

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

**Internal Quality Assurance Cell**  
**Academic Session 2021-22**  
**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 2021-2022.

Date: 19 June 2021

Time:3.00 pm

Venue:Conference Room

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	Member
4.	Mr. Deepak Dhote, Operational Manager, IT-Networkz, Nagpur( Industry)	Member
5.	Mr. Aadesh Jain	Member
6.	Mr.Atul Palandurkar, Ancyber Pvt Ltd., Pune.(Alumni)	Member
7.	Mr. Shalom Sonekar	Member
8.	Mr M. S. Chaudhari, HoD, IT	Member
9.	Mr S. M. Pimpalgaonkar, HoD, Mech	Member
10.	Dr. R. N. Patil, HoD, Civil	Member
11.	Dr. (Ms.) D.M. Kate, HoD, EC	Member
12.	Mr. K. N. Hande, HoD, CSE	Member
13.	Mr.P.M.Palkar, T& P officer	Member
14.	Ms.S.A.Bhande	Member
15.	Mr.S.P.Daf	Member
16.	Mr S. Khedilkar, Registrar	Member
17.	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 08/03/2020 and action taken report
  - Review of activities carried out in 2020-21
  - Planning of academic year 2021-22
  - Conduction of academic and administrative audit
  - Waste management, rain water harvesting & Conduction of green and electric audit
  - Preparation of NIRF
  - Planning of T & P activities
  - Review of Internal assessment policy
  - NPTEL courses registration by faculty and students
  - Ratification of various committees, its role and responsibilities
  - Induction and orientation program and Bridge Course for first year
  - Organization of Conference/Seminar/Workshops/STTP/FDP/for faculty and students
  - Review of implementation of new teaching scheme for 3<sup>rd</sup> and 4<sup>th</sup> Semester
  - Conduction of certificate, diploma and bridge courses.
- 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 08/03/2020 was approved by all the members. The IQAC Coordinator presented the action taken report.

2. Review of various online academic, co-curricular, extracurricular and administrative activities carried out in the academic session 2020-21 was taken.

Following activities were reviewed

- Throughout the year various online technical, co-curricular and extra curricular activities were organized. To mention few webinars on industry 4.0, Digital Poster Competition, Nourishing Body and Mind, Food Safety, Gender Sensitization, Writing Research proposal etc.
- Few online activities were organized by NSS cell of the institute.
- Online Campus Recruitment Trainings and Guest Lectures were organized by T & P Cell.
- IQAC organized various online activities during the lockdown period. The activities include Webinars, Panel discussions, Workshops for Faculty and Students.

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.

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 2020-21. 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 upgrade the existing Internal assessment policy as per the new teaching scheme of university. 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. Choudhari 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.Tech. III and IV Semester from the Academic session 2021-22. All Heads of the department were instructed to check the availability of teachers. All heads will make the necessary preparation for implementation of new teaching scheme with respect to teaching Load, Faculty Requirements, purchase of new equipments and books.

19. 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.

20. The compiled AQAR for the session 2020-2021 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 & ~~Principal~~ Chairperson  
Priyadarshini Bhagwati College of Engg.  
Copy ~~to~~ Umred Road, Nagpur.  
All HOD (CSE/IT/EC/CIVIL/MECH)  
All IQAC committee members

**Dr. Mrs. A. R. Chaudhari**  
IQAC Coordinator

**IQAC Coordinator**  
Priyadarshini Bhagwati College of Engg.  
Umred Road, Nagpur.

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

**Internal Quality Assurance Cell**  
**Academic Session 2021-22**  
**Action Taken Report**  
**Minutes of Meeting dated 19/06/2021**

