

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



(An Autonomous Institute, Affiliated to R. T. M. Nagpur University)



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

1. Approval of minutes of IQAC 15<sup>th</sup> meeting held on 8<sup>th</sup> May 2021 & its action taken report.
2. Discussion on regular Institutional endeavors.

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**Minutes of Sixteenth Meeting of Internal Quality  
Assurance Cell (IQAC)**

**Date:** 28<sup>th</sup> August 2021  
**Time:** 2:00 p.m.  
**Venue:** Online via Google-meet

**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 Coordinator
4. Dr. Rupali Kelkar, Associate Professor
5. Mr. Vishnu Shastri, Accountant
6. Mr. Rajendra Pahade, Librarian
7. Dr. D. P. Kothari, Former VC, VIT, Vellore.
8. Mr. Gandhar Patwardhan, Director, S2P Edu Tech, Nagpur.
9. Mr. IndalYadav, Branch Manager, Sahara India Bank, Nagpur
10. Mr. Mandar Kulkarni, Student Representative
11. Ms. Ankita Gajbhiye, Student Representative
12. Mr. Dhroove Malik, Entrepreneur, Caredoc Health Pvt. Ltd.

**Members Absent:**

1. Mr. Yogesh Sharma, Assistant Professor
2. Mr. Madhav Deshpande, T&P officer

The IQAC Coordinator welcomed all the members to the meeting.

1. Dr. Pankaj Thote read the **minutes** of 15<sup>th</sup> meeting & presented its **action taken report**. It was unanimously approved by all the members.
2. Dr, D P Kothari suggested that academic planning is very important to deliver the contents of the syllabus. Also he highlighted the role of course files in the effective

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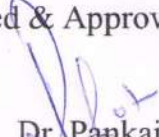
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curriculum delivery. He further stressed that proper guidelines must be provided to the faculties for the preparation of these files. Dr. S L Badjate noted the suggestion and assured that guidelines relevant to the autonomy for the same will be framed and made available to the faculties for effective planning.

3. IQAC Co-ordinator informed that the Institute has started the work for the preparation of AQAR Report 2020-21 as per the revised framework of NAAC. Criteria wise co-ordinators were assigned to smooth the process of preparation and submission. The members appreciated the mechanism of the Institute for the preparation of the AQAR report.
4. Dean Academics informed about the internal Academic Audit carried out for the **session 2020-21 (odd)** of all the academic departments of the Institute. Dr. S L Badjate assured to take appropriate actions against the findings.
5. Mr. Indal Yadav suggested to disseminate the importance and functioning of the Institute's academic autonomy amongst all the faculties and students. Mr. Sanjeev Agrawal informed that dissemination of the same has been carried out at various levels and the dissemination will be a part of continuous process of the Institute.

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

Prepared & Approved by,

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

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**Action Taken Report of Sixteenth meeting**

1. **Agenda 2/16:** Discussion on Institutional endeavors

**Action taken:**

Guidelines for preparation of Course File (Theory) and Lab Course File under autonomy was prepared and disseminated amongst all faculty members.

**Dr. Pankaj Thote**  
IQAC Coordinator

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

**Dr. S L Badjate**  
Principal

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