

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
















Meeting No: 25/22








Date : 12/09/2023

Minutes of Meeting

Meeting held on 12th September, 2023 from 11.00 am to 12.30 pm in the Meeting Hall.
Following staff members were present:

Members present:-

Sr.No	Name	Designation	Signature
1	Prof. Dr. R.G.Tated	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. Mrs.Dr. K.M. Sanghavi	NAAC & IQAC Coordinator and HOD Computer	
6	Prof. Dr A.R Bora	HOD ,MBA	
7	Prof. Dr R.K Agrawal	HOD,Entc	
8	Prof. Dr.R.R Bhandari	HOD,AI &DS	
9	Prof.S.B.Chavan	HOD,Applied Science	
10	Prof. Dr. R.C.Patil	Associate Professor, Mechanical	
11	Prof.Dr.Kasar U.S.	Member, Associate Professor,MBA	
12	Prof.Dr.P.T Boraste	Member, Assistant Professor,MBA	
13	Dr. M.B.Kedar	Member,Librarian	
14	Prof.Dr.P.S.Kapase	Member,Placement Cell	
15	Prof.B.A.Khivasara	Assistant Professor,Computer	
16	Prof. Yogita Rathod	Member, Assistant Professor, Entc	

17	Prof. P.S.Desai	Member, Assistant Professor, Computer	
18	Prof.P.M.Bora	Member, Assistant Professor, Mechanical	
19	Prof. Neha P. Bora	Member, Assistant Professor, Computer	
20	Prof.A.D.Pawar	Member, Assistant Professor, Applied Science	
21	Mr.M.M.Jadhav	Member,Head Student Section	
22	Mr.A.B.Arrote	Member, Establishment	
23	Mr.S.P.Landage	Member, Account Section	

Agenda of the Discussion :

Internal Mock Visit Review, Report Summarisation

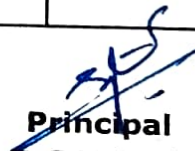
Following points were discussed in the meeting :

Sr. No	Topics Discussed on	Particular	Task Allocated to staff & Action Taken
1	Agenda of the Meeting	➤ Dr.K.M.Sanghavi madam welcomed Principal sir, all the Heads of the Departments and all the NAAC Co-ordinators and explained the Agenda of the meeting.	To all members
2	Discussion on internal mock visit	➤ Dr.K.M.Sanghavi madam explained about internal mock visit that was held on 11 th and 12 th of September 2023 in college ,for that visit chairman was Dr.Mahesh Sanghavi sir along with members Dr.R.C.Patil sir and Mrs.Bhavana Khivsara madam	To all members
3	Appreciation by Internal mock committee	1)Dr.Sanghvi sir and members of internal mock visit appreciated all members about visit 2)About well organized cultural program 3)Good strength of students in the classroom and students are well aware about college. 4)Also the committee appreciated HoD for a nice presentation with well managed things and all important points in the presentation.	To all members To all HoD

4	Internal mock committee Summarization and suggestion	<p>Internal mock committee members summarizes important points in meeting, Dr.Sanghavi,Dr.Patil Sir and Khivsara madam summarizes important points of mock visit and given sum suggestions</p> <ol style="list-style-type: none"> 1)Greet the committee during visit and every staff start with name 2)File presentation should be proper ,show important points. 3)Proper index and tagging for files 4)Each file must have vision and mission 5)All coordinators must representing entire file 6)During explaining course files show important points ,start with a teaching plan ,CIS,Q.P Marking scheme,and paper assessments. 7)Faculty visit to other department to adopt new things 8)Criteria coordinators and IQAC I/C kindly support new faculty.10)Updation of notice board 9)Training and Placement poster on notice board 10)English speaking is necessary while presenting by faculties 11)Avail PhD thesis of staff in library 	<p>To all members</p> <p>To Dr.Kedar Sir</p>
5	Discussion and implementation of suggestion provided by internal mock visit	Principal sir said that all members implement the suggestions in all departments during the final visit of NAAC peer team and sir also gave best wishes to all members for visit.	To all members
6	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.R.G.Tated