

Meeting Summary



S.B. JAIN INSTITUTE OF TECHNOLOGY, MANAGEMENT & RESEARCH, NAGPUR

Emerge as a leading Institute for developing competent and creative Professionals

Minutes of Sixth Meeting of Internal Quality Assurance Cell (IQAC)

Date: 22nd September 2018

Time: 1:30 p.m.

Venue: Conference Hall

Members Present:

1. Mr. Sanjeev Agrawal, CEO, S.B.J.I.T.M.R, Nagpur
2. Dr. S. L. Badjate, Principal, S.B.J.I.T.M.R, Nagpur
3. Dr. Pankaj Thote, Dean Academics, IQAC Co-ordinator
4. Mr. Madhav Deshpande, T&P officer
5. Dr. Rupali Kelkar, Asst. Professor
6. Mr. Yogesh Sharma, Asst. Professor
7. Mr. Dinesh Mohod, Office Supritendent
8. Mr. Rajendra Pahade, Librarian
9. Mr. Indal Yadav, Branch Manager, Sahara India Bank, Nagpur
10. Mr. Gandhar Patwardhan, Director, S2P Edu Tech, Nagpur.

Members Absent:

1. Dr. D. P. Kothari, Former VC, VIT, Vellore.
2. Ms. Vaishali Manvol, Student representative
3. Mr. Pallav Chawda, Student representative
4. Mr. Dhroove Malik, Entrepreneur, Caredoc Health Pvt. Ltd.

The IQAC Co-ordinator welcomed all the members to the meeting.

1. Dr. Pankaj Thote read the minutes of 5th meeting & presented the action taken report. It was unanimously approved by all the members.
2. In order to evaluate the efficiency and effectiveness of the administrative procedure, an Administrative Audit of Accounts, Finance, Procurement, Stores, Admin Section, Student Section, Infrastructure and housekeeping, medical facility and safety and Security was introduced and conducted. It included assessment of

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policies, strategies & functions of the various administrative departments, control of the overall administrative system etc.

3. Preparation and planning of IQAC-AQAR report 2017-18 for submission to NAAC was discussed rigorously. According to the planning, AQAR report to be prepared (2017-18) was discussed initially with all the members. On the basis of that discussion the house suggested to divide the work among all the departments, Principal office, Student section, Account section, Library, Training and Placement so that the relevant data could be obtained from the respective Incharges which could make the work more simpler and faster.
4. In consideration to recent NAAC's revised guidelines, IQAC coordinator put forth the idea of Student Satisfaction Survey. Following the heavy discussion, the house suggested to revise the Institute's feedback policy with introduction of Student Satisfaction Survey and other feedbacks.
5. As Information is the vital source that represents the Institutions or Individuals, the august house suggested introducing Management Information System in order to improve the performance of the organization. Dr. S. L. Badjate added that the planning to buy ERP software is already in-process, which could come into realization very soon.
6. Mr. Sanjeev Agrawal put forth the idea of standardizing and regulating the complete process of recruitment in a well organized manner. He added in order to meet the vision of the institute, the institute has to set its organizational goal to identify, recruit & retain the highly qualified, experienced, talented professionals of the education industry.

Mr. Gandhar Pathwardhan appreciated this idea and suggested that proper guidelines can be framed for recruitment processes both for teaching as well as non-teaching staff.

The meeting ended with formal vote of thanks proposed by IQAC Co-Ordinator, Dr. Pankaj Thote.

Prepared & Approved by,


Dr. Pankaj Thote
IQAC, Coordinator