



SHRI SAI SHIKSHAN SANSTHA'S



# NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai, Affiliated to RTM Nagpur & NAAC Accredited

Ref. No. \_\_\_\_\_

Date : \_\_\_\_\_

## MINUTES OF IQAC MEETING HELD ON 14/08/2020

The meeting for the Formation IQAC was held online on Friday , 14<sup>th</sup> Aug 2020 at 11:30 a.m. for which following members were present online .

1. In conformance with the requirement of NAAC, the college formed an IQAC with the following member's composition for session 2020-21 .

NAAC IQAC	Chairperson	Dr. Mukesh Patil, Director
	Co-ordinator	Dr. Vaibhav Bhalerao
	Faculties	Dr. Bharat Adulkar Dr. Nilesh Yemde A/P Pallavi Shekhar A/P Farida Damani A/P Shashikant Raut A/P Mukta Marathe A/P Pradnya Salwatkar A/P Naina Yadav A/P Premila Sushir
	Librarian	Ms. Vaishali Gode
	Administrative Staff	Mr. Nikhil Barde Mrs. Jyoti Wakode
	Technical Staff	Mr. Chandrashekhar Jiwtode
	Student	Mr. Chitrakash Raut Miss. Aditi Dholekar
	Management Representative	Dr. Rajesh Waigaonkar
	Alumni	Ms. Rashmi Satorkar
	Stake Holder	Mr. M. K. Shekhar

**CAMPUS** : Survey No. 13/2, Mahurzari, Katol Road, Nagpur-441 501

**CORP. OFF** : 2<sup>nd</sup> Floor, Midas Heights, Central Bazar Road, Ramdaspath, Nagpur-440010

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	Stake Holder	Mr. M. K. Shekhar
	Society	Mrs. Riddhi Deshmukh, Member, Shri Sai Shikshan Sanstha, Nagpur
	Employers/Industrialist	Mr. Prakash Atone Kotak Mahindra Bank Dr. Rajesh Padole Dear Sir Services Nagpur
NAAC Advisory Committee		Dr. Jyoti Patil Principal, Renuka College Besa, Nagpur  Dr. Kailash Kadu Professor Green Heaven Institute of Management & Research, Nagpur.  Dr. Amol Deshmukh Principal Nagpur Institute of Technology, Nagpur



  
Mukesh Patil  
DIRECTOR  
NIT GRADUATE SCHOOL  
OF MANAGEMENT  
NAGPUR

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Date : \_\_\_\_\_

## IQAC Members Attendance - IQAC meeting held on 14<sup>th</sup> August 2020

Designation	Name	Signature
Chairperson	Dr. Mukesh Patil, Director	
Co-ordinator	Dr. Vaibhav Bhalerao	
Faculties	Dr. Bharat Adulkar	
	Dr. Nilesh Yemde	
	A/P Pallavi Shekhar	
	A/P Farida Damani	
	A/P Shashikant Raut	
	A/P Mukta Marathe	
	A/P Pradnya Salwatkar	
	A/P Naina Yadav	
	A/P Premila Sushir	
Librarian	Ms. Vaishali Gode	
Administrative Staff	Mr. Nikhil Barde	
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Technical Staff	Mr. Chandrashekhar Jiwtode	
Student	Mr. Chittrakash Raut	
	Miss. Aditi Dholekar	

NAAC IQAC

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NAAC IQAC	Management Representative	Dr. Rajesh Waigaonkar	
	Alumni	Ms. Rashmi Satorkar	
	Stake Holder	Mr. M. K. Shekhar	
	Society	Mrs. Riddhi Deshmukh, Member, Shri Sai Shikshan Sanstha, Nagpur	
	Employer	Mr. Prakash Atone Kotak Mahindra Bank	
	Industrialist	Dr. Rajesh Padole Dear Sir Services Nagpur	
NAAC Advisory Committee		Dr. Jyoti Patil Principal , Renuka College Besa , Nagpur	
		Dr. Kailash Kadu Professor Green Heaven Institute of Management & Research, Nagpur.	
		Dr. Amol Deshmukh Principal Nagpur Institute of Technology, Nagpur	

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Date : \_\_\_\_\_

## Minutes of the IQAC meeting held on 18<sup>th</sup> August 2020 –

### Online Meeting

**Time: 11: 00 a.m.**

### Agenda :

- IQAC Action Plan for the year 2020-2021
- Effective ways and means for online teaching and delivery
- Technology platforms for online delivery and assessment
- Faculty Development Program

### Suggestions :

- Faculty skill development & students skill development initiative should be taken by IQAC under IQAC Action Plan for the year.
- Teaching Learning process will be more technology oriented and the faculty members need to be trained for this.
- Training schedule to be planned for the effective usage of online teaching using ZOOM & Google Meet platforms
- The standard of our lectures should be enhanced and henceforth materials for preparatory learning and course delivery should be kept ready. Existing resources can be provided as pre-tutorial materials so that the students will come prepared for the classes.
- Standard modules to be prepared for all subjects and activity-based content needs to be prepared. The classes should be interactive and feedback to be obtained from the students for effective online teaching.
- Faculty Development Program should be planned for training faculty for effective online teaching .

