

SNJB's Late Sau KBJ College of Engineering, Chandwad
IQAC

Meeting No: 24/22

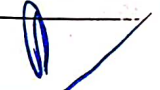


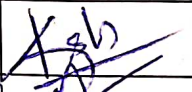

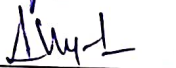


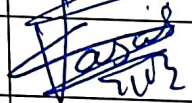



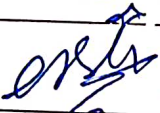
Minutes of Meeting

Date-24/01/2023

Meeting held on 24th January, 2023 from 3.00 pm to 3.30 pm in the Meeting Hall.

Following staff members were present :

Members present:-

Sr.No	Name	Designation	Signature
1	Prof. Dr. M.D. Kokate	Principal	
2	Dr M.R Sanghavi	Vice-Principal	
3	Prof. Dr. S.D. Sancheti	HOD, Mechanical Engineering	
4	Prof. Mrs. K.M. Sanghavi	NAAC & IQAC Coordinator and HOD Computer	
5	Dr A.R Bora	HOD ,MBA	
6	Dr R.K Agrawal	HOD,Entc	
7	Prof.R.R Bhandari	HOD,AI &DS	
8	Prof. Dr. Swapnil Patare	Member, Associate Professor, Civil	
9	Prof.Dr.Kasar U.S.	Member, Associate Professor,MBA	
10	Prof.Dr.P.T Boraste	Member, Assistant Professor,MBA	
11	Prof. Yogita Rathod	Member, Assistant Professor, Entc	
12	Prof. P.S.Desai	Member, Assistant Professor, Computer	
13	Prof. Neha P. Bora	Member, Assistant Professor, Computer	

Agenda of the Discussion :

NAAC VISIT AT PUNE & FURTHER PLANNING FOR 2nd CYCLE OF NAAC : Link

Following points were discussed in the meeting :

Sr. No	Topics Discussed on	Particular	Task Allocated to staff & Action Taken
1	Agenda of the Meeting	➡➡ Dr. M.D. Kokate sir and Prof K.M. Sanghavi welcome to all the members	To all members
2	Discussion on IMP points regarding visit at Pune	➡➡ Prof. K.M. Sanghavi explained the IMP points of visit that we need to prepare for NAAC cycle 2	To all members
3	Discussion on Preparation of SSR Format	➡➡ Prof. K.M. Sanghavi asked to all coordinator to prepare the SSR format criteria wise	To all Criteria Coordinators
4	Discussion on digital sign	➡➡Prof. K.M. Sanghavi asked the principal, Vice Principal for our college can we implement digital signs on scanned documents?	To all members
5	Discussion on SOP	➡➡Prof. K.M. Sanghavi Madam said to all coordinators during preparing SSR format follow Standard Operating Procedure (SOP)	To all Criteria Coordinators
6	Discussion on use of college Header for documents	➡➡Prof. K.M. Sanghavi Madam and Dr.Sanghavi sir suggested to all members use the Prepared college name heading for all documents during data collection	To all members
7	Discussion on criteria index	➡➡Prof. K.M. Sanghavi Madam said to all criteria coordinators to create criteria index for SSR	To all Criteria Coordinators

8	Discussion on Student awareness for SSS	»»Dr. M.D. Kokate sir asked to all members give aware to all FE to MBA students about Student Satisfaction Survey	To all members
9	Discussion on use of college stamp & seal for documents	»»Prof. K.M. Sanghavi Madam suggested to all members to use college stamp & seal for college produced documents during collecting proofs for SSR	To all members
10	Conclusion of the meeting	»»Prof. K.M. Sanghavi concluded the meeting thanking all the members for active participation during the discussion.	To all members


IQAC MOM Coordinator
Ms.Pawar A.D.


NAAC & IQAC Coordinator
Prof.K.M. Sanghavi


Principal
Dr. M.D. Kokate