

**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 Twenty Fifth Meeting of Internal  
Quality Assurance Cell (IQAC)**

1. Approval of minutes of IQAC 24<sup>th</sup> meeting held on 23<sup>rd</sup> December 2023 & its action taken report.
2. Discussion on regular Institutional endeavors.

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## Minutes of Twenty Fifth Meeting of Internal Quality Assurance Cell (IQAC)

**Date:** 18<sup>th</sup> March 2024

**Time:** 2:00 p.m.

**Venue:** Conference Hall, S.B.J.T.M.R., Nagpur

### **Members Present:**

1. Mr. Sanjeev Agrawal, CEO, S.B.J.T.M.R., Nagpur
2. Dr. S.L. Badjate, Principal, S.B.J.T.M.R., Nagpur
3. Dr. Pankaj Thote, Dean Academics, IQAC Coordinator
4. Dr. D. P. Kothari, Former VC, VIT, Vellore
5. Mr. Ashish Lawrence, Training & Placement Officer, S.B.J.T.M.R., Nagpur
6. Mr. Vinod Suple, Controller of Examination, S.B.J.T.M.R., Nagpur
7. Dr. Rupali Kelkar, Associate Professor, S.B.J.T.M.R., Nagpur
8. Dr. Shruti S. Manohare, Librarian, S.B.J.T.M.R., Nagpur
9. Mr. Vishnu Shastri, Accountant, S.B.J.T.M.R., Nagpur

### **Member Absent**

- Dr. Neetu Gyanchandani, Dean R & D, S.B.J.T.M.R., Nagpur  
Mr. Gandhar Patwardhan, S2P Edu. Tech, Nagpur  
Mr. Ulhas Bhaurao Lande, Assistant Engineer, Thermal Power Station Mahagenco, Koradi, Nagpur  
Mr. Subhash Pathak, Student Representative  
Mr. Akshay Warhade, Entrepreneur, AS-Team Car Spa, Nagpur

1. Dr. Pankaj Thote read the minutes of 24<sup>th</sup> meeting & presented its action taken report. It was unanimously approved by all the members.
2. Dr. S.L. Badjate, Principal of the Institute briefed the house about the NBA committee visit during the period of 1<sup>st</sup> March 2024 to 3<sup>rd</sup> March 2024 for EE, ET and ME programmes.

3. Dean Academics informed that Internal Academic Audit for session 2023-24 [Odd] were conducted for all the academic departments of the Institute. The audit was carried out on several parameters broadly categorized under various sections viz. Theory, Laboratory, Examination, Evaluation and Internal Marks, BoS/ Class Incharge/ Student's Project/ Industrial Training/Co & Extra-Curricular Activity & Faculty Personal File and Feedback and Facilities. The key observations and suggestions were presented. He emphasized that such regular audits helps in continuous improvement of the Institute's academic systems and are conducted after completion of every semester session.
4. Dr. Pankaj Thote presented and discussed the Institute's AQAR 2022-23 submitted to the NAAC.
5. Dr. Pankaj Thote further informed that in order to have a standard Internship Report for B.Tech. Final Year students he shall prepare and disseminate the standard proforma of the report. The committee appreciated the initiative.
6. The meeting ended with vote of thanks by Dr. Rupali Kelkar.



Dr. Pankaj Thote,  
IQAC Co-ordinator

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

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## Action Taken Report of Twenty Fifth meeting

1. **Agenda 1/25:** Approval of minutes of IQAC 24<sup>th</sup> meeting held on 23<sup>rd</sup> December 2023 & its action taken report.

**Action Taken:** Minutes of 24<sup>th</sup> meeting and its action taken report were approved.


2. **Agenda2 /25:** Discussion on regular Institutional endeavors.

**Action Taken:** The standard proforma of the Internship Report for Final Year B.Tech. students was prepared and disseminated.

  
Dr. Pankaj Thote  
IQAC Coordinator

**IQAC Coordinator**

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

  
Dr. S. L. Badjate  
Principal

**Principal**

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