

Date: 2/3/2024

Internal Quality Assurance Cell

Notice of Meeting

It is hereby informed that the meeting of Internal Quality Assurance Cell (IQAC) will be held in the Board Room at 3.00 p.m. on 04/03/2024. All members are requested to kindly make it convenient to attend the meeting at the venue and time mentioned above.

Agenda

1. NAAC Activities – IIQA & SSR Preparation
2. Student Grievance Redressal Mechanism
3. Faculty development Programs (FDPs)
4. Research and Development Activities
5. Infrastructure and Lab Development
6. Any other Matter with Permission of Chair


IQAC Coordinator

IQAC Head
GNIT, Nagpur - 441501


Principal
Principal
Guru Nanak Institute of
Technology

Date: 4/3/2024

Minute of Meeting of Internal Quality Assurance Cell held on 04/03/2024 at 3.00 p.m. at Board Room.

The following members were present in the following.

Sr. No.	Name	Designation	Signature
1	Dr. Sudhir Shelke	Principal	
2	Prof. Raju Bondre	IQAC Coordinator	
3	Dr. N. S. Raman	Dean R & D	
4	Prof. Sushant Gajbhiye	HOD, CE	
5	Prof. Avinash Mankar	HOD, ME	
6	Prof. Jagruti Ghatole	HOD, CSE	
7	Prof. Arpita Nandanwar	HOD, ASH	
8	Prof. Ishan Lade	Member	
9	Prof. Shadab Pathan	Member	
10	Prof. Pawan Barhate	Member	

Prof. Raju Bondre Coordinator, IQAC welcome Principal, GNIT along, Deans, HODs and other member of the committee and requested the chair to start the meeting. Dr. Sudhir Shelke, Principal briefed about the quality initiatives requested to be taken in Academic's, R & D and other areas.

Review of Previous Meeting MOM (2023-24)

The minutes of the previous meeting were thoroughly reviewed by all members. The Action Taken Report (ATR) was presented, highlighting the progress made on earlier decisions such as academic improvements, placements activities, and infrastructure development. Any pending actions were identified, and responsible members were instructed to complete them within a stipulated time. The committee appreciated the efforts made and approved the previous MOM.

Agenda

1) NAAC Activities – IIQA & SSR Preparation

The committee discussed preparations for NAAC accreditation, focusing on the submission of the Institutional Information for Quality Assessment (IIQA) and Self Study Report (SSR). Criteria-wise committees were formed, and responsibilities were assigned for data collection and documentation. Emphasis was placed on highlighting best practices, institutional distinctiveness, and quality initiatives. Regular review meetings were planned to monitor progress.

2) Student Grievance Redressal Mechanism

The importance of an effective and transparent grievance Redressal system was discussed. It was decided to strengthen the existing mechanism by introducing an online grievance portal and ensuring timely resolution of complaints. Regular meetings of the grievance committee will be conducted, and awareness among students regarding the system will be increased.

3) Faculty Development Programs (FDPs)

The institutions planned to organize various Faculty Development Programs, workshops, seminars, and training sessions to enhance the professional skills of faculty members. Faculties were encouraged to participate in conferences, research activities, and publication of papers in reputed journals. Continuous learning and up skilling were emphasized for academic excellence.

4) Research and Development Activities

The meeting highlighted the need to promote a strong research culture within the institution. Faculty and students were encouraged to undertake research projects, publish papers, file patents and apply for funded research grants. Collaboration with industries and research organizations was also discussed to enhance innovation and practical exposure.

5) Infrastructure and Lab Development

The need for upgrading laboratories, classrooms, and other infrastructure facilities was discussed. Departments were asked to submit their requirements for new equipment, software, and maintenance. Emphasis was placed on creating a modern, well-equipped, and student-friendly learning environment.


6) Any Other Matter with Permission of Chair

Members were invited to present additional suggestions for institutional improvement. Various ideas related to student welfare, academic enhancement, and administrative efficiency were discussed. The chairperson appreciated the active participation of all members and encouraged continuous efforts towards quality improvement.

Conclusion

The meeting concluded with a positive note, focusing on achieving **academic excellence, quality assurance, and institutional growth**. A vote of thanks was given to the chair and all members for their valuable contributions.


Principal
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