encouraged all the heads to motivate their faculty and students for NPTEL certification. Mr. K.N. Hade updated all the departments for forthcoming NPTEL courses.
➤ Ratification of various committees, its role and responsibilities	IQAC ratified and approved various academic and administrative committee along their roles

	and responsibilities viz: Internal Complaint committee , Anti ragging , Students cell, NSS, R&D, Library, Training and placement, Women cell, Grievance redressal, IPR, Academic monitoring Committee, Cultural and Sports etc
➤ Online Induction and orientation program for first year	As per the new AICTE guidelines two weeks Induction and orientation program for newly admitted first year students was conducted.
➤ Organization of Online Conference/Seminar/Workshops/STT P/FDP/for faculty and students	Heads along with Faculty members planned and organized various Online activities.
➤ Review of implementation of new teaching scheme for First Year as per AICTE guidelines	As per the guidelines of AICTE and RTMNU the new teaching scheme has been implemented successfully for B.E. Ist Year.
➤ Conduction of certificate, diploma and bridge courses.	Various online certificate, diploma and bridge courses on the recent topics were planned.
➤ Approval of AQAR 2019-2020 in upcoming CDC meeting.	It has been decided to compile AQAR data by September 2020. The compiled AQAR for the session 2019-2020 will be approved in the upcoming CDC meeting.



Dr.N.K.Choudhari
Principal & IQAC Chairperson

Dr. N:K. Choudhari
Principal

Priyadarshini Bhagwati College of Engg.
Umred Road, Nagpur.



Dr. Mrs. A. R. Chaudhari
IQAC Coordinator

IQAC Coordinator
Priyadarshini Bhagwati College of Engg.
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PRIYADARSHINI BHAGWATI COLLEGE OF ENGINEERING

**Internal Quality Assurance Cell
Academic Session 2020-21**

Meeting No. 2

Minutes of Meeting

Meeting of members of IQAC Committee was held under the Chairmanship of Principal Dr.N.K.Choudhari to discuss the various administrative, academic, co-curricular and extra curricular activities for quality enhancement of teachers and students.

Date: 25th November 2020

Time: 2.00 pm

Venue: IQAC Room, First Floor

Meeting was attended by the following members:

Sr No.	Name of the Member	Designation
1.	Shri Abhijeet Deshmukh, Director Lokmanya Tilak Jankalyan Shikshan Sanstha	Member
2.	Dr. N. K. Choudhari, Principal, PBCOE	Chairperson
3.	Mr. Somil Deshmukh, Technology Specialist TCS, Nagpur(Industry)	Member
4.	Mr. Atul Palandurkar, Ancyber Pvt Ltd., Pune.(Alumni)	Member
6.	Mr. M. S. Chaudhari, HoD, IT	Member
7.	Mr. S. M. Pimpalgaonkar, HoD, Mech	Member
8.	Dr. R N Patil, HoD, Civil	Member
9.	Dr. Ms. D.M. Kate, HoD, EC	Member
10.	Mr. K. N. Hande, HoD, CSE	Member
11.	Mr. P. M. Palkar, T & P officer	Member
12.	Dr. P. R. Bokde, R & D Incharge	Member
13.	Ms. S. A. Bhande	Member
14.	Mr. S. P. Daf	Member
15.	Mr. R. M. Daulatkar, Librarian	Member
18.	Dr. Mrs. A. R. Chaudhari, Dean Academics	Coordinator

Agenda for the meeting:

- Approval of minutes of meeting held on 22/06/2020 and action taken report
- Conduction of RTMNU Online Backlog Examination
- Conduction of various online activities for Teachers and Students.
- Conduction of Academic and Administrative Audit for 2020-2021.
- NAAC AQAR data compilation for 2019-2020.
- Review of T &P activities.
- Conduction of Diploma and Bridge Courses.
- Admission Counseling Activities.
- Conduction of Student Satisfaction Survey
- Student Feedback on online Teaching Learning System.

The following points were discussed in the meeting and necessary steps are proposed for effective implementation:

1. Minutes of previous meeting held on 22/06/2020 was approved by all the members. The IQAC Coordinator presented the action taken report.

2. Online Conduction of RTMNU Backlog Examination will be done as per University circular guidelines. Deputed RTMNU exam incharge were asked to prepare proper guidelines for the conduction of Online Exam.

