



# GURU NANAK INSTITUTE OF TECHNOLOGY

Dahegaon, Kalmeshwar Road, Nagpur-441 501.

Session 2017-18(ODD Semester)

Internal Quality Assurance Cell

Date :-23-10-2017

## Minutes Of Meeting.

A meeting of all HOD and NAAC Coordinators was called by IQA cell and was conducted for discussion on NACC criteria 1, at M1 Auditorium on 11<sup>th</sup> October 2017 at 1:00 P.M.

Prof. Reena Thakur, Incharge IQAC and HOD CSE has delivered a presentation on following mentioned topics alongwith sample formats and proofs. The sample formats and proofs were given to all HODs and OSD GNIT.

Following Members were present.

1. Prof. A. M. Kinhekar (CSE)
2. Prof. N. Wadaskar (HOD ME)
3. Prof. P. Wankhede (ME)
4. Prof. S. Gajabhiye (HOD CE)
5. Prof. Bobby Ramteke (CE)
6. Prof. Sucheta Raut (HOD ETC)
7. Prof. P. Wasekar (ETC)
8. Prof. M. K. Talmale (OSD GNIT)
9. Prof. R. Bondre, Prof. S. Talatule, Prof. Ishan Lade, Prof. Fanidra Katre

Following points were discussed.

### Criterion 1 – Curricular Aspects (100)

#### Key Indicator – 1.1 Curricular Planning and Implantation (20)

Metric No.	File Name	Weightage
1.1.1	The institution ensures effective curriculum delivery through a well planned and documented process	10
1.1.2	Number of certificate/diploma program introduced during the last five years	5
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years	5
<b>Key Indicator – 1.2 Academic Flexibility (30)</b>		
1.2.1	Percentage of new courses introduced of the total number of courses across all programs offered during the last five years	10
1.2.2	Percentage of programs in which Choice Based Credit System (CBCS)/elective course system has been implemented	10
1.2.3	Average percentage of students enrolled in subject related Certificate/ Diploma /Add-on programs as against the total number of students during the last five years	10



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Key Indicator – 1.3 Curriculum Enrichment (30)		
1.3.1	Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	10
1.3.2	Number of value-added courses imparting transferable and life skills offered during the last five years	15
1.3.3	Percentage of students undertaking field projects / internships	5
Key Indicator – 1.4 Feedback System (20)		
1.4.1	Structured feedback received from design and review of syllabus Semester wise /year wise	10
1.4.2	Feedback processes of the institution	10

Incharge  
IQA Cell

Copy to:

1. Principal GNIT
2. Hon. C.E.O., GNI for information.
3. Hon. C.M.D., GNI for information.





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Date :-24/10/2017

## Minutes Of Meeting.

A meeting of all HOD and NAAC Coordinators was called by IQA cell and was conducted for discussion on NACC criteria 2, at M1 Auditorium on 12<sup>th</sup> October 2017 at 1:00 P.M.

Prof. Reena Thakur, Incharge IQAC and HOD CSE has delivered a presentation on following mentioned topics along with sample formats and proofs. The sample formats and proofs were given to all HODs and OSD GNIT. Principal GNIT gave his suggestions regarding of some formats.

Following Members were present.

1. Prof. A. M. Kinhekar (CSE)
2. Prof. S. Borkar (ME)
3. Prof. P. Wankhede (ME)
4. Prof. S. Gajabhiye (HOD CE)
5. Prof. Bobby Ramteke (CE)
6. Prof. Sucheta Raut (HOD ETC)
7. Prof. P. Wasekar (ETC)
8. Prof. M. K. Talmale (OSD GNIT)
9. Prof. R. Bondre, Prof. S. Talatule, Prof. Ishan Lade, Prof. Fanindra Katre

Following points were discussed.

### **Criterion 2 – Teaching-Learning and Evaluation (350) Key Indicator - 2.1 Student Enrolment and Profile (30)**

Metric No.	File Name	Weightage
2.1.1	Average percentage of students from other States and Countries during the last five years	10
2.2.2	Average enrolment percentage (Average of last five years)	10
2.2.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years	10
<b>Key Indicator - 2.2 Catering to Student Diversity (50)</b>		
2.2.1	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners	30
2.2.2	Student - Full time teacher ratio	10
2.2.3	Percentage of differently abled students (Divyangjan) on rolls	10
<b>Key Indicator - 2.3 Teaching - Learning Process (50)</b>		
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	20
2.3.2	Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	10



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2.3.3	Ratio of mentor to students for academic and stress related issues	10
2.3.4	Innovation and creativity in teaching-learning	10
<b>Key Indicator - 2.4 Teacher Profile and Quality (80)</b>		
2.4.1	Average percentage of full time teachers against sanctioned posts during the last five years	15
2.4.2	Average percentage of full time teachers with Ph.D. during the last five years	20
2.4.3	Average teaching experience of full time teachers in number of years	10
2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years	15
2.4.5	Average percentage of full time teachers from other States against sanctioned posts during the last five years	20
<b>Key Indicator - 2.5 Evaluation Process and Reforms (50)</b>		
2.5.1	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level	15
2.5.2	Mechanism of internal assessment is transparent and robust in terms of frequency and variety	15
2.5.3	Mechanism to deal with examination related grievances is transparent, time-bound and efficient	10
2.5.4	The institution adheres to the academic calendar for the conduct of CIE	10
<b>Key Indicator - 2.6 Student Performance and Learning Outcomes (40)</b>		
2.6.1	Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students	10
2.6.2	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution	10
2.6.3	Average pass percentage of students	20
<b>Key Indicator - 2.7 Student Satisfaction Survey (50)</b>		
2.7.1	Online student satisfaction survey with regard to teaching learning Process	50

