



WAINGANGA COLLEGE OF ENGINEERING & MANAGEMENT

Near Gumgaon Railway Station, Dongargaon, Wardha Road, Nagpur - 441 114. (M.S.) INDIA
Tel.:07103 - 202007, 203728 Email:wcem@rediffmail.com, wcem4145@gmail.com, Website-www.wcem.in

An ISO 9001 : 2008 Certified Institute, Accredited by International Accreditation Organisation
Approved by AICTE, DTE, Govt. of Maharashtra & Affiliated to RTM Nagpur University, Nagpur.

Ref. :

Date :

WCEM/IQAC/07/2020

CIRCULAR


03/07/2020

A Meeting of Internal Quality Assurance Cell (IQAC) for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities is scheduled on 03rd July 2020 at 10AM in Zoom Online platform.

AGENDA

1. Review of the minutes of the meeting held in March 2020
2. SOP to be followed for conducting online classes
3. Online webinars, FDPs
4. DRM, Class committee meeting and course committee meetings
5. Online Counselling and Performance Enhancement classes
6. Status of completion of NAAC files
7. Online Internal Assessment exams
8. Publication in Journals
9. Any other points

IQAC Chairperson


IQAC DIRECTOR
Wainganga College of Engineering
and Management, Nagpur.

Cc:

1. Chairperson, WCEM
2. Principal, WCEM
3. IQAC Coordinator
4. All IQAC members





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Minutes of IQAC Meeting held on 3rd July 2020 at 10AM in Board room.

03/07/2020

1. In this meeting, The minutes of the meeting held in the meeting of 3rd March 2020, discussion on minutes of the meeting held on 3rd March 2020 was reviewed and approved, the action taken reports and related documents were reviewed and approved by IQAC Team.

2. SOP to be followed for conducting online classes, discussion have been done that and Principal said that it has been planned by the Management to commence the regular classes daily in online as per the following schedule:

For III year and IV year, classes will commence from 10th July 2020.

For II year, class will commence from 15th July 2020. The team decided to conduct the classes in Google Classroom. Classes will be conducted for 5 days a week. Class timings will be from 10.30AM to 4.30 PM. In every class, content delivery should be for 30 minutes duration and after that summary of the class taken must be revised. The responsibility is of System Admin for online coordination Time table Coordinators of all Departments and HoDs and they will take care of smooth conduct of the online classes.

3. The Principal said that FDPs, webinars and workshops can be organized in online after getting prior approval from the Management. The external representative from the industry said that organising more sessions through with industry, along with that, it was decided that Guest lecturers must be organized in online for all subjects. Wherever possible, flipped classes can be conducted. HoDs of all departments will monitor all the process.

4. The Principal suggested that Department Review Meetings (DRM), class committee meeting and course committee meeting should be conducted in online and the minutes have to be recorded. By the suggestion of HoDs of all departments, the first course committee meeting should be conducted on or before end of July 2020. And it will be monitored by HoDs of all departments.

5. It is discussed that, the Online Counselling and Performance Enhancement classes (PEC) classes held in the last few months. After IAT 1, PEC classes should be continued in online. The PEC coordinator and exam cell should coordinate with the subject in-charges and frame timetable for PEC classes. HoDs and PEC coordinator of all departments have that responsibility for smooth operation of the things.



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6. The Principal said that review of NAAC files and documents will be done in online, Criteria wise review will be conducted with the respective criteria members and Respective Criteria in-charges will monitor.

7. For online Internal Assessment exams, discussion on internal assessment tests were done by the Principal, The team suggested that both MCQ and descriptive pattern must be given to the students. And it was decided that first internal assessment test can be conducted in the 3 rd week of Aug 2020 after completing one and a half units in each subject, and Exam Cell will monitor.

8. The Principal suggested that faculty should publish papers in reputed Scopus indexed journals. Once in fortnight, review will be conducted with the SPOCs of each publication group to know about the status of paper submissions/publication by faculty members.