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## Action Taken :

- Faculty skill development & students skill development program were planned under IQAC Action Plan for the year 2020-2021
- Faculty Development Programme – “Hands on training on Google Meet” was organized from 25<sup>th</sup> August to 26<sup>th</sup> August 2020 . The faculty members were trained to organize Google Meet for the classes , invite students to Google Meet , add materials and videos etc.
- Online classes were handled using Google Meet for MBA students
- Feedback was obtained from students and faculty members regarding the effectiveness of online classes.
- Study material was provided to students in advance for study preparation



*M. Patil*  
Dr. Mukesh Patil  
DIRECTOR  
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IQAC Members Attendance - IQAC meeting held on 18<sup>th</sup> August 2020

Designation	Name	Signature
Chairperson	Dr. Mukesh Patil, Director	
Co-ordinator	Dr. Vaibhav Bhalerao	
Faculties	Dr. Bharat Adulkar	Absent
	Dr. Nilesh Yemde	
	A/P Pallavi Shekhar	Absent
	A/P Farida Damani	
	A/P Shashikant Raut	
	A/P Mukta Marathe	
	A/P Pradnya Salwatkar	
	A/P Naina Yadav	
	A/P Premila Sushir	
Librarian	Ms. Vaishali Gode	
Administrative Staff	Mr. Nikhil Barde	Absent
	Mrs. Jyoti Wakode	
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NAAC IQAC	Management Representative	Dr. Rajesh Waigaonkar	Absent
	Alumni	Ms. Rashmi Satorkar	<i>R. Satorkar</i>
	Stake Holder	Mr. M. K. Shekhar	<i>M. K. Shekhar</i>
	Society	Mrs. Riddhi Deshmukh, Member, Shri Sai Shikshan Sanstha, Nagpur	<i>Riddhi Deshmukh</i>
	Employer	Mr. Prakash Atone Kotak Mahindra Bank	Absent
	Industrialist	Dr. Rajesh Padole Dear Sir Services Nagpur	<i>R. Padole</i>
NAAC Advisory Committee		Dr. Jyoti Patil Principal , Renuka College Besa , Nagpur	<i>Jyoti Patil</i>
		Dr. Kailash Kadu Professor Green Heaven Institute of Management & Research, Nagpur.	<i>Kailash Kadu</i>
		Dr. Amol Deshmukh Principal Nagpur Institute of Technology, Nagpur	<i>Amol Deshmukh</i>

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## Minutes of the IQAC meeting held on 27<sup>th</sup> August 2020 –

### Online Meeting

Time: 11: 00 a.m.

#### Agenda :

- ❖ Language & Communication Skill Development Program
- ❖ ICT / Computing Skill Development Program
- ❖ National Literacy Day Celebration
- ❖ Community Cleaning Program
- ❖ Coordinating Mentoring Program

#### Suggestions :

- ❖ Language & Communication Skill Development Program should be conducted for students to provide an authentic language & communication skills learning experience to students.
- ❖ In order to develop students knowledge & skills about computer & processes , ICT / Computing Skill Development Program should be initiated.
- ❖ National Literacy Day should be celebrated to spread importance of Literacy.
- ❖ Community Cleaning Program should be held to spread need of community cleaning awareness.
- ❖ Mentoring Program Coordination Meeting should be initiated to Mentor – mentee coordination
- ❖ Faculty members are instructed to organize a Mentor- Mentee meeting with their respective wards with an Agenda that includes academic program, grievance, feedback etc.

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## Action Taken :

- ❖ Language & Communication Skill Development Program was conducted from 1/09/2020 to enhance Language & Communication Skill of students.
- ❖ ICT / Computing Skill Development Program was conducted from 1/09/2020 to develop students ICT / Computing Skill
- ❖ National Literacy Day was celebrated on 9<sup>th</sup> September 2020.
- ❖ Community Cleaning Program was conducted on 12<sup>th</sup> September 2020
- ❖ Mentor- Mentee meeting was organized on 18<sup>th</sup> September 2020.



