



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

Emerge as a leading Institute for developing competent and creative Professionals

Agenda for Seventh Meeting of Internal Quality Assurance Cell (IQAC)

1. Approval of minutes of IQAC 6th meeting held on 22nd September 2018 & action taken report.
2. Discussion regarding maintaining the proofs for NAAC revised framework.
3. Discussion and Planning on execution of International Conference.
4. Encouragement to students to participate in Project Competitions, paper presentations, Hackathons etc.
5. Campus Recruitment Training for Final Year Students.
6. Campus Placement Drive.
7. Discussion and planning of skill development workshop for non-teaching staff of the region.



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

Date: 2nd February 2019

Time: 2:00p.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. Rajendra Pahade, Librarian
8. Mr. Indal Yadav, Branch Manager, Sahara India Bank, Nagpur
9. Mr. Gandhar Patwardhan, Director, S2PEduTech, Nagpur.
10. Ms. Vaishali Manvol, Student representative
11. Mr. Pallav Chawda, Student representative

Members Absent:

1. Dr. D. P. Kothari, Former VC, VIT, Vellore.
2. 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 6th meeting & presented the action taken report. It was unanimously approved by all the members.
2. As per NAAC necessity, NAAC guidelines were discussed amongs the members of the house. The IQAC Coordinator Dr. Pankaj Thote informed the house about the Institutional planning carried out in accordance to revised NAAC guidelines. The roles and responsibilities have been assigned to the concerned departments to carry out the activities as per the plan and maintain its records/proofs in both hard & soft.

Meeting Summary

3. Dr. S. L. Badjate added, in order to bring together faculties, Industry personals, practitioners, researchers, scientists & students and provide them a common platform for knowledge sharing and promotes professional Interaction, the Institute must plan to organize National/International Conference/Symposium. All the members of the house appreciated the idea and decided to work on it.
4. Dr. S. L. Badjate also focused on the quality projects to be undertaken and completed so on. Also he added that the students should be encouraged to participate in Smart India Hackathon, Paper presentations, Conferences, Project Competitions etc and bring laurels to the Institution.
5. Mr. Madhav Deshpande, T&P Officer suggested to conduct Campus Recruitment Training for the final year students that shall be undergoing placement activities in the days to come. This training shall help them to enhance their soft-skills and improve their employability quotient.
6. For providing more and more placement opportunities to the final year students, CEO Mr. Sanjeev Agrawal insisted in bringing many more companies to the Institute for campus drives. He also opined to organize and conduct mass recruitment drive in the region by the Institute.
7. Urging that there is a need for soft-skills development amongst the non-teaching staff members, Mr. Rajendra Pahade proposed that such programmes must be organized specifically for the non-teaching staff members. The house appreciated the idea and the IQAC Co-ordinator assured that such programme shall be organized.

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

Prepared & Approved by,

Dr. Pankaj Thote
IQAC, Coordinator
IQAC Coordinator
S.B.Jain Institute of Technology.
Management & Research, Nagpur



Action Taken Report of Seventh meeting

Agenda 3/7: Discussion and Planning on execution of International Conference

Action taken: -After the suggestion from Dr. S. L. Badjate "International Conference on Advances in Engineering Sciences, Management and Technology" (ICAESMT-2019) is going to held in the month of December- 2019.

Agenda 4/7: Encouragement to students to participate in Project Competitions, paper presentations, Hackathon etc.

Action taken: -Project exhibitions were conducted in each department with some industry person as external evaluator. Also the students participated in project competitions at various levels and also won the prize. Project groups from departments also registered for Smart India Hackathon.

Agenda 5/7: Campus Recruitment Training for Final Year Students

Action taken: -In the view of increasing employability skills of non-placed students, two weeks Campus Recruitment Training was arranged for them in the last week of February. The result of which was enhanced communication skills, enhanced aptitude skills, confidence building.

Agenda 6/7: Campus Placement Drive

Action taken: - After the suggestion from Mr. Sanjeev Agrawal, Training and Placement Department worked sincerely on it. The result of which was a Mega Pool Campus Drive of MNC's was organized from 11th March 2019 to 16th March 2019 for 2019/2018/2017 batch. Around 5000 students from different regions like Chandrapur, Yavatmal, Amravati etc. participated in the event.

Agenda 6/7: Regional Level Skill Development workshop for Non Teaching Staff

Action taken: - A one day regional level workshop on “Professional Soft Skills Development” was organized by the IQAC on 25th April 2019 for the non teaching staff members of the region. The workshop was successfully conducted with participants from our Institute and other regional colleges. The topics covered under the workshop was Inter personal skills, Time Management, Confidence, Problem Solving, Team Building, Positive Thinking and Ethical Aptitude.



Principal
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