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Internal Quality Assurance Cell

Date :-25/10/2017

## Minutes Of Meeting.

A meeting of all HOD and NAAC Coordinators was called by IQA cell and was conducted for discussion on NACC criteria 3, at HOD CSE Cabin on 25<sup>th</sup> October 2017 at 1:00 P.M.

Prof. Reena Thakur, Incharge IQAC and HOD CSE has delivered a presentation on following mentioned topics along with sample formats and proofs. The sample formats and proofs were given to all HODs and OSD GNIT.

Following Members were present.

1. Dr. Varsha Gaikwad (HOD ASH)
2. Prof. Firdous Sadaf (ASH)
3. Prof. A. M. Kinhekar (CSE)
4. Prof. P. Wankhede (ME)
5. Prof. S. Gajabhiye (HOD CE)
6. Prof. Bobby Ramteke (CE)
7. Prof. Sucheta Raut (HOD ETC)
8. Prof. M. K. Talmale (OSD GNIT)
9. Prof. Ishan Lade

Following points were discussed.

### **Criterion 3 – Research, Innovations and Extension (120) Key Indicator - 3.1 Resource Mobilization for Research (10)**

Metric No.	File Name	Weightage
3.1.1	Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments. Chairs in the institution during the last five years	3
3.1.2	Percentage of teachers recognised as research guides at present	3
3.1.3	Average number of research projects per teacher funded by government and non-government agencies during the last five years	4
<b>Key Indicator - 3.2 Innovation Ecosystem (10)</b>		
3.2.1	Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge	5
3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years	5
<b>Key Indicators - 3.3 Research Publications and Awards (20)</b>		
3.3.1	The institution has a stated Code of Ethics to check malpractices and plagiarism in Research	1
3.3.2	The institution provides incentives to teachers who receive state, national and international recognition/awards	1



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3.3.3	Number of Ph.D.s awarded per teacher during the last five years	4
3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years	8
3.3.5	Number of books and chapters in edited volumes / books published and papers in national/international conference-proceedings per teacher during the last five years	6
<b>Key Indicators - 3.4 Extension Activities (60)</b>		
3.4.1	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years	20
3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years	5
3.4.3	Number of extension and outreach programs conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years	15
3.4.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years	20
<b>Key Indicator - 3.5 Collaborations (20)</b>		
3.5.1	Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years	10
3.5.2	Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)	10

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Internal Quality Assurance Cell

Date :-26-10-2017

## Minutes Of Meeting.

A meeting of all HOD and NAAC Coordinators was called by IQA cell and was conducted for discussion on NACC criteria 4, at HOD CSE Cabin on 26<sup>th</sup> October 2017 at 1:00 P.M.

Prof. Reena Thakur, Incharge IQAC and HOD CSE has delivered a presentation on following mentioned topics along with sample formats and proofs. The sample formats and proofs were given to all HODs and OSD GNIT.

Following Members were present.

1. Dr. Varsha Gaikawad (HOD ASH)
2. Prof. A. M. Kinhekar (CSE)
3. Prof. P. Wankhede (ME)
4. Prof. S. Gajabhiye (HOD CE)

Following points were discussed.

### Criterion 4 – Infrastructure and Learning Resources (100) Key Indicator - 4.1 Physical Facilities (30)

Metric No.	File Name	Weightage
4.1.1	The institution has adequate facilities for teaching – learning, viz., classrooms, laboratories, computing equipment, etc.	5
4.1.2	The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	5
4.1.3	Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc.	10
4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years	10
<b>Key Indicator - 4.2 Library as a Learning Resource (20)</b>		
4.2.1	Library is automated using Integrated Library Management System (ILMS)	5
4.2.2	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	2
4.2.3	Does the institution have the following: 1. e – journals 2. e-ShodhSindhu 3. Shodhganga membership 4. e-books 5. Databases	3
4.2.4	Average annual expenditure for purchase of books and journals during the last five years	5
4.2.5	Availability of remote access to e-resources of the library	1



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4.2.6	Percentage per day usage of library by teachers and students	4
Key Indicator - 4.3 IT Infrastructure (30)		
4.3.1	Institution frequently updates its IT facilities including Wi-Fi	10
4.3.2	Student - Computer ratio	10
4.3.3	Available bandwidth of internet connection in the Institution (Leased line)	9
4.3.4	Facilities for e-content development such as Media centre, Recording facility, Lecture Capturing System(LCS)	1
Key Indicator - 4.4 Maintenance of Campus Infrastructure (20)		
4.4.1	Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years	10
4.4.2	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	10

*[Signature]*

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Internal Quality Assurance Cell

Date :-09/11/2017

## Minutes Of Meeting.

A meeting of all HOD and NAAC Coordinators was called by IQA cell and was conducted for discussion on NACC criteria 5, at HOD CSE Cabin on 9<sup>th</sup> November 2017 at 1:00 P.M.