  
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IQAC Members Attendance - IQAC meeting held on 27<sup>th</sup> August 2020

Designation	Name	Signature
Chairperson	Dr. Mukesh Patil, Director	
Co-ordinator	Dr. Vaibhav Bhalerao	
Faculties	Dr. Bharat Adulkar	Absent
	Dr. Nilesh Yemde	
	A/P Pallavi Shekhar	Absent
	A/P Farida Damani	
	A/P Shashikant Raut	
	A/P Mukta Marathe	
	A/P Pradnya Salwatkar	
	A/P Naina Yadav	
	A/P Premila Sushir	Absent
Librarian	Ms. Vaishali Gode	
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	Alumni	Ms. Rashmi Satorkar	Absent
	Stake Holder	Mr. M. K. Shekhar	
	Society	Mrs. Riddhi Deshmukh, Member, Shri Sai Shikshan Sanstha, Nagpur	Absent
	Employer	Mr. Prakash Atone Kotak Mahindra Bank	
	Industrialist	Dr. Rajesh Padole Dear Sir Services Nagpur	
NAAC Advisory Committee	Dr. Jyoti Patil Principal , Renuka College Besa , Nagpur	Absent	
	Dr. Kailash Kadu Professor Green Heaven Institute of Management & Research, Nagpur.		
	Dr. Amol Deshmukh Principal Nagpur Institute of Technology, Nagpur		

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Date : \_\_\_\_\_

## Minutes of the IQAC meeting held on 28<sup>th</sup> September 2020

Time: 11: 00 a.m.

### Agenda :

- ❖ Students Satisfaction Survey on teaching – learning process
- ❖ Student support services
- ❖ NAAC AQAR Submission
- ❖ Workshop on Gender Equity
- ❖ Training session for students

### Suggestions :

- ❖ Students Satisfaction Survey on teaching – learning process should be conducted for analyzing students satisfaction towards teaching – learning process.
- ❖ Effective student support system to be provided to manage procedural work
- ❖ Following NAAC AQAR Submission , the portal shall start accepting the AQAR .Considering the magnitude of the work , the team members involved in AQAR submission should be given related instructions & responsibility.
- ❖ The uploading of data for NAAC AQAR Submission is to begin shortly. Staff should provide the required data in advance for further procedure .
- ❖ Workshop on Gender Equity should be organized for spreading awareness that women and men are define and characterize equally for the social life in its political, economic, cultural and social facets.
- ❖ Motivational training session should be conducted for students to motivate them for managing stress & overcoming challenges in life.

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## Action Taken :

- ❖ Students Satisfaction Survey on teaching – learning process was conducted on 6<sup>th</sup> October 2020.
- ❖ Effective student support system to be provided to students for procedural work follow up. All instructions regarding this were given to staff members by director.
- ❖ NAAC AQAR Submission has been completed on 10<sup>th</sup> October 2020.
- ❖ Guest lecture on Gender Equity was conducted for spreading awareness that women and men are define and characterize equally on 13<sup>th</sup> October 2020
- ❖ IQAC has organized training session for student with Dr.Sumit Waikar, Amravati on the topic, "Train your mind to conquer the challenges", on 24<sup>th</sup> October 2020.



**Dr Mukesh Patil**  
**DIRECTOR**  
**NIT GRADUATE SCHOOL**  
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IOAC Members Attendance - IOAC meeting held on 28<sup>th</sup> September 2020

Designation	Name	Signature
Chairperson	Dr. Mukesh Patil, Director	
Co-ordinator	Dr. Vaibhav Bhalerao	
Faculties	Dr. Bharat Adulkar	
	Dr. Nilesh Yemde	
	A/P Pallavi Shekhar	
	A/P Farida Damani	
	A/P Shashikant Raut	Absent
	A/P Mukta Marathe	
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	Society	Mrs. Riddhi Deshmukh, Member, Shri Sai Shikshan Sanstha, Nagpur	Absent
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**Minutes of the IQAC meeting held on 29<sup>th</sup> October 2020**

**Time: 11: 00 a.m.**

**Agenda :**

- CSR Activity
- Capacity Building Program for Non – teaching staff
- MOU & Collaborations
- Feedback from Stakeholders

**Suggestions :**

- ❖ CSR activity should be held to enhance students & staff concern about corporate social responsibility.
- ❖ Capacity Building Program should be conducted for Non – teaching staff to improve their working productivity.
- ❖ Institute should form collaborations (MOU) with outside industrial & educational organization to facilitate joint seeking of knowledge & experience.
- ❖ Feedback from Stakeholders should be taken for future assistance.