Agenda	Action Taken
➤ Approval of minutes of meeting held on 08/03/2021 and action taken report	Minutes of previous meeting held on 08/03/2021 was approved by all the members. The IQAC Coordinator presented the action taken report.
➤ Review of activities carried out in 2020-21	Review of various online academic, co-curricular, extracurricular and administrative activities carried out in the academic session 2020-21 was taken.
➤ Conduction of academic and administrative audit	It has been decided to complete both the academic and administrative audit by the end of July 2021. The college level committee to carry out Inter department Academic audit has been formed.
➤ Waste management, rain water harvesting & Conduction of green and electric audit	Mr. A.N. Burile, Assistant Professor in Civil Engineering department has upgraded the existing system. Green audit and Energy 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 T & P activities	Almost 83 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 as per the requirement of new syllabus prescribed by University.
➤ 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. Hande 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 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 etc

➤ Induction and orientation program and Bridge Course for first year	As per the new AICTE guidelines it has been decided to conduct two weeks Induction and orientation program for newly admitted first year students.
➤ Organization of Conference/Seminar/Workshops/S TTP/FDP/for faculty and students	Heads were encouraged to organise various Conference/Seminar/Workshops/STTP/FDP/for faculty and students
➤ Review of implementation of new teaching scheme for 3 <sup>rd</sup> and 4 <sup>th</sup> Semester	As per the guidelines of AICTE and RTMNU the new teaching scheme has been implemented successfully for B.E. 3 <sup>rd</sup> and 4 <sup>th</sup> Semester.
➤ Conduction of certificate, diploma and bridge courses.	Various online certificate, diploma and bridge courses on the recent topics were planned.



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

**Principal**  
Priyadarshini Bhagwati College of Engg,  
Umred Road, Nagpur.



**Dr. Mrs. A. R. Chaudhari**  
IQAC Coordinator

**IQAC Coordinator**  
Priyadarshini Bhagwati College of Engg.  
Umred Road, Nagpur.

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

**Internal Quality Assurance Cell  
Academic Session 2021-22**

**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: 18<sup>th</sup> November 2021

Time: 2.00 pm

Venue: IQAC Room, First Floor

Meeting was attended by the following members:

<b>Sr No.</b>	<b>Name of the Member</b>	<b>Designation</b>
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. Shalom Sonekar	Member
7.	Mr M. S. Chaudhari, HoD, IT	Member
8.	Mr S. M. Pimpalgaonkar, HoD, Mech	Member
9.	Dr. R. N. Patil, HoD, Civil	Member
10.	Dr. (Ms.) D.M. Kate, HoD, EC	Member
11.	Mr. K. N. Hande, HoD, CSE	Member
12.	Mr.P.M.Palkar, T& P officer	Member
13.	Ms.S.A.Bhande	Member
14.	Mr.S.P.Daf	Member
15.	Mr S. Khedilkar, Registrar	Member
16.	Dr. Mrs. A. R. Chaudhari, Dean Academics	Coordinator

**Agenda for the meeting:**

- Approval of minutes of meeting held on 19/06/2021 and action taken report
- Conduction of RTMNU Online Backlog Examination
- Planning for conduction of offline classes
- Conduction of Workshops
- Conduction of Student Activities
- Conduction of Academic and Administrative Audit
- Organization of Conference /STTP/FDP
- NAAC AQAR data compilation for 2020-2021.
- Review of T &P activities.
- Conduction of Diploma and Bridge Courses.
- Admission Counseling Activities.
- Conduction of Student Satisfaction Survey

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

1. Minutes of previous meeting held on 19/06/2021 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 was asked to prepare proper guidelines for the conduction of Online Exam.

3. Heads of various departments were asked to make the necessary preparation for conduction of offline classes.

4. Heads of various departments were asked to plan various online/offline activities for Teachers and Students like webinars, workshops.

5. Heads of various departments were asked to organise student activities

6. Academic and Administrative audit for the session 2020-2021 has been conducted in the month of August 2021. Preparation and documentation for Academic and Administrative audit for the session 2021-2022 is to be done. The heads were encouraged to maintain proper documentation of all the academic activities.

