



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

Emerge as a leading Institute for developing competent and creative Professionals

## **Agenda for Eighth Meeting of Internal Quality Assurance Cell (IQAC)**

1. Approval of minutes of IQAC 7<sup>th</sup> meeting held on 2<sup>nd</sup> February 2019 & action taken report.
2. Discussion and planning for autonomous status.
3. Discussion regarding student internship.
4. Discussion and planning on academic and administrative audit.
5. Discussion regarding examination policy for upcoming session.

# Meeting Summary



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## Minutes of Eighth Meeting of Internal Quality Assurance Cell (IQAC)

**Date:** 11<sup>th</sup> May 2019  
**Time:** 2:00 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. Rajendra Pahade, Librarian
8. Mr. Indal Yadav, Branch Manager, Sahara India Bank, Nagpur
9. Mr. Gandhar Patwardhan, Director, S2P Edu Tech, 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 7th meeting & presented the action taken report. It was unanimously approved by all the members.
2. Dr. Pankaj Thote highlighted the importance of autonomy for higher education institutions in enhancing the quality of undergraduate education. He stressed that autonomy is an instrument for promoting academic excellence. The Institute will have the freedom to modernize its curricula and make them globally competent, locally relevant and skill oriented which shall promote employability amongst

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students. He further briefed the house about the UGC revised guidelines for autonomy. The complete house had a thorough discussion on importance of autonomy and favored for grant of autonomous status to the Institute. The Principal Dr. S.L. Badjate urged Dr. P.B. Thote to chalk out a plan for preparation and submission of autonomous proposal to the UGC.

3. Mr. Madhav Deshpande stressed in order to foster personality and inculcate professional skills amongst the students as well as to get the actual essence of work culture of any Industry, they must compulsorily undergo internship during summer vacation. Dean Academics stated that the 6<sup>th</sup> Semester appearing students shall compulsorily undergo minimum 15 days industrial internship in the summer vacation.
4. CEO of the Trust Mr. Sanjeev Agrawal suggested to carryout Internal Academic Audit and Administrative Audit for evaluating the efficiency and effectiveness of the academic and administrative system of the Institute. The responsibility for conduction of academic audit was shouldered upon Dean Academics. The administrative audit shall be carried out by a committee formed by the Principal.
5. Principal Dr. S.L. Badjate insisted in bringing in autonomous culture in the Institute endeavors specifically in its internal assessment and evaluation system. Open discussions were carried out and the house decided to assess and evaluate the students in mid of the academics through Mid Semester Examination (MSE) and at the end of the academics through End Semester Examination(ESE). Dr. S.L. Badjate urged Dean Academics to frame examination guidelines accordingly for the upcoming session.

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**



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## **Action Taken Report of Eighth meeting**

**Agenda 2/8:** Discussion and planning for autonomous status.

**Action taken:** - The plan was chalked out by IQAC for the preparation of autonomous proposal by the Institute. Information and data as required for the proposal was called in by IQAC from all the Academic Departments, Principal Office, Accounts Section, Library, Admin Section, Student Section and T & P department. The proposal shall then be compiled by IQAC and shall undergo verification process.

**Agenda 3/8:** Discussion regarding student internship.

**Action taken:** -All the seventh semester students has undergone minimum 15 days compulsory internship in Industry of their domain before the start of their academic classes.

**Agenda 4/8:** Discussion and planning on academic and administrative audit.

**Action taken:** -Internal Academic Audit was carried out for the session 2018-19(EVEN) during the period 30<sup>th</sup> May – 3<sup>rd</sup> June 2019 for all academic departments. Internal Administrative Audit was carried out during the period 1<sup>st</sup> June – 4<sup>th</sup> June 2019.

**Agenda 5/8:** Discussion regarding examination policy for upcoming session.

**Action taken:** -Dean Academics has prepared and circulated Internal Examination Policy for the academic year 2019-20.

Principal  
S. B. Jain Institute of Technology,  
Management & Research,  
Nagpur.

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