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## Action Taken :

- ❖ CSR activity was held on 7<sup>th</sup> November 2020 to enhance students & staff concern about corporate social responsibility.
- ❖ Capacity Building Program was conducted on 10<sup>th</sup> November 2020 for Non – teaching staff to improve their working productivity.
- ❖ Process of forming collaborations (MOU) with outside industrial & educational organization to facilitate joint seeking of knowledge & experience was initiated with delegation of authority & responsibility.
- ❖ Feedback from Stakeholders was taken on 21<sup>st</sup> November 2020.



*M. Patil*  
Dr. Mukesh Patil  
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Faculties	Dr. Bharat Adulkar	
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	Alumni	Ms. Rashmi Satorkar	<del>B. Satorkar</del>
	Stake Holder	Mr. M. K. Shekhar	<del>M. K. Shekhar</del>
	Society	Mrs. Riddhi Deshmukh, Member, Shri Sai Shikshan Sanstha, Nagpur	<del>R. Deshmukh</del>
	Employer	Mr. Prakash Atone Kotak Mahindra Bank	Absent
	Industrialist	Dr. Rajesh Padole Dear Sir Services Nagpur	<del>R. Padole</del>
NAAC Advisory Committee	Dr. Jyoti Patil Principal , Renuka College Besa , Nagpur		<del>J. Patil</del>
	Dr. Kailash Kadu Professor Green Heaven Institute of Management & Research, Nagpur.		<del>K. Kadu</del>
	Dr. Amol Deshmukh Principal Nagpur Institute of Technology, Nagpur		Absent

**CAMPUS** : Survey No. 13/2, Mahurzari, Katol Road, Nagpur-441 501

**CORP. OFF** : 2<sup>nd</sup> Floor, Midas Heights, Central Bazar Road, Ramdaspath, Nagpur-440010

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SHRI SAI SHIKSHAN SANSTHA'S



# NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE-NewDelhi, DTE Mumbai, Affiliated to RTM Nagpur & NAAC Accredited

Ref. No.

Date : \_\_\_\_\_

## Minutes of the IQAC meeting held on 21<sup>st</sup> November 2020

**Time: 11: 00 a.m.**

### Agenda :

- Constitution Day Celebration
- Organizing Professional Ethics Program for the faculty
- SWOT Analysis Session
- Strategic Plan Review

### Suggestions :

- ❖ Constitution Day should be celebrated to promote the values of the Constitution among the students who are the youth of the country.
- ❖ Professional Ethics Program should be organized for the faculties to promote professional ethics within faculty.
- ❖ SWOT analysis session should be conducted for students to analyze their Strengths, Weaknesses, Opportunities & Threats.
- ❖ Strategic Plan of the institute should be review.

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Date : \_\_\_\_\_

## Action Taken :

- ❖ Constitution Day was celebrated on 26<sup>th</sup> November 2020 to promote the values of the Constitution among the students who are the youth of the country.
- ❖ Guest lecture on "Professional Ethics" was organized for the faculties on 12<sup>th</sup> December 2020 to promote professional ethics within faculty.
- ❖ SWOT analysis session was conducted for students on 19<sup>th</sup> December 2020
- ❖ Strategic Plan of the institute & its implementation against timeline was assessed & reviewed.



  
Dr Mukesh Patil  
DIRECTOR  
NIT GRADUATE SCHOOL  
OF MANAGEMENT  
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Ref. No.

IQAC Members Attendance - IQAC meeting held on 21<sup>st</sup> November 2020

Date :

21<sup>st</sup> November 2020

Designation	Name	Signature
Chairperson	Dr. Mukesh Patil, Director	
Co-ordinator	Dr. Vaibhav Bhalerao	
Faculties	Dr. Bharat Adulkar	
	Dr. Nilesh Yemde	
	A/P Pallavi Shekhar	
	A/P Farida Damani	
	A/P Shashikant Raut	
	A/P Mukta Marathe	
	A/P Pradnya Salwatkar	
	A/P Naina Yadav	
	A/P Premila Sushir	
Librarian	Ms. Vaishali Gode	
Administrative Staff	Mr. Nikhil Barde	
	Mrs. Jyoti Wakode	
Technical Staff	Mr. Chandrashekhar Jiwtode	
Student	Mr. Chitrakash Raut	
	Miss. Aditi Dholekar	

