

Minutes of Meeting

The meeting of the Internal Quality Assurance Cell was held in the college on **Saturday 25th November 2023 at 10.30 am** in Hon. Chairman Sir's Cabin (Online and offline mode)

Point 01: Welcome of all the members

Initially, Dr.M.M. Bhagwat, Chairperson (IQAC) welcomed all the members of the Internal quality assurance cell to the Meeting of the IQAC.

Point 02: To confirm the minutes of previous meeting

The minutes of the meeting held on 08th December 2022 at 03.00 pm in offline mode are confirmed and approved.

Point 03: To take the review of proposals from all the departments to start the new Programs from the AY 2024-25

A review of proposals from various departments about to start the new programs was conducted. The **Mechanical department**, suggested a) BE-Mechatronics Engineering; b) BE-Automation and Robotics c) BE-Mechanical and Automation, and **Automobile department** suggested a) BE-Hybrid and electric vehicles. The institutes those who are running the said programs, based upon their admission scenario, final decision will be taken.

An increase in the intake from 30 to 60 for newly started branch of **Electronics and Computer Science (ECS)** will be made based on the admission response; we need to wait for at least one year.

Point 04: To take review from all the departments about offering Honours / Minors- Degree courses

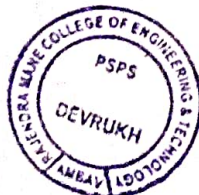
The various departments have shown their interest in offering honors and minor degree courses such as Mechanical Department-**Electric Vehicles**, Automobile Engineering-**Hybrid Vehicles**, Computer Engineering, and ECS-**Data Science or AI-ML**.

Point 05: To take review of NAAC peer team report cycle 2 and action plan for next four years

Our college has been accredited with a CGPA of 2.89 at B++ grade in the second cycle of NAAC accreditation which is valid for a period of next (05) years.

After NAAC cycle 2 - Expert committee recommendations for enhance the quality of institute- 8 Major points (with analysis):

- The college should address the identified weaknesses, such as the limited academic flexibility and curriculum enrichment, by exploring the possibility of offering additional courses, using open educational resources, and partnering with industry and research organizations to provide students with hands-on training.





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All departments proposed various activities to fulfil the above suggestions, as follows: Hands-on training 'Drone Workshop' is proposed for EXTC, Mechanical, Automobile, and 'Arduino Workshop' for first-year ECS students in the even semester. Add-on course on 'Bajaj finserv' for Master of Management students. In order to enhance curriculum enrichment and limited academic flexibility, an additional course on 'Hybrid and Electric Vehicles' and a certificate course on 'Modelling by Using Solidworks' and 'Finite Element Analysis by Using Altair Hyperworks' are proposed for Automobile and Mechanical students. To develop a research culture, a seminar on 'How to Write a Good Research Paper' and 'Awareness of OBE and Course Outcomes' is proposed for all students and will be delivered by Dr. S. N. Waghmare. Also, to motivate the teaching faculty, NPTEL registration fees can be waived if they clear the examination and get the certificate.

- **The college should increase the utilization of experiential learning practices such as summer internships, experimental / laboratory methods, language labs, virtual labs. Google Classroom, industrial visits, and participation in simulated events like hackathons. This will provide students with practical experience and enhance their problem-solving skills.**

Presently departments are encouraging students to participate in summer internships, experimental / laboratory methods, language labs, virtual labs, industrial visits, and participation in simulated events like hackathons. Also most of the faculties are using Google Classroom to share their course notes.

- **The college should encourage faculty members to get PhD Degree at the earliest supported with good publications and get more involved in activities where students can use their technical or management skills. This will not only benefit students but also enhance the professional development of the faculty members.**

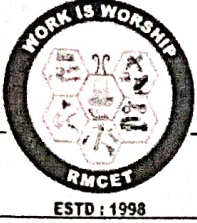
Details conveyed to management, to encourage the faculty members to get PhD degree at the earliest supported with good publications

- **The college should implement a system to measure the outcomes of the outcome-based teaching learning process. This will help to evaluate the effectiveness of the teaching and learning methods and identify areas for improvement.**

On the commencement of the even semester, a one-day seminar on 'Outcome-based Teaching and Learning Process' will be delivered by Dr. S.N. Waghmare.

