

SNJB's Late Sau KBJ College of Engineering, Chandwad

IQAC

Meeting No: 15/21

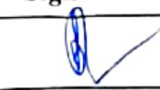

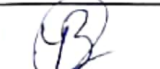
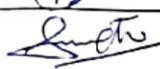
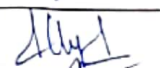

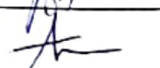
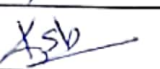




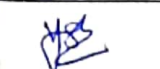
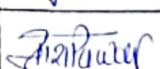
Date : 02/12/2021

Minutes of Meeting

Meeting held on 2nd December, 2021 from 3 pm to 4.30 pm at the Meeting Hall.

Following staff members were present :

Members present:-

Sr.No	Name	Designation	Signature
1	Prof. Dr. M.D. Kokate	Principal	
2	Prof. Dr. M.R. Sanghavi	Vice-Principal	
3	Prof. Dr. Y.L. Bhirud	HOD, Civil Engineering	
4	Prof. Dr. S.D. Sancheti	HOD, Mechanical Engineering	
5	Prof. Dr. R.K. Agrawal	HOD, Entc	
6	Prof. Dr. A.R. Bora	HOD, MBA	
7	Prof.S.B. Chavan	HOD, Applied Science	
8	Prof. Mrs. K.M. Sanghavi	NAAC & IQAC Coordinator	
9	Prof. Dr. U.S. Kasar	Member, Assistant Professor, MBA	
10	Prof. Dr. Swapnil Patare	Member, Assistant Professor, Civil	
11	Prof. Dr. Preeti Boraste	Member, Assistant Professor, MBA	
12	Prof. Ankit Gujrathi	Member, Assistant Professor, Mechanical	
13	Prof. Yogita Rathod	Member, Assistant Professor, Entc	
14	Prof. Asha Pawar	Member, Assistant Professor, Applied Science	

Agenda of the Discussion :

Awareness of the NAAC SSR Uploading process to all the members .


Following points were discussed in the meeting :


Sr. No	Topics Discussed on	Particular	Task Allocated to staff & Action Taken
1	Agenda of the Meeting	➤ Prof. K.M. Sanghavi welcomed Principal sir, Vice Principal Sir, all the Heads of the Departments and all the NAAC Co-ordinators and presented the Agenda of the Meeting and the difficulty faced by the co-ordinators during filling of the updated AQAR and mentioned 15 Dec, 2021 as the deadline to fill the corrected AQAR.	To all members
2	Presentation on the NAAC application Process	➤ Prof. K.M. Sanghavi presented the Process of NAAC accreditation to all the members and suggested 28th Feb,2022 as the Final date for SSR preparation for Cycle 2.	To all members, <u>Circular Drafted</u>
3	Process of Student Satisfaction Survey	➤ Prof. K.M. Sanghavi informed all the HODs about the process of the Students Satisfaction Survey and asked them to share the SSS awareness to students on website.	To HODs : <u>View , SSS</u>
4	Discussion on Criteria 01	➤ Prof. K.M. Sanghavi explained the subpoints , marks allotted and tentative score for each sub points for criteria 01	To all the members : <u>View</u>

		and explained the activities included in detail.	
4	Conduction of one Certificate course by each Department	Dr. M.D. Kokate sir asked all the HODs to conduct one certificate course for the current academic year	To all HODs <u>View</u> , <u>Action Taken-Certificate Courses Introduced</u>
5	Discussion on Employer Feedback	Dr. M.D. Kokate sir asked all the Hods to take the Employer feedback	To all HODs : <u>Feedback Form Referred</u>
6	Discussion on availability of feedback on College website	Dr. M.R. Sanghavi sir suggested uploading all the feedback format on the college website as per the requirement by NAACs AQAR.	To all members <u>In Progress</u>
7	Discussion on Criteria 2	Prof. K.M. Sanghavi explained the subpoints , marks allotted and tentative score for each sub points for criteria 02 and explained the activities included in detail.	To all members.
8	Arranging expert visit for NAAC related documentation	Dr. Y.L. Bhirud suggested organising the Visit to Amrutvahini College of Engineering,Sangamner to get their expertise.	To all members <u>View</u> , <u>Mail Drafted on 25th Feb 2022</u>
9	Conduction of IQAC meeting every month	Dr. M.D. Kokate sir suggested organising the IQAC meeting every month for smooth conduction of IQAC meetings and add this to the Academic Calendar.	To Dr. S.D. Sancheti Sir.
10	Discussion on Experiential Learning	Dr. M.D. Kokate suggested all the HODs to prepare the activity report for	To all HODs

		the experiential learning and asked to provide 2 best cases from each dept.	
11	Mechanism to deal with Internal Exams Grievances.	➤ Dr. M.D. Kokate suggested forming an Internal Examination Grievance Committee headed by Dr. S.D. Sancheti sir.	To Dr. S.D. Sancheti Sir.
12	Preparation of CO-PO Attainment	➤ Dr. M.D. Kokate asked to review the CO-PO Attainment for all programs for the last three years.	To, Dr. Bhirud sir, Dr. Bora sir, Dr. Agrawal sir.
13	Discussion on Criteria 03	➤ Prof. K.M. Sanghavi explained the subpoints , marks allotted and tentative score for each sub points for criteria 03 and explained the activities included in detail.	To all members.
14	Discussion Extension Activities	➤ Dr. M.D. Kokate asked all the HODs to conduct extension activities by each department. Prof. K.M. Sanghavi informed about the list prepared and will be discussed in the next meeting	To all HODs
15	Organising Expert session to Patare sir	➤ Dr. M.D. Kokate asked Dr. Swapnil Patare sir to organize the session of his research guide for faculties or students.	To Dr. Swapnil Patare sir.
16	Conclusion of the meeting	➤ Prof. K.M. Sanghavi concluded the meeting thanking all the members for active participation and requested to continue the discussion in the next meeting.	To all members


IQAC MOM Coordinator
Mr. A.S. Gujrathi


NAAC & IQAC Coordinator
Prof.K.M. Sanghavi


Principal
Dr. M.D. Kokate