7. IQAC coordinator and heads were encouraged to organize national/ International conference, STTP, FDP etc.

8. AQAR for the session 2020-2021 is to be submitted to NAAC on or before 31<sup>st</sup> December 2021. All Heads, Criteria Incharges should update the data so as to upload on NAAC portal.

9. 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 employable.

10. All heads are encouraged to conduct diploma and bridge courses on various topics related to their branches. The heads should submit the details to H&AT.


11. Strategic Consulting Committee for the session 2022-2023 has been formed. The planning of various educational consulting activities is to be done.

12. Students satisfaction survey is to be conducted online on ERP. All heads must ensure the ratio of student attendance on ERP portal for conduct of SSR.

Principal H. R. K. Chaudhary 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 H&AT coordinator Dr. Mrs. A. R. Chaudhary.

Prepared and circulated by

  
H. R. K. Chaudhary  
Principal & In-charge  
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Dr. Mrs. A. R. Chaudhary  
H&AT Coordinator  
Government College of Engineering  
Gurgaon, Haryana

Page No: \_\_\_\_\_  
All H&AT committee members



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

**Internal Quality Assurance Cell  
Academic Session 2021-2022**

**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: 11<sup>th</sup> March 2022

Time:2.00 pm

Venue: IQAC Room, First Floor

Meeting was attended by the following members:

Sr No.	Name of the Member	Designation
1.	Dr. N. K. Choudhari, Principal, PBCOE	Chairperson
2.	Dr. M. P. Singh, Principal, Priyadarshini College of Engineering, Nagpur	Member
3.	Mr. Somil Deshmukh, Technology Specialist TCS, Nagpur	Member
4.	Mr. Deepak Dhote, Operational Manager, IT-Networkz, Nagpur( Industry)	Member
5.	Mr. Aadesh Jain	Member
6.	Mr. Atul Palandurkar, Ancyber Pvt Ltd.,	Member
7.	Mr M. S. Chaudhari, HoD, IT	Member
8.	Mr S. M. Pimpalgaonkar, HoD, Mech	Member
9.	Dr. R. N. Patil, HoD, Civil	Member
10.	Dr. (Ms.) D.M. Kate, HoD, EC	Member
11.	Mr. K. N. Hande, HoD, CSE	Member
12.	Dr. P. R. Bokde, R&D Incharge	Member
13.	Mr.P.M.Palkar, T& P officer	Member
14.	Ms.S.A.Bhande	Member
15.	Mr.S.P.Daf	Member
16.	Mr S. Khedilkar, Registrar	Member
17.	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 18/11/2021 and action taken report
- Conduction of Co-curricular and Extra Curricular activities.
- Planning for farewell of final year students at department level
- Review of Preparation of National conference on “Innovative Technologies in Agriculture”.
- Conduction of Technical Activities for students
- Conduction of Workshop, Seminar, STTP for faculties
- Planning to conduct “Industry Academia Conclave”
- Conduction of Sessional Examination
- Signing of MOUs with different organizations.
- 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 18/11/2021 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
3. It has been decided to do farewell of Final Year student at departmental level
4. Review of various Preparations for conduction of National conference on “Innovative Technologies in Agriculture” during 24-25<sup>th</sup> March 2022 has been taken.
5. Various 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.
6. Heads along with senior faculty members should plan various technical activities for faculties such as various seminars, STTP, FDP, Workshops
7. It has been decided to conduct “Industry Academia Conclave” in the next Academic Session. Faculty Incharge ED cell and III cell will plan the detailed Schedule.
8. 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.
9. New MOUs to be signed up with different industries and organizations. Old MOUs should be renewed for the benefit of the students and staff.

