Guru Nanak Institute of Technology

Dahegaon, Kalmeshwar Road, Nagpur-441501

GNIT/4D/Circular/142

Date: - 17-09-2018

Minutes of Meeting

The meeting of IQAC, Guru Nanak Institute of

Technology

Venue: Principal's Cabin

Date & Time: 17/09/2018 at 10.30 am

The agenda for the meeting:

A.1	Action taken report on the decisions of the previous meeting
A.2	NAAC team visit
A.3	Academic audit for the odd semester
A.4	Any other matter admitted by the IQAC Chairman

Members	
1.	Sardar Navneet Singh Tuli (Secretary/Chairman, GNES, Nagpur)
2.	Dr. S N Shelke, Principal (Chairman, IQAC)
3.	Prof. Reena Thakur (Co-ordinator, IQAC), Head CSE
4.	Prof. S M Gajbhiye, Head, Civil Engineering
5.	Prof. N Wadaskar, Head, Mechanical Engineering
6.	Prof. N Chourasiya, Head, Electronics &Tele Communication Engg
7.	Prof. P Kumbhare, Head, Electrical Engineering
8.	Prof. V Gaikwad, Head, First Year
9.	Mr. Deepak Dhote (Operation Manager, IT Networkz Ngp)
10.	Shital Likhar (Liasoning Officer)

Item No. A.1: Action taken report on the decisions of the previous meeting:

Decisions of the previous meeting	Action taken report
NAAC team visit: IQAC coordinator to take necessary steps to implement the action plan for upcoming NAAC peer team visit during 28 – 29 Sept 2018	**Report on the activities of various committees** Conveyance of Peer Team and related arrangements: The committee had two sittings and made all arrangements for the conveyance of the NAAC peer team from Hotel to Institute. **Reception, Transportation, Accommodation, Food and Hospitality:** The committee had two sittings and made all arrangements for the reception, internal transportation, and accommodation at hotel, food and hospitality. **Arrangements of various meetings and Time Management (Hotel and College):** The committee had two sittings and arrangements are progressing. **Cultural Program:** The committee had Three sitting and made all arrangements for the cultural programs by students. **Financial documentations for the Peer team:** All the required documents are getting ready. **Preparation of the presentation of Principal & and its bound volume:** Preparation of Principal's Presentation is in the final stage. **Document Tracking/ Liaisoning with departments, IQAC etc:** Arrangements of documents at the Institute/central office is getting ready. **Welcome, Decoration Committee and canteen:** The committee had Two sitting and given necessary direction to canteen and other preparations to be done for NAAC visit. **Sports Facilities:** The committee had One sitting and made all arrangements for NAAC visit. **Campus Cleanliness, Lighting, Boards, etc.:** The Committee had two sittings and

| | proceeding with the campus cleaning & necessary lighting and placing of display boards for NAAC visit. |
| | **Mock Drill for accreditation:** The team is preparing all arrangements for the conduct of mock accreditation on 18th Sep 18 |

Item No. A.2: NAAC team visit:

Prof. Reena Thakur, Coordinator IQAC, NAAC steering committee briefed the preparations done for the NAAC team visit which is scheduled on 28th – 29st September, 2018. The detailed report is uploaded on portal.

Decision: Committee expressed satisfaction on the preparations made for the NAAC team visit.
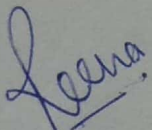
Item No. A.3: Internal audit IQAC GNIT:

The internal audit is to be conducted by a team consists of IQAC Head, department quality assurance cell coordinators and senior professors to ensure academic accountability and quality of education in the ongoing semesters.

Item No. A.4: Any other matter admitted by the IQAC Chairman:

Mr. Deepak Dhote mentioned about the importance of emerging trends in IT. He suggested that necessary steps may be taken at the department level to ensure quality of student projects. He also put forward the idea of developing a central facility which will motivate students to do live projects.

Decision: The R & D coordinators and IQAC to propose action plan for improving quality of student projects.

The meeting came to an end at 11.00am

Head, IQAC

Principal

(Chairman, IQAC)

Copy to:-

- HOD 1st year/CE/ETC/CSE/ME/EE.
- Hon. C.E.O. GNI for information.