NAAC IQAC

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Ref. No. \_\_\_\_\_

Date : \_\_\_\_\_

NAAC IQAC	Management Representative	Dr. Rajesh Waigaonkar	
	Alumni	Ms. Rashmi Satorkar	
	Stake Holder	Mr. M. K. Shekhar	Absent
	Society	Mrs. Riddhi Deshmukh, Member, Shri Sai Shikshan Sanstha, Nagpur	
	Employer	Mr. Prakash Atone Kotak Mahindra Bank	
	Industrialist	Dr. Rajesh Padole Dear Sir Services Nagpur	Absent
NAAC Advisory Committee		Dr. Jyoti Patil Principal , Renuka College Besa , Nagpur	
		Dr. Kailash Kadu Professor Green Heaven Institute of Management & Research, Nagpur.	
		Dr. Amol Deshmukh Principal Nagpur Institute of Technology, Nagpur	

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Ref. No.

Date : \_\_\_\_\_

## Minutes of the IQAC meeting held on 29<sup>th</sup> December 2020

Time: 11: 00 a.m.

### Agenda :

- National Youth Day Celebration
- Documentation & Advanced Profile
- Students Support Services
- Soft Skill Development program for non teaching faculties

### Suggestions :

- ❖ National Youth Day should be celebrated to make a better future for the country by motivating the youths and spreading the ideas of the Swami Vivekanandaji.
- ❖ Documentation of all the activities conducted should be maintained & Advanced Profile of all the teaching staff should be prepared.
- ❖ Students Support Services should be established for proper guidance & support to students.
- ❖ Soft Skill Development program for non teaching faculties should be organized to combat the challenges of pandemic season

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Date : \_\_\_\_\_

## Action Taken :

- ❖ National Youth Day was celebrated on 12<sup>th</sup> January 2021.
- ❖ Instructions & guidance regarding format & procedure was given to staff members by director Dr. Mukesh Patil to maintain documentation of all the activities conducted. Director Dr. Mukesh Patil also instructed to the teaching staff to prepared Advanced Profile.
- ❖ Soft Skill Development program for non teaching faculties was conducted on 21<sup>st</sup> January 2021 to 23<sup>rd</sup> January 2021.



  
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Ref. No.

Date :

IQAC Members Attendance - IQAC meeting held on 29<sup>th</sup> December 2020

	Designation	Name	Signature	
NAAC IQAC	Chairperson	Dr. Mukesh Patil, Director		
	Co-ordinator	Dr. Vaibhav Bhalerao		
	Faculties		Dr. Bharat Adulkar	
			Dr. Nilesh Yemde	
			A/P Pallavi Shekhar	
			A/P Farida Damani	
			A/P Shashikant Raut	
			A/P Mukta Marathe	
			A/P Pradnya Salwatkar	
			A/P Naina Yadav	
			A/P Premila Sushir	
	Librarian		Ms. Vaishali Gode	
	Administrative Staff		Mr. Nikhil Barde	
			Mrs. Jyoti Wakode	
	Technical Staff		Mr. Chandrashekhar Jiwtode	
	Student		Mr. Chitrakash Raut	
			Miss. Aditi Dholekar	

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NAAC IQAC	Management Representative	Dr. Rajesh Waigaonkar	
	Alumni	Ms. Rashmi Satorkar	Absent
	Stake Holder	Mr. M. K. Shekhar	
	Society	Mrs. Riddhi Deshmukh, Member, Shri Sai Shikshan Sanstha, Nagpur	
	Employer	Mr. Prakash Atone Kotak Mahindra Bank	
	Industrialist	Dr. Rajesh Padole Dear Sir Services Nagpur	
NAAC Advisory Committee		Dr. Jyoti Patil Principal , Renuka College Besa , Nagpur	Absent
	Ex-Professor	Dr. Kailash Kadu Green Heaven Institute of Management & Research, Nagpur.	
		Dr. Amol Deshmukh Principal Nagpur Institute of Technology, Nagpur	

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Ref. No. \_\_\_\_\_

Date : \_\_\_\_\_

## Minutes of the IQAC meeting held on 25<sup>th</sup> January 2021

Time: 11: 00 a.m.

### Agenda :

- Bridge Course
- Induction Program Illuminate 2021
- Program & Activities for Newly Admitted Batch
- Mentoring Program
- Group Discussion & Personal Interview Session
- Soft Skill Development Program

### Suggestions :

- ❖ Bridge Course should be organized for students to bridge the gap between subjects studied at graduation level and subjects they would be studying in post graduation.
- ❖ Induction Program should be conducted for newly admitted batch of students to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self exploration
- ❖ Program & Activities for Newly Admitted Batch of students should be planned in advance. Its authority & responsibility should be delegated to respective staff.
- ❖ Mentoring Program should be initiated for new batch of students for Mentor – mentee coordination
- ❖ Group Discussion & Personal Interview Session should be conducted for students to give them practical orientation towards recruitment & selection process in campus interview.