9. Online counselling must be done periodically the counsellors and absenteeism, low performance in internal assessment tests must be monitored. Online counselling must be done as per the schedule and the details of counselling must be noted in the counselling form, counselling coordinator and counsellors of all departments will monitor the things.




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Minutes of the IQAC Meeting held on 3rd July 2020 at 10.00 AM in Board room

03/07/2020

Members Present:

Sr.No.	Name	Designation
1	Prof. Rahul Navkhare	Officiating Principal
2	Dr. D.R Tutakne	Hod-Electrical
3	Prof. Ajay Tinguria	Hod-Electronics and Tele Communication Engineering
4	Dr. Bharat Chede	Hod-Mechanical engineering
5	Dr. Narendra Deshpande	Hod-Civil Engineering
6	Dr. Tryambak Hiwarkar	Hod-Computer Science and Engineering
7	Dr. Janhavi Rathi	Hod-Master of Business Administration
8	Dr. Loknand Navkhare	Management Representative
9	Mr. Benny Paul	Administrative Officer
10	Mr. Sanjay Fulkar	Local Member
11	Miss. Pranjali Manmode	Student M-Tech (CSE)
12	Mr. Devendra Bisen	Alumni Representative
13	Prof. Ashish Bansod	T&P Officer
14	Mr. Anup Kelkar	Industry Expert
15	Prof. Prafulla Puri	Hod-1 st Year, NAAC Co-ordinator



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WCEM/IQAC/3/2021

CIRCULAR

01/03/2021

A Meeting of internal Quality Assurance Cell (IQAC) for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities is scheduled on 3rd March 2020 at 11.30 AM at Board Room , WCEM. All the members are requested to attend the meeting.

AGENDA


1. Review of the minutes of the meeting held in July 2020.
2. Status of NAAC work and completion.
3. Plan for Women's Day celebrations
4. RTMNU inspection.
5. Innovative Project Cell activities
6. Plan for next academic year activities
7. Plan for Annual day and Sports Day.
8. Any other points

IQAC Chairperson

Cc:

1. Chairperson, WCEM
2. Principal, WCEM
3. IQAC Coordinator
4. All IQAC members




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Date :

Minutes of the IQAC Meeting held on 3rd July 2021 at 10AM in Board room.

01/03/2021

1. Discussion on the minutes of the meeting held on 3rd July 2020 was reviewed and approved. The action taken reports and related documents were reviewed and approved but IQAC team
2. The Principal discussed about the status of NAAC works that is being carried out under observation of all HoDs ad NAAC Co-ordinator within the year. Before summer vacation, all relevant and needed documents must be completed and responsibly by the HoDs of all Departments.
3. The Principal discussed about the debate sessions planned by the Women's cell as part of Women's day celebrations. All women faculty members and all girls in classes can attend the function in the auditorium and Principal will monitor the programme.
4. RTMNU inspection is expected around last week of March 2021. HoDs are asked to be prepared with all essential documents. The Chairperson suggested that no leave should be entertained for any faculty, HoDs and Administrative Office will monitor the visit.
5. The selection of final teams for innovative Project cell competition was discussed, the Principal suggested selecting the winners by forming a panel of senior faculty members from all departments under the monitoring of IPC coordinator & HoDs of all departments.
6. Regarding to the plan for next academic Year activities, The Chairperson said that subject allocation to faculty based on skill matrix and faculty preferences are to be completed before last week of April 2021. IQAC cell will review the FPP prepared by faculty and HoDs will monitor.
7. The team discussed about celebrating annual day and sports day in the last week of March 2021. The HoDs should submit the list of events, activities conducted in the department to Principal and IQAC team to select the Best Department. Also team decided to conduct Model exam after the sports meet and Annual day.
8. Discussion about the counselling to be done for I year and higher semester students in March 2021. The Director said that the counsellors must verify the availability of class notes. HoDs of all departments and counsellors have the responsibility to monitor the schedu



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