3. Heads of various departments were asked to plan various online activities for Teachers and Students like webinars, workshops, conference, STTP, FDP.

4. Academic and Administrative audit for the session 2019-2020 has been conducted in the month of August 2020. Academic and Administrative audit for the session 2020-2021 is to be conducted in the month of July 2021. The heads should maintain proper documentation of all the academic activities.

5. AQAR for the session 2019-2020 is to be submitted to NAAC on or before 31st December 2020. The AQAR data should compiled for the session 2019-2020 by September 2020. All Heads, Criteria Incharges should keep the data ready so as to upload on NAAC portal.

6. The review of various T & P activities conducted till date has been taken. The T & P coordinator prof. P. M. Palkar has been asked to conduct more activities for the students to enhance their Aptitude skill, Communication skill, Group Discussion etc so as to make them campus ready.

7. All heads are encouraged to conduct diploma and bridge courses on various topics related to their branches. The heads should submit the details to IQAC.

8. Admission Counselling Committee for the session 2021-2022 has been formed. The planning of various admission counselling activities is to be done.

9. Students satisfaction survey to be conducted online on ERP. All heads must ensure the entry of student attendance on ERP portal for conduction of SSS.

10.-Feedback about online teaching is to be collected from students.

Principal Dr.N.K.Choudhari concluded the session and stressed on the need of various measures for quality improvement.The meeting ended with a formal vote of thanks proposed by IQAC coordinator Dr.(Mrs.)A.R.Chaudhari.

Prepared and circulated by

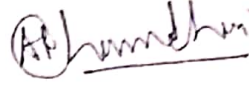


Dr.N.K.Choudhari
Principal & IQAC Chairperson
Dr. N:K. Choudhari
Principal

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Umred Road, Nagpur.

Copy to:

All HOD (CSE/IT/EC/CIVIL/MECH)
All IQAC committee members



Dr. Mrs. A. R. Chaudhari
IQAC Coordinator

IQAC Coordinator
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**Internal Quality Assurance Cell
Academic Session 2020-2021**

Action Taken Report

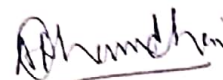
Minutes of Meeting dated 25/11/2020

Agenda	Action Taken
➤ Approval of minutes of meeting held on 22/06/2020 and action taken report	Minutes of previous meeting held on 22/06/2020 was approved by all the members. The IQAC Coordinator presented the action taken report.
➤ Conduction of RTMNU Online Backlog Examination	Conduction of RTMNU online backlog Examination was conducted as per the RTMNU guidelines. Exam incharge were asked to prepare proper guidelines for the conduction of Online Exam.
➤ Conduction of various online activities for Teachers and Students.	Heads of various departments planned various online activities for Teachers and Students like webinars, workshops, conference, STTP, FDP.
➤ Conduction of Academic and Administrative Audit for 2020-2021.	Academic and Administrative audit for the session 2020-2021 is to be completed by July 2021.
➤ Review of T & P activities.	The T & P coordinator prof. P. M. Palkar has been asked to conduct more activities for the students to enhance their Aptitude skill, Communication skill, Group Discussion etc so as to make them campus ready.
➤ Conduction of Diploma and Bridge Courses.	All heads are encouraged to conduct diploma and bridge courses on various topics related to their branches.
➤ Admission Counseling Activities.	Admission Counselling Committee for the session 2021-2022 has been formed. Various counseling activities were carried out.
➤ Conduction of Student Satisfaction Survey	Students satisfaction survey to be conducted online on ERP. The heads were asked to complete the entry of student attendance on ERP.
➤ Student Feedback on online Teaching Learning System.	It has been decided to conduct Students Feedback either through ERP of Google Form.



Dr. N.K. Choudhari
Principal & IQAC Chairperson

Dr. N.K. Choudhari
Principal
Priyadarshini Bhagwati College of Engg.
Umred Road, Nagpur.



Dr. Mrs. A. R. Chaudhari
IQAC Coordinator

IQAC Coordinator
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Internal Quality Assurance Cell
Academic Session 2020-2021

Meeting No. 3

Minutes of Meeting

Meeting of members of IQAC Committee was held under the Chairmanship of Principal Dr.N.K.Choudhari to discuss the various administrative, academic, co-curricular and extra curricular activities for quality enhancement of teachers and students.