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- ❖ Soft Skill Development Program should be conducted for students to give each student a realistic perspective of work and work expectations, to help formulate problem solving skills, to guide students in making appropriate and responsible decisions, to create a desire to fulfill individual goals.

## Action Taken :

- ❖ Bridge Course was organized for students from 1<sup>st</sup> February 2021.
- ❖ Induction Program was conducted for newly admitted batch of students from 8<sup>th</sup> February 2021 to 10<sup>th</sup> February 2021.
- ❖ Program & Activities for Newly Admitted Batch of students were planned in advance. Its authority & responsibility was delegated to respective staff by director Dr. Mukesh Patil .
- ❖ Mentoring Program was started for Sem I students from 13<sup>th</sup> February 2021.
- ❖ Group Discussion & Personal Interview Session was conducted from 17<sup>th</sup> February 2021 to 18<sup>th</sup> February 2021.
- ❖ Soft Skill Development Program was organized for students from 22<sup>nd</sup> February 2021



  
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DIRECTOR  
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Ref. No.

Date :

IQAC Members Attendance - IQAC meeting held on 25<sup>th</sup> January 2021

Designation	Name	Signature
Chairperson	Dr. Mukesh Patil, Director	
Co-ordinator	Dr. Vaibhav Bhalerao	
Faculties	Dr. Bharat Adulkar	
	Dr. Nilesh Yemde	
	A/P Pallavi Shekhar	
	A/P Farida Damani	
	A/P Shashikant Raut	
	A/P Mukta Marathe	
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Librarian	Ms. Vaishali Gode	
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	Mrs. Jyoti Wakode	
Technical Staff	Mr. Chandrashekhar Jiwtode	
Student	Mr. Chitrakash Raut	
	Miss. Aditi Dholekar	

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NAAC IQAC	Management Representative	Dr. Rajesh Waigaonkar	
	Alumni	Ms. Rashmi Satorkar	
	Stake Holder	Mr. M. K. Shekhar	
	Society	Mrs. Riddhi Deshmukh, Member, Shri Sai Shikshan Sanstha, Nagpur	
	Employer	Mr. Prakash Atone Kotak Mahindra Bank	Absent
	Industrialist	Dr. Rajesh Padole Dear Sir Services Nagpur	
NAAC Advisory Committee		Dr. Jyoti Patil Principal , Renuka College Besa , Nagpur	
		Dr. Kailash Kadu Professor Green Heaven Institute of Management & Research, Nagpur.	Absent
		Dr. Amol Deshmukh Principal Nagpur Institute of Technology, Nagpur	

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Ref. No.

Date : \_\_\_\_\_

## Minutes of the IQAC meeting held on 22<sup>nd</sup> February 2021

Time: 11: 00 a.m.

### Agenda :

- Yoga & Meditation Program
- International Women's Day Celebration
- CSR Activity
- Personal Counselling to students under Career Counselling Program

### Suggestions :

- ❖ Yoga & Meditation Program should be organized as Yoga & Meditation is powerful tool for handling stress, improving their teaching skills, and increasing their physical, mental, and emotional health.
- ❖ International Women's Day should be celebrated for women's history, highlighting key events, milestones, and achievements, and aims to further promote and raise awareness of women's rights and to achieve equal opportunity status in all walks of life.
- ❖ CSR activity should be held to enhance students & staff concern about corporate social responsibility.
- ❖ Personal Counselling to students should be organized under Career Counselling Program

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## Action Taken :

- ❖ Yoga & Meditation Program was conducted from 1<sup>st</sup> March 2021.
- ❖ International Women's Day was celebrated on 8<sup>th</sup> March 2021.
- ❖ CSR Activity - Enhancing Swachhta & Rural Engagement Activity was conducted in Dahegaon on 20<sup>th</sup> March 2021.
- ❖ Personal Counselling Session was organized for students from 24<sup>th</sup> March 2021 to 26<sup>th</sup> March 2021 under Career Counselling Program.



  
Dr. Mukesh Patil  
DIRECTOR

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Ref. No.