Prof. Reena Thakur, Incharge IQAC and HOD CSE has delivered a presentation on following mentioned topics along with sample formats and proofs. The sample formats and proofs were given to all HODs and OSD GNIT.

Following Members were present.

1. Dr. Varsha Gaikawad (HOD ASH)
2. Prof. A. M. Kinhekar (CSE)
3. Prof. P. Wankhede (ME)
4. Prof. S. Gajabhiye (HOD CE)
5. Prof. Sucheta Raut (HOD ETC)
6. Prof. Prafulla Kumbhare (HOD EE)
7. Prof. M. K. Talmale (OSD GNIT)

Following points were discussed.

### **Criterion 5 - Student Support and Progression (130)**

#### **Key Indicator - 5.1 Student Support (50)**

Metric No.	File Name	Weightage
5.1.1	Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	12
5.1.2	Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years	12
5.1.3	Number of capability enhancement and development schemes	10
5.1.4	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution during the last five years	10
5.1.5	Average percentage of students benefited by Vocational Education and Training (VET) during the last five years	5
5.1.6	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	1

#### **Key Indicator - 5.2 Student Progression (45)**

5.2.1	Average percentage of placement of outgoing students during the last five years	20
5.2.2	Percentage of student progression to higher education (previous graduating batch)	20
5.2.3	Average percentage of students qualifying in state/ national/ international level examinations during the last five years	5



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	(eg: NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations)	
<b>Key Indicator - 5.3 Student Participation and Activities (25)</b>		
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) during the last five years	15
5.3.2	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution	5
5.3.3	Average number of sports and cultural activities / competitions organised at the institution level per year	5
<b>Key Indicator - 5.4 Alumni Engagement (10)</b>		
5.4.1	The Alumni Association/Chapters (registered and functional)contributes significantly to the development of the institution through financial and non financial means during the last five years	4
5.4.2	Alumni contribution during the last five years Options: A. $\geq 5$ Lakhs B. 4 Lakhs - 5 Lakhs C. 3 Lakhs - 4 Lakhs D. 1 Lakh - 3 Lakhs E. $<1$ Lakh	4
5.4.3	Number of Alumni Association /Chapters meetings held during the last five years	2

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Internal Quality Assurance Cell

Date :-11/11/2017

## Minutes Of Meeting.

A meeting of all HOD and NAAC Coordinators was called by IQA cell and was conducted for discussion on NACC criteria 6, at HOD CSE Cabin on 11<sup>th</sup> November 2017 at 1:00 P.M.

Prof. Reena Thakur, Incharge IQAC and HOD CSE has delivered a presentation on following mentioned topics along with sample formats and proofs. The sample formats and proofs were given to all HODs and OSD GNIT.

Following Members were present.

1. Dr. Varsha Gaikwad (HOD ASH)
2. Prof. A. M. Kinhekar (CSE)
3. Prof. P. Wankhede (ME)
4. Prof. S. Gajabhiye (HOD CE)
5. Prof. Sucheta Raut (HOD ETC)
6. Prof. Prafulla Kumbhare (HOD EE)
7. Prof. M. K. Talmale (OSD GNIT)
8. Mr. Jagdish Pande (Library incharge)

Following points were discussed.

### **Criterion 6 – Governance, Leadership and Management (100)** **Key Indicator - 6.1 Institutional Vision and Leadership (10)**

Metric No.	File Name	Weightage
5.1.1	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution	5
5.1.2	The institution practices decentralization and participative management	5
<b>Key Indicator - 6.2 Strategy Development and Deployment (10)</b>		
6.1.1	Perspective/Strategic plan and deployment documents are available in the institution	2
6.1.2	Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism	2
6.1.3	Implementation of e-governance in areas of operation	4
6.1.4	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions	2
<b>Key Indicator - 6.3 Faculty Empowerment Strategies (30)</b>		
6.3.1	The institution has effective welfare measures for teaching and non-teaching staff	9
6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies	6



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	during the last five years	
6.3.3	Average number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff during the last five years	5
6.3.4	Average percentage of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs during the last five years	5
6.3.5	Institution has Performance Appraisal System for teaching and non-teaching staff	5
<b>Key Indicator – 6.4 Financial Management and Resource Mobilization (20)</b>		
6.4.1	Institution conducts internal and external financial audits regularly	4
6.4.2	Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)	3
6.4.3	Institutional strategies for mobilisation of funds and the optimal utilisation of resources	8
<b>Key Indicator - 6.5 Internal Quality Assurance System (30)</b>		
6.5.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes	8
6.5.2	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms	8
6.5.3	Average number of quality initiatives by IQAC for promoting quality culture per year	3
6.5.4	Quality assurance initiatives of the institution include	6
6.5.5	Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)	5

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