Date: 8th March 2021

Time: 2.00 pm

Venue: IQAC Room, First Floor

Meeting was attended by the following members:

Sr No.	Name of the Member	Designation
1.	Shri Abhijeet Deshmukh, Director Lokmanya Tilak Jankalyan Shikshan Sanstha	Member
2.	Dr. N. K. Choudhari, Principal, PBCOE	Chairperson
3.	Dr. M. P. Singh, Principal, Priyadarshini College of Engineering, Nagpur	
4.	Mr. Somil Deshmukh, Technology Specialist TCS, Nagpur(Industry)	Member
5.	Mr.Himanshu Bhoyar (Student)	Member
6.	Mr. M. S. Chaudhari, HoD, IT	Member
7.	Mr. S. M. Pimpalgaonkar, HoD, Mech	Member
8.	Dr. R. N. Patil, HoD, Civil	Member
9.	Mr K N Hande, HoD, CSE	Member
10.	Mr.P.M.Palkar, T& P officer	Member
11.	Dr. P. R. Bokde, R & D Incharge	Member
12.	Ms.S.A.Bhande	Member
13.	Mr.S.P.Daf	Member
14.	Mr. R. M. Daulatkar, Librarian	Member
15.	Dr. Mrs. A. R. Chaudhari, Dean Academics	Coordinator

Agenda for the meeting:

- Approval of minutes of meeting held on 25/11/2020 and action taken report
- Online Curricular and Co-curricular activities
- Online Evaluation for continuous assessment and CAT exam of Students.
- Online Conduction of Technical Activities for students
- Conduction of Sessional Examination
- Singning of MOUs with different organizations.
- Plan to return to classroom teaching along with proper precautions
- Conduction of Regular and Backlog online RTMNU exam.
- Conduction of Students feedback.

The meeting started with a welcome note by IQAC coordinator Dr. (Mrs.) A.R. Chaudhari.

The following points were discussed in the meeting and necessary steps are proposed for effective implementation:

1. Minutes of previous meeting held on 25/11/2020 was approved by all the members. The IQAC Coordinator presented the action taken report.
2. All heads were requested to submit the plan of Curricular and Co-curricular activities which will be conducted in Online mode.
3. The continuous assessment will be done by Assignments, Online CAT exam, Sessional exam and Viva - Voce of Students.
4. Various online technical activities are to be conducted at college as well as department level. Heads should prepare the plan and give responsibility to the faculty members of the department.
5. Online Sessional exam to be conducted. All Faculty members should complete the syllabus well ahead of sessional examination. If required extra classes to be conducted on holidays. Sessional should be conducted on the whole syllabus and as per the pattern of online RTM Nagpur University exam.
6. New MOUs to be signed up with different industries and organizations. Old MOUs should be renewed for the benefit of the students and staff.
7. The college should be ready to start the offline classes as per the guidelines issued by UGC/ AICTE/ RTM Nagpur university from time to time. All COVID- 19 protocols will be followed strictly if offline classes resumes. The following precautions should be followed;
 - College campus as well as all classrooms must be disinfected
 - Arrangement of Thermal Scanning at the college entranc
 - Arrangement of Sanitizer facility at various places.
 - Social Distancing norms to be followed strictly.
 - Students should have the facility for attending the classes in both offline and online mode.

9. Regular and Backlog online RTMNU exam will be conducted through online mode. RTMNU will conduct the exam for regular students. The examination of Ex- Student is to be conducted at college level as per the guidelines issued by RTM Nagpur University. Teacher should keep ready the MCQ Question bank of their respective subject.

10. Students feedback is to be conducted either through ERP or Google Form.

Principal Dr.N.K.Choudhari concluded the session and stressed on the need of various measures for quality improvement. The meeting ended with a formal vote of thanks proposed by IQAC coordinator Dr.(Mrs.)A.R.Chaudhari.

Prepared and circulated by



Dr.N.K.Choudhari

Principal person

Principal

Priyadarshini Bhagwati College of Engg
Umred Road, Nagpur

Copy to:

All HOD (CSE/IT/EC/CIVIL/MECH)

All IQAC committee members



Dr. Mrs. A. R. Chaudhari
IQAC Coordinator

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