Date :

IQAC Members Attendance - IQAC meeting held on 22<sup>nd</sup> February 2021

Designation	Name	Signature
Chairperson	Dr. Mukesh Patil, Director	
Co-ordinator	Dr. Vaibhav Bhalerao	
Faculties	Dr. Bharat Adulkar	Absent
	Dr. Nilesh Yemde	
	A/P Pallavi Shekhar	
	A/P Farida Damani	
	A/P Shashikant Raut	Absent
	A/P Mukta Marathe	
	A/P Pradnya Salwatkar	
	A/P Naina Yadav	
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Librarian	Ms. Vaishali Gode	
Administrative Staff	Mr. Nikhil Barde	
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Technical Staff	Mr. Chandrashekhar Jiwtode	
Student	Mr. Chitrakash Raut	
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	Alumni	Ms. Rashmi Satorkar	
	Stake Holder	Mr. M. K. Shekhar	
	Society	Mrs. Riddhi Deshmukh, Member, Shri Sai Shikshan Sanstha, Nagpur	
	Employer	Mr. Prakash Atone Kotak Mahindra Bank	Absent
	Industrialist	Dr. Rajesh Padole Dear Sir Services Nagpur	
NAAC Advisory Committee		Dr. Jyoti Patil Principal , Renuka College Besa , Nagpur	
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Ref. No.

Date : \_\_\_\_\_

## Minutes of the IQAC meeting held on 30<sup>th</sup> March 2021

Time: 11: 00 a.m.

### Agenda :

- Remedial Coaching
- Market Research Activity
- Guest Lecture on Environment Management
- Strengthening of IT Infrastructure in campus

### Suggestions :

- ❖ Remedial Coaching should be organized to give additional help to students who, for one reason or another, have fallen behind the rest of the class in the subjects .
- ❖ Market Research Activity should be conducted for students to understand or examine the market associated with a particular product or service , customer need analysis & competitor analysis.
- ❖ Guest Lecture on Environment Management should be conducted to motivate students for managing environmental management system which aims to prevent pollution, meet compliance obligations and enhance conditions of the environment.
- ❖ IT Infrastructure in campus should strengthen realizing the need of current pandemic situation & future concern.

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## Action Taken :

- ❖ Remedial Coaching was organized online from 10<sup>th</sup> April 2021 for students.
- ❖ Online Market Research Activity was conducted from 16<sup>th</sup> April 2021 to 17<sup>th</sup> April 2021.
- ❖ Guest Lecture on Sustainable Environment Management was conducted online on 24<sup>th</sup> April 2021.
- ❖ Instructions were given to AO & technical staff for Strengthening of IT Infrastructure in campus by director Dr. Mukesh Patil. Corresponding responsibility for doing the said work is also given to them.



  
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DIRECTOR  
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Ref. No.

Date :

IQAC Members Attendance - IQAC meeting held on 30<sup>th</sup> March 2021

Designation	Name	Signature
Chairperson	Dr. Mukesh Patil, Director	
Co-ordinator	Dr. Vaibhav Bhalerao	
Faculties	Dr. Bharat Adulkar	
	Dr. Nilesh Yemde	
	A/P Pallavi Shekhar	
	A/P Farida Damani	
	A/P Shashikant Raut	Absent
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	Alumni	Ms. Rashmi Satorkar	
	Stake Holder	Mr. M. K. Shekhar	Absent
	Society	Mrs. Riddhi Deshmukh, Member, Shri Sai Shikshan Sanstha, Nagpur	
	Employer	Mr. Prakash Atone Kotak Mahindra Bank	
	Industrialist	Dr. Rajesh Padole Dear Sir Services Nagpur	
NAAC Advisory Committee		Dr. Jyoti Patil Principal , Renuka College Besa , Nagpur	
	Ex -Professor	Dr. Kailash Kadu Green Heaven Institute of Management & Research, Nagpur.	
		Dr. Amol Deshmukh Principal Nagpur Institute of Technology, Nagpur	Absent

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SHRI SAI SHIKSHAN SANSTHA'S



# NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE NewDelhi, DTE Mumbai, Affiliated to RTM Nagpur & NAAC Accredited

Ref. No.

Date : \_\_\_\_\_

## Minutes of the IQAC meeting held on 27<sup>th</sup> April 2021

### Online Meeting

Time: 11: 00 a.m.

