

SNJB's Late Sau KBJ College of Engineering, Chandwad

IQAC


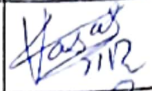
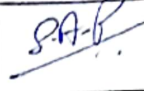
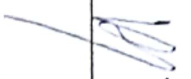


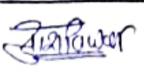
Meeting No: 18 /21

Date: 11/02/2022

Minutes of Meeting

Meeting held on 11th February, 2022 from 9:30 am to 10.00 am at the Lab no. 137, Computer Department.

Following staff members were present:

Sr.No	Name	Designation	Signature
1	Prof. Mrs. K.M. Sanghavi	NAAC & IQAC Coordinator	
2	Prof. Dr. U.S. Kasar	Member, Associate Professor, MBA	
3	Prof. Dr. Swapnil Patare	Member, Associate Professor, Civil	
4	Prof. P.S. Desai	Member, Assistant Professor, IT	
5	Prof. N.P.Bora	Member, Assistant Professor, Computer	
6	Prof. Yogita Rathod	Member, Assistant Professor, Entc	
7	Prof. Asha Pawar	Member, Assistant Professor, Applied Science	

## Agenda of the Discussion:

Planning for SSR Writing and Updating a Blog.

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 mam welcomed all the IQAC Co-ordinators and explained the Agenda of the meeting.	To all members
2	Change of MoM Co-ordinator	⇒ Prof. A.S.Gujrathi requested Prof. K.M. Sanghavi mam to appoint new MoM Co-ordinator from 01/02/2022 as per the Rotation Policy. Prof. K.M. Sanghavi mam accepted the request and informed Prof. A.D.Pawar mam to take the charge of Mom from 01/01/2022.	To A.D.Pawar
3	Discussion on SSR writing and deadline for completion of SSR	⇒ Prof. K.M. Sanghavi mam told all the members the SSR writing will start to be done by each coordinator criteria wise The deadline for the completion of SSR writing was given to all the criteria co-ordinators by Prof. K.M. Sanghavi mam.  Proofreading for all the criteria is over and many corrections are informed to respective criteria co-ordinators.	To all members, SSR Writing Started
4	Updation of Online Blog Created by Respective Criteria Co-ordinators	⇒ Prof. K.M. Sanghavi mam suggested to all the co-ordinators,a blog be prepared by all of them in one common format. The process of Data collection for SAR preparation will be done using their blogs.	To all members,  Blogs Prepared by few Coordinators

5	Discussion on visit to Amrutvahini College of Engineering, Sangmner	➤ Prof. K.M. Sanghavi mam discussed about some IQAC members will visit to Amrutvahini college of Engineering in March regarding overall good practices for NAAC.	Scheduled Meet in 1st Week of March.
6	Discussion on the program/Activity conduction	➤ Prof. K.M. Sanghavi mam suggested to all the coordinators that if some points are blank in SSR then that particular criteria coordinator will arrange program/activity to cover that point in SEM-II .	To all members.
7	Suggestion to adding one of the faculty member from AI & DS department as NAAC coordinator by N.P. Bora mam	➤ Prof. N.P. Bora mam suggested adding one of the faculty members from AI&DS department as NAAC coordinator. Prof. K.M. Sanghavi mam noted the same.	To all members
8	Discussion on Slow learner fast learner data	➤ Dr.U.S.Kasar sir suggested the information of slow learner fast learner analysis data has come from all the departments and they will prepare single sheet of that data and send it to madam.	Dr.U.S.Kasar
9	Discussion on the criteria file list	➤ Prof. K.M. Sanghavi mam informed all the members that the all coordinators will send a criteria file list to Sanghavi mam for checking.	To all members
10	Discussion on SSR proof reading	➤ Prof. K.M. Sanghavi mam informed all the members that they will start proofreading of SSR in Principal & HoD meeting from March.	To all members

11	Conclusion of the meeting	Prof. K.M. Sanghavi concluded the meeting thanking all the members for active participation during the discussion.	To all members
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*A.D. Pawar*  
 IQAC MOM Coordinator  
 Ms. A.D. Pawar

*K.M. Sanghavi*  
 NAAC & IQAC Coordinator  
 Prof.K.M. Sanghavi

*M.D. Kokate*  
 Principal  
 Dr. M.D. Kokate

