



JAGADAMBHA BAHUUDDESHIYA GRAMIN VIKAS SANSTH'S

JAGADAMBHA

COLLEGE OF ENGINEERING & TECHNOLOGY, YAVATMAL



Approved by A.I.C.T.E. & Government of Maharashtra, Affiliated to S.G.B. Amravati University, Amravati.

Dr. Hemant M. Baradkar

M.Tech. (Electronics), Ph.D. (E & TC. Engg.)

Principal

Dr. Shital A. Watile

M.Sc., Ph.D.

Secretary

REVIEW OF MINUTES OF MEETING & ACTION TAKEN REPORT OF IQAC FOR ACADEMIC YEAR 2020-21.

Date	Item No.	Minutes	Action Taken Report
03-08-2020	1	Review of the minutes of the meeting held on 16 th April 2020.	The minutes of the meeting held on 16 th April 2020 were approved.
	2	Online Planning for the next academic Session i.e. 2020-21 (Odd Semester)	Institutional Academic Calendar & Departmental Academic Calendar for Odd Semester were prepared.
	3	Organizing Online Guest Lecture and Industrial Internship for Session 2020-21	The Online Seminars & Industrial Internship were organized by respective departments.
	4	Planning for Design & Development of Certificate/Add-on Courses for Academic Session 2020-2021.	Design & Development of Certificate/Add-on courses for AY 20-21 were done under the supervision of Dr. V. G. Neve.
	5	Organizing Online Soft Skill Program for session 2020-21	The Online Soft Skill Programmes were organized by T&P In Charge.
	6	Organizing Online STTP/FDP for Teaching Staff and various Training Programs for Non Teaching Staff.	The online STTP/FDP for Teaching Staff and Training Programs for Non Teaching Staff were organized.
	7	Revised Composition of IQAC Cell	Composition of IQAC Cell was revised.
	8	Reformation of various Committees at Institute Level.	Various Committees at Institute Level were revised.
	9	Any other point with the permission of the IQAC Chairman.	Format of Feedback Form for various stakeholders were revised.
05-10-2020	1	Review of the minutes of the meeting held on 03rd August 2020.	The minutes of the meeting held on 03rd August 2020 were approved.
	2	Review of Syllabus Completion for Academic Session 2020-2021 Odd Semester.	The status of syllabus completion was reviewed and extra lectures were conducted for lagging subjects.

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	3	Review of Student's Response in Online Classes.	The Student's Response in the online classes were reviewed & communicated with parents of students having poor attendance.
	4	Organizing FDP/Workshop for Teaching staff and Training Programs for Non Teaching Staff.	The online STTP/Workshop for Teaching Staff and Training Programs for Non Teaching Staff were organized.
	5	Planning for Collection of Structured Feedback on Curriculum by Stakeholders.	The Structured Feedback on Curriculum by various stakeholders was collected & analyzed.
	6	Any other point with the permission of the IQAC Chairman.	The extension activities such as Food Distribution, Distribution of Face Mask and Hand Sanitizer were conducted.
04-01-2021	1	Review of the minutes of the meeting held on 5th October 2020.	The minutes of the meeting held on 05th October 2020 were approved.
	2	Planning for the next academic Session i.e 2020-21 (Even Semester)	Institutional Academic Calendar & Departmental Academic Calendar for Even Semester were prepared.
	3	Organizing Online Guest Lecture & Industrial Internship for Session 2020-21 (Even Semester)	The Online Seminars & Industrial Internship were organized by respective departments.
	4	Organizing Soft Skill & Personality Development Program for session 2020-21	The Online Soft Skill & Personality Development Programmes were conducted by T&P In Charge.
	5	Organized Various Foreign Language Training Program in Online Mode for session 2020-21.	The French Language Training Program for the students was conducted by T&P In Charge.
	6	Organizing Various Training Programs for Teaching and Non Teaching Staff.	The various Training Programs for Teaching and Non Teaching Staff were organized.
	7	Organized Placement Activity for session 2020-21.	The placement activities were organized Training & Placement In charge for the final year students.
	8	To review Students Grievance Redressal Status.	The students' Grievance Redressal status were reviewed.

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	9	Any other point with the permission of the IQAC Chairman.	Planning for organization Annual Social Gathering "WINGS-21" and Sir Visvesvaraya Talent Hunt Examination 2021 in online mode were reviewed.
15/05/2021	1	Review of the minutes of the meeting held on 4th January 2021.	The minutes of the meeting held on 04th January 2021 were approved.
	2	Review of Result of Odd Semester University Examination.	The Result Analysis of Odd Semester University Examination were done.
	3	Review of Syllabus Completion for Academic Session 2020-2021 Even Semester.	The status of syllabus completion was reviewed and extra lectures were conducted for lagging subjects.
	4	Organizing Online Webinar/Certificate Courses, Technical Workshop for the students.	The Online Webinar/Certificate Courses, Technical Workshop were conducted for the students.
	5	Organizing Online Training and Placement related activities for session 2020-21.	The Online Training and Placement related activities were conducted by T&P In Charge for the final year students.
	6	Discussion of Planning for the next academic Session i.e. 2021-22	The planning for the next Academic Year i.e. ODD semester was prepared.
	7	Any other point with the permission of the IQAC Chairman.	The Online meetings with mentees were conducted by respective mentors to keep their morale high during COVID-19 Pandemic situation.