### Agenda :

- Curriculum discussion
- Monitoring online teaching – learning activities
- Student Quality Cell meeting
- Examination reforms

### Suggestions :

- The curriculum and syllabus to be implemented as per RTM Nagpur University Guidelines. Institute should plan for new courses which are inter and intra-disciplinary in nature.
- The online classes are to be monitored by Academic Head .
- Student Quality cell meetings to be held and relevant actions to be taken according to the grievances or suggestions reported by students
- All assessment shall be in the digital mode in future

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## Action Taken :

- IQAC conducted the Student Quality Cell Meeting online on 15<sup>th</sup> May 2020. Students were satisfied with the curriculum and were able to gain more knowledge through the syllabus .
- The online classes were monitored by Academic Head .
- Discussion session was conducted with faculty for implementing Examination reforms suggested by RTM Nagpur University.
- Implementation of digital mode for assessment .



  
Dr. Mukesh Patil  
DIRECTOR  
NIT GRADUATE SCHOOL  
OF MANAGEMENT  
NAGPUR

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Ref. No.

Date :

IQAC Members Attendance - IQAC meeting held on 27<sup>th</sup> April 2021

Designation	Name	Signature
Chairperson	Dr. Mukesh Patil, Director	
Co-ordinator	Dr. Vaibhav Bhalerao	
Faculties	Dr. Bharat Adulkar	Absent
	Dr. Nilesh Yemde	
	A/P Pallavi Shekhar	
	A/P Farida Damani	
	A/P Shashikant Raut	
	A/P Mukta Marathe	
	A/P Pradnya Salwatkar	
	A/P Naina Yadav	
	A/P Premila Sushir	Absent
	Librarian	Ms. Vaishali Gode
Administrative Staff	Mr. Nikhil Barde	Absent
	Mrs. Jyoti Wakode	
Technical Staff	Mr. Chandrashekhar Jiwtode	
Student	Mr. Chitrakash Raut	
	Miss. Aditi Dholekar	

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Date : \_\_\_\_\_

NAAC IQAC	Management Representative	Dr. Rajesh Waigaonkar	Absent
	Alumni	Ms. Rashmi Satorkar	R. Satorkar
	Stake Holder	Mr. M. K. Shekhar	M. K. Shekhar
	Society	Mrs. Riddhi Deshmukh, Member, Shri Sai Shikshan Sanstha, Nagpur	R. Deshmukh
	Employer	Mr. Prakash Atone Kotak Mahindra Bank	P. Atone
	Industrialist	Dr. Rajesh Padole Dear Sir Services Nagpur	Absent
NAAC Advisory Committee		Dr. Jyoti Patil Principal , Renuka College Besa , Nagpur	J. Patil
		Dr. Kailash Kadu Professor Green Heaven Institute of Management & Research, Nagpur.	K. Kadu
		Dr. Amol Deshmukh Principal Nagpur Institute of Technology, Nagpur	A. Deshmukh

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Ref. No. \_\_\_\_\_

Date : \_\_\_\_\_

**Minutes of the IQAC meeting held on 29<sup>th</sup> May 2021**

**Online Meeting**

**Time: 11: 00 a.m.**

**Agenda**

- ❖ Online Teaching & Learning Process
- ❖ Study Material
- ❖ Online lecture feedback
- ❖ Resume Writing Workshop

**Suggestions :**

- ❖ Online Teaching & Learning Process should be implemented in proper way. Interactive communication should be preferred during Online Teaching & Learning Process
- ❖ Students should be provided with study material for study .
- ❖ Online Lectures feedback of faculties should be taken from students.
- ❖ Resume Writing Workshop should be conducted for enhancing & developing Resume Writing skill of students.

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## Action Taken :

- ❖ Faculties were directed & given instructions by director Dr. Mukesh Patil for Online Teaching & Learning Process proper implementation. It is also instructed to prefer Interactive communication during Online Teaching & Learning Process.
- ❖ Students were provided with study material specially MCQ content based study material for study.
- ❖ Online Lectures feedback of faculties was taken from students from 25<sup>th</sup> June 2021 to 26<sup>th</sup> June 2021
- ❖ Resume Writing Workshop was conducted for enhancing & developing Resume Writing skill of students on 30<sup>th</sup> June 2021.



  
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Chairperson	Dr. Mukesh Patil, Director	
Co-ordinator	Dr. Vaibhav Bhalerao	
Faculties	Dr. Bharat Adulkar	
	Dr. Nilesh Yemde	
	A/P Pallavi Shekhar	Absent
	A/P Farida Damani	
	A/P Shashikant Raut	Absent
	A/P Mukta Marathe	
	A/P Pradnya Salwarkar	
	A/P Naina Yadav	
	A/P Premila Sushir	
Librarian	Ms. Vaishali Gode	
Administrative Staff	Mr. Nikhil Barde	Absent
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