- **The college should increase the number of entrepreneurship mentoring programs, awareness programs for students, and activities conducted by the Entrepreneurship Development Cell (ED Cell) and Institute Innovation Cell (IIC). This will encourage students to develop innovative solutions and contribute to the economic growth of the region.**





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To encourage students to develop innovative solutions, the Institute Innovation Cell is functioning under Mr. R. D. Wategonkar.

- The college should expand its community outreach activities by partnering with local organizations and conducting events to provide a platform for students to showcase their talents and skills. This will help to promote the college and its programs, as well as contribute to the development of the local community.

We have local organizations that are conducting events to provide a platform for students to showcase their talents and skills such as: NSS (National Service Scheme), DLLE (Department of Lifelong Learning and Extension), Unnat Bharat Abhiyan: <https://unnatbharatabhiyan.gov.in/>

- The college should collaborate with the University of Mumbai to address the challenges related to limited academic flexibility, updating the syllabus, and increasing external evaluation of courses. This will help to promote the academic excellence of the college and its students.

During the revision of the syllabus, faculties from various departments are attending orientation programs and sharing their valuable views. Also, as per point 1, we have identified the weaknesses, and action plans are proposed.

- It is recommended that disbursement of salary to the employees be done on time in order to keep the morale and motivation of the staff. Further, maintenance of all buildings, particularly, hostels, academic departments should be done periodically; approach roads have to well laid out with in the campus. More cultural activities be encouraged through formation of student clubs such, as music club, fine arts club etc.

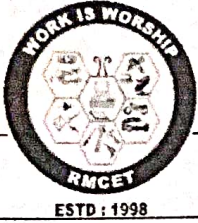
Details conveyed to management during meeting, as per the recommendation that the disbursement of salary to employees be done on time, and maintenance of all buildings, hostels, and academic departments should be done periodically. Also, the institute encourages the students through a cultural cell to participate in more activities.

Point 06:- To take review of NBA peer team report and action plan for quality improvement

The NBA Expert Team visited on September 8, 9, and 10, 2023, and the **Mechanical Program** got accredited for the next three years. During the visit, experts have given the following suggestions:

Program Evaluation Team General Findings





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1. Student's admissions in first year are very less and average of all last three years is 28.33 which is less than 50% has even by considering the lateral entry level students for the last three years the average is 69.19% which is more than 50% as per the list of students submitted by college.
 - Mechanical Faculty planning separately for FE campaigning during 28 Nov 2023-04 December 2023.
2. Student's attendance registers are maintained on loose white papers instead of booklets.
 - Implementation of Academic Diary from even semester.
3. Awareness of Outcome Base Education among faculty and students very minimum.
 - A session for students for awareness of OBE and course outcomes.
4. Research output, Consultancy, grants and quality publications are very minimum and not adequate.
 - A session on "How to write a good research paper".
5. Staff motivation and involvement is not adequate to drive the institute.
 - Motivational session can be arranged for staff and students.
6. First year results are less than 50%, focus required to improve.
 - More focus will be given for first year result improvement.
7. PEO, PSO, COS are formulated involving stake holders, mapping is satisfactory.
 - Process will be continued.
8. Continuous improvement processes need to be improved.
 - More focus will be given on continuous improvement in upcoming semester.
9. First Year faculty awareness on PEOs, PSOs, Cos requires improvement.
 - A session on awareness of PEOs, PSOs, Cos can be organized in for First Year Faculty.

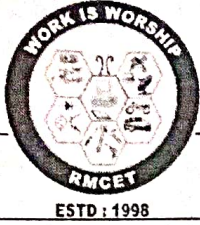
Strength:

1. Management is committed, dedicated to develop & establish buildings and equipment in remote location.
2. Faculty qualification, retention is adequate.
3. Student's industrial visits, internship opportunities are well organized and realized in remote areas.
4. Student's involvement in competitions of racer sports automotive is good and sufficient.
5. Campus is well maintained on full residential basis and faculty students are well taken care of.

Weakness/Areas of Improvement:

1. Students admissions in first year for the last four years is less than fifty percent and analysis is 28.33%
 - Mechanical Faculty planning separately for FE campaigning during 28 Nov 2023-04 December 2023.