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REVIEW OF MINUTES OF MEETING & ACTION TAKEN REPORT OF IQAC FOR ACADEMIC YEAR 2019-20.

Date	Item No.	Minutes	Action Taken Report
10-06-2019	1	Planning for the next academic Session i.e 2019-20	Institutional Academic Calendar & Departmental Academic Calendar for Odd Semester were prepared.
	2	Organizing Guest Lecture and Industrial Visit for Session 2019-20	The Seminar and Industrial Visits for their respective departments
	3	Organizing Soft Skill Program for session 2019-20	The Soft Skill Programmes for the students were conducted by T&P In Charge.
	4	Revised Composition of IQAC Cell	Composition of IQAC was revised.
	5	Reformation of various Committees at Institute Level.	Various Committees at Institute Level were revised.
	6	Organization of Faculty Development Programme for Teaching and Non Teaching Staff.	The Faculty Development Programme for Teaching and Non Teaching Staff were organized.
12-10-2019	1	Review of Syllabus Completion for Odd Semester.	The status of syllabus completion was reviewed and extra lectures were conducted for lagging subjects.
	2	Conduction of Extra classes for students admitted to Direct Second Year B. E. after diploma Courses.	The extra classes for Direct Second Year students were conducted.
	3	Review of Students Attendance in Regular Classes.	The Student's attendance in the regular classes were reviewed & communicated with parents of students having poor attendance.
	4	Planning for Structured Feedback on Curriculum by Stakeholders.	The Structured Feedback on Curriculum by various stakeholders were collected and analyzed.
11-01-2020	1	Planning for the next academic Session i.e 2019-20 (Even Semester)	Institutional Academic Calendar & Departmental Academic Calendar for Even Semester were prepared.

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	2	Organizing Guest Lecture & industrial visit for Session 2019-20 (Even Semester)	The Seminar & Industrial Visits for the Session 2019-20 Even Semester were organized.
	3	Organizing Soft Skill & Personality Development Program for session 2019-20	The Soft Skill & Personality Development Programme for the students was organized by T&P Incharge.
	4	Organized Various Foreign Language Training Program for session 2019-20.	Training & Placement In charge were instructed to organized Various Foreign Language Training Program for the students.
	5	Organized Placement Activity for session 2019-20.	The Placement activities for the final year students were organized by T&P Incharge.
	6	Review of Result of Odd Semester University Examination.	The Result Analysis of Odd Semester University Examination were reviewed.
	16-04-2020	1	Planning for the next academic Session i.e. 2020-21
2		Organizing online Guest Lecture and Online Teaching Learning Process for Academic Session 2020-2021 due to COVID-19 Pandemic Situation.	The Online Guest lectures were conducted and guidelines for Online Teaching Learning Process were given by the Principal.
3		Smooth Conduction of Online Theory & Practical Semester End Examinations for Even Semester of Academic Session 2019-20 as per guidelines from S. G. B. Amravati University, Amravati.	The Online Theory & Practical Semester Examination were smoothly conducted as per the guidelines of S. G. B. Amravati University, Amravati.
4		Organizing Online Soft Skill & Training Program for session 2020-21.	Online Soft Skill & Training Program for the students were organized by T&P In charge.
5		Revised Composition of IQAC Cell	Composition of IQAC were revised
6		Reformation of various Committees at Institute Level.	The Various Committees at Institute Level were reformed.

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Date	Item No.	Minutes	Action Taken Report
06-06-2018	1	Preparation of Academic Calendar for session 2018-19.	Institutional Academic Calendar & Departmental Academic Calendar for Odd Semester were prepared.
	2	Review of Result Analysis	The Result Analysis of Odd Semester University Examination were reviewed.
	3	Conduction of Guest lecturers, Expert talks for students	The Online Guest lectures were conducted and guidelines for Online Teaching Learning Process were given by the Principal.
	4	Conduction of Soft skill & Personality development programs for students.	The Soft skill & Personality development programs for students were organized by T&P officer.
	5	Planning of local industrial visits.	The Local Industrial Visits were organized by respective departments.
	6	Reformation of Composition of IQAC.	Composition of IQAC were revised
12-10-2018	1	IIQA Acceptance.	IIQA Acceptance mail has been received from Director, NAAC Bangalore on date 30/07/2018.
	2	Preparation of SSR draft copy for NAAC.	SSR draft copy is prepared with the help of all criteria incharge for the submission on NAAC online portal.
	3	Organization of International study to tours & conferences for students.	International Study Tours were organized as well as conferences were organized.
11-01-2019	1	Result Analysis of university examination W-19.	Result Analysis of University Examination Winter 2019 were reviewed.
	2	Preparation for NAAC peer team visit.	In the view of NAAC Peer team visit on date 15th & 16th February 2019, Dr. H. M.