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

**Internal Quality Assurance Cell**  
**Academic Session 2021-2022**  
**Action Taken Report**  
**Minutes of Meeting dated 18/11/2021**

Agenda	Action Taken
➤ Approval of minutes of meeting held on 19/06/2021 and action taken report	Minutes of previous meeting held on 19/06/2021 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.
➤ Planning for conduction of offline classes	Heads of various departments made the necessary preparation for conduction of offline classes.
➤ Conduction of Workshops	Heads of various departments planned various online/offline activities for Teachers and Students like webinars, workshops.
➤ Conduction of Student Activities	Various online and offline student activities are planned.
➤ Conduction of Academic and Administrative Audit	Preparation of documentation for Academic and Administrative audit for the session 2021-2022 has been started.
➤ Organization of Conference /STTP/FDP	IQAC planned National conference on "INNOVATIVE TECHNOLOGIES IN AGRICULTURE" during 24-25 March 2022.
➤ NAAC AQAR data compilation for 2020-2021.	NAAC AQAR data for 2020-2021 is compiled and submission of information on NAAC portal is in process.
➤ Review of T & P activities.	The T & P coordinator Prof. P. M. Palkar planned various 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 2022-2023 has been formed. Various counseling activities are planned.
➤ 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.

  
**Dr. N.K. Choudhari**  
**Principal & IQAC Chairperson**  
Priyadarshini Bhagwati College of Engg.  
Huned Road, Nagpur.

  
**Dr. Mrs. A. R. Chaudhari**  
**IQAC Coordinator**  
Priyadarshini Bhagwati College of Engg.  
Huned Road, Nagpur.

10. Regular and Backlog online RTMNU exam will be conducted through online mode. RTMNU will conduct the exam for regular students.

11. Students feedback is to be conducted either through ERP.

12. 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

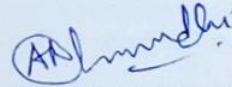


**Dr.N.K.Choudhari**  
**Principal & IQAC Chairperson**

**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**

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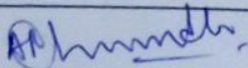
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**PRIYADARSHINI BHAGWATI COLLEGE OF ENGINEERING**

**Internal Quality Assurance Cell**  
**Academic Session 2021-22**  
**Action Taken Report**  
**Minutes of Meeting dated 08/03/2021**

Agenda	Action Taken
➤ Approval of minutes of meeting held on 18/11/2021 and action taken report	Minutes of previous meeting held on 18/11/2021 was approved by all the members. The IQAC Coordinator presented the action taken report.
➤ Conduction of Co-curricular and Extra Curricular activities.	All heads have planned Curricular and Co-curricular activities at Departmental Level.
➤ Planning for farewell of final year students at department level	Heads started planning for farewell of Final Year student at departmental level.
➤ Review of Preparation of National conference on "Innovative Technologies in Agriculture".	Chief guest for inaugural and valedictory function has been finalized. Expert speakers and chairpersons for oral presentation were also finalized. The schedule of two days conference is finalized.
➤ Conduction of Technical Activities for students	Various technical activities are conducted at department level.
➤ Conduction of Workshop, Seminar, STTP for faculties	Heads along with senior faculty members are in the process of preparing proposals for various seminars, STTP, FDP, Workshops.
➤ Planning to conduct "Industry Academia Conclave"	Faculty Incharge of ED cell and III cell are in the process of planning the detailed Schedule for "Industry Academia Conclave" to be conducted in the next Academic Session.
➤ Conduction of Sessional Examination	Sessional exam will be conducted in Online mode. Faculty members engaged extra classes for completion of syllabus.
➤ Signing of MOUs with different organizations.	New MOUs to be signed up with different industries and organizations. Old MOUs should be renewed for the benefit of the students and staff.
➤ Conduction of Students feedback.	Conduction of Students feedback through ERP portal is in process. Students attendance is uploaded on ERP.

  
**Dr. N.K. Choudhari**  
 Principal/Chairperson

Priyadarshini Bhagwati College of Engg.  
 Umred Road, Nagpur.

  
**Dr. Mrs. A. R. Chaudhari**  
 IQAC Coordinator

Priyadarshini Bhagwati College of Engg.  
 Umred Road, Nagpur.