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2. Class work is not seriously conducted as the faculty is not taking attendance on booklets and blooms taxonomy is not assed for continuous improvement.
 - A session on Blooms Taxonomy will be arranged and Implementation of Academic Diary from even semester.
3. Faculty from industries and guest faculty is nil.
 - Some portion of course can be given to industry and guest faculty after identification.
4. Research grants, sponsored labs (full), consultancy and revenues are nil.
 - Plan for applying AICTE AQIS various schemes RPS and MODROB, AICTE-ISTE INDUCTION/REFRESHER PROGRAMME in coming semester
5. Even though it is established in 1998, students' overall strength is not improved.
 - Awareness about conventional branches through campaigning with Honor and Minor degree.
6. Students input quality is deteriorating every year.
 - Mechanical Faculty planning separately for FE campaigning during 28 Nov 2023-04 December 2023.

Deficiencies

1. Guest faculty, faculty from industry and visiting faculty is nil.
 - Some portion of course can be given to industry and guest faculty after identification.
2. NEP is not implemented yet choice base credit system.
 - In University of Mumbai NEP is planning from year AY 24-25 for affiliated colleges.
3. No seriousness is observed in class room's labs with reference to lecture classes, continuous evaluation etc.
 - More focus will be given on continuous evaluation in class room and labs by engaging students.
4. Existing facilities are not utilized for internal revenue generation.
 - Certificate Course in, "Modeling by using Solidworks".
 - Certificate Course in, "Finite Element Analysis by using Altair Hyperworks". By using our existing lab resources
5. Staff and students are not well motivated as it is 25 years old institution.
 - Motivational session can be arranged for staff and students.

Evaluation by NBA Expert Team

Sr. No.	Criterion	Marks Awarded
1	Criterion 1: Vision, Mission and Program Educational Objectives (60)	43
2	Criterion 2- Program Curriculum and Teaching-Learning Processes (120)	78
3	Criterion 3: Outcomes and Program Outcomes (120)	88





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4	Criterion 4: Student's Performance (150)	84
5	Criterion 5: Faculty Information and Contributions (200)	109
6	Criterion 6: Facilities and Technical Support (80)	59
7	Criterion 7: Continuous Improvement (50)	33
8	Criterion 8: First Year Academics (50)	27
9	Criterion 9: Student Support Systems (50)	27
10	Criterion 10: Governance, Institutional Support and Financial Resources (120)	86
	1000	634 (63.40%)

Considering the NBA preparation of Computer department we have to fulfil the following basic requirements:

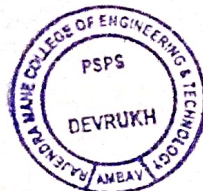
- We have to appoint at least one professor or associate professor with PhD.
- More than 10% faculty members must be having PhD degree.
- Computer department Laboratories are need to be upgraded.
- There is need of one more Teaching Faculty.
- There is need of one more Lab Assistant.
- Leakage problem of Computer Network Laboratory has to be solved.
- Leakage problem of corridor of Computer Laboratories has to be solved.
- Computer department is planning to offer Data Science as Honours and Minor Degree Program from Academic year 2024-25.
- Computer department is planning to arrange the skill development or enrichment courses like full stack developer, Software testing, etc.

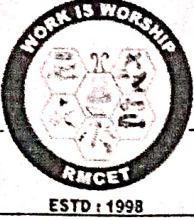
Point 07 : To review the academic audit report (Internal and External) and action plan

- Internal academic audit was conducted from 17th to 19th August 2023 and report review has been taken and informed to concerned faculty and HOD's for compliance.
- External academic audit was conducted on 27th August 2023 and report review has been taken and informed to concerned faculty and HOD's for compliance.

Point 08: To prepare and decide perspective plan for next four years

- Implementation of academic ERP- Enterprise Resource Planning
- Green audit, structural audit & energy audit should be conducted
- Proposal of NBA for Computer department
- Solar roof top parking at the entrance of college behind ATM room.
- Laboratory modernization- computer science
- Separate online examination centre-IT Building
- Conference, Techfest, Management fest -once in year.





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Point 09: To take review of AQAR completion for AY 2022-23 and submission

Instructions have been given to the criteria head about the collection of data for AQAR completion and submission for AY 2022–23.

Point 10: Any other point with the permission of chairperson

The meeting concluded with thanks to chair person.

Dr. P.R. Kshirsagar
IQAC Coordinator

Date:30.11.2023



Dr.M.M. Bhagwat
Chairperson IQAC