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			Baradkar , Principal, guided all the IQAC members. All pending maintenance work of the academic building, Mission Vision statements and departmental activities and meritorious students were displayed at strategic locations in the campus.
	3	Planning for annual social gathering Wings 2019.	Annual Social Gathering "Wings 2019" was successfully organized.
	4	Planning for National Level Technical Event X-plore 19.	National Level Technical Event "X-plore 19" was successfully organized for diploma and engineering students.
16-04-2019	1	Approval of the Minutes of earlier meeting held on 11/09/2019	The minutes of the meeting of IQAC held on 11/01/2019 were approved.
	2	Discussion on Result of NAAC accreditation	Hon'ble Secretary, JBGVS Congratulated the all faculty members for being accredited by NAAC with grade B+ and guided for improvement of the grade in subsequent cycles. The IQAC coordinator proposed a vote of thanks to Management and for their appreciation and expressed his gratitude towards the principal and all faculty members for their valuable contributions during the accreditation process of the institution .
	3	Planning for National Level Technical Event X-plore 19.	The National Level Technical Event X-plore 19 was successfully organized by the institution.
	4	Discussion on 4th International Conference on Science, Agriculture and Technology for Society to be held at Bengaluru on 13-15 th May 2019	The 4th International Conference on Science, Agriculture and Technology for Society was successfully organized at Bengaluru on 13-15 th May 2019.

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REVIEW OF MINUTES OF MEETING & ACTION TAKEN REPORT OF IQAC FOR ACADEMIC YEAR 2017-18.

Date	Item No.	Minutes	Action Taken Report
01-08-2017	1	Review and Assessment of all academic and other activities during the last Academic Year.	Assessment of all academic and other activities of the previous academic year was reviewed.
	2	Planning for the next Academic Session for ODD Semester.	Institutional Academic Calendar & Departmental Academic Calendar for Odd Semester were prepared.
	3	Preparation of NAAC Accreditation	Institution decided to go for NAAC Accreditation and started preparation for the same
	4	Composition of IQAC Cell	Internal Quality Assurance Cell (IQAC) composition was done.
	5	Requirement for IQAC Cell.	Location of IQAC was finalized.
19-08-2017	1	NAAC Criteria Wise work distribution	As per NAAC Accreditation criterion, the criterion wise work were assigned to faculty members for preparation of NAAC Accreditation.
	2	Organizing guest lectures and industrial visits	The Guest Lectures, Workshops and Industrial Visit were organized for the students.
	3	Discussion regarding improvement in teaching learning process.	For the effective Teaching Learning Process, Hand Written Notes, PPT were prepared by faculty members and most of the faculties using ICT facilities Teaching Learning Process.
	4	Up gradation of Wi-Fi Facility in the campus.	Institution has upgraded Wi-Fi facilities in the campus for better internet connectivity.

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02-09-2017	1	Discussion on Criteria 1	Introduced Certificate and Value added courses for the odd semester. Faculties were participated in University related work and committees
	2	Discussion on Criteria 2	Remedial classes for the slow learners were conducted and Advanced learners were motivated for participation in seminar, Conferences and publication of research articles. Mentor Mentee Scheme was effectively implemented. PSO, PO, CO were prepared and available on institutional website and Result Analysis and attainment of CO were prepared.
	3	Discussion on Criteria 3	Faculty has published their research work in peer reviewed Journals and Conference Proceedings. Also Patent Applications were filled by the faculty member for registration of Patents.
	4	Discussion on various formats	The common format were prepared by IQAC such as Subject File, Result Analysis, Structure Feedback, PBAS.
	5	Any other Agenda by the chairman IQAC.	--
07-10-2017	1	Discussion on Criteria 4	Budget were allocated for infrastructure, library and maintenance and utilized for the same. The number of Journals and ebooks were added in the library during the year.
	2	Discussion on Criteria 5	Soft Skill Training, cultural and sport activities were successfully organized. Placement drives were organized for final year students. Alumni Association of the institution was registered with registration No. MH/502/17 dated 08/12/2017

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3	Discussion on Criteria 6	The strategic plan of the institution was prepared. The various committees/Cells were formed for the effective work. Faculty development programmes/Training were organized for Teaching and Non Teaching Staff.
4	Discussion on Criteria 7	Green Audit, Energy Audit and Environment Audit were done. LED Tubes were purchased for energy conservation. Road safety and Gender equity Programme were organized. Best practices of the institution were identified. The maintenance of Rainwater Harvesting has been done.
5	Approval of Academic Formats	The various academic formats were approved.

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