

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

**Meeting No: 26/23-24**

**Date : 13/10/2023**

**Minutes of Meeting**

Meeting held on 13th October, 2023 from 3.15 pm to 4.30 pm in the Meeting Hall.

Following staff members were present:

Members present:-

Sub: - NAAC Review		Time: - 3:15 P.M	
		Date: - 13/10/23	
Sr. No.	Name of the Staff	Department Designation	Sign Remark
1)	Dr. R.G. Tated	Principal	[Signature]
2)	Dr. M.R. Sanghani	Vice Principal	[Signature]
3)	Dr. S.D. Sancheti	HOD - Mech	[Signature]
4)	Dr. M.M. Rathore	Registrar	[Signature]
5)	Dr. R.K. Agrawal	HOD - ETC	[Signature]
6)	Dr. A.R. Bora	HOD, MBA	[Signature]
7)	P.M. Yeole	Asst. Prof.	[Signature]
8)	Dr. K.M. Sanghani	HOD Comp.	[Signature]
9)	Dr. Kasar. U.S	Asst. Prof. MBA	[Signature]
10)	Desai M.	Asst. Prof.	[Signature]
11)	Y.S. Rathod	Asst. Prof. ETC	[Signature]
12)	D.S. Dhoke	HOD APP. SC. PTD Asst. prof. App. Sci. (Asst. Prof.)	[Signature]
13)	N.P. Bora.	Computer	[Signature]
14)	P.M. Bora	Asst. Prof. Mechanical	[Signature]


## Agenda of the Discussion:

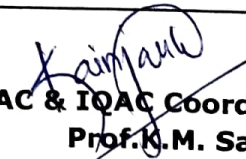
### NAAC Peer Review and Preparation of AQAR of 2022-23

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 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 Placements	➤ Dr.K.M.Sanghavi explained about NAAC peer team suggestions regarding good package of students (not below 1 lakh),Sanghavi Madam suggested for improvement in placement categorize students from first year and HoD visit per week in classrooms is necessary	To all HoD
3	Discussion on IQAC stamp on documents	➤Dr.Mahesh Sanghvi suggested to all members as per suggestions of NAAC peer team IQAC stamp should be on documents required	To all members
4	Discussion on Water Conservation and Solution Hazardous in Chemistry Lab	➤A discussion of necessity of water conservation campus as well as hazardous chemical management in proper way was done	HOD Civil
5	Discussion on Department Audit and Mentor scheme	➤Focus on mentor scheme in every department was prioritized by Principal along with Department Audit per semester for college improvement.	To all members
6	Discussion on Online Learning and Soft skill development of Students	➤1) Dr.Sanghvi as an academic coordinator and Vice Principal suggested to all members to focus on necessary on NPTEL, UDEMY Courses, and Soft skill development. 2)One mentor activity in the college language lab was suggested to be implemented	Dr. D.R. Agarwal and all Heads , Dr. Kedar

7	Discussion on upgradation of ERP	➔Upgrade ERP software for conduction of examination, download notes, Q.Papers etc was discussed.	To Website Coordinator Y.K. Desai
8	Discussion on Dated sign on documents	➔Each document should be with dated sign,as well as put exit date on documents of respective Coordinator	To all members
9	Discussion on reformation of NAAC formats	➔Dr.Sanghvi as an academic coordinator asked the NAAC criteria coordinators to send updated formats to him for uniformity in further Cycle 3 Preparation	To all NAAC criteria coordinators
10	Discussion on preparation of AQAR for A.Y.2022-23	➔Dr.K.M.Sanghavi madam said to all criteria coordinators to prepare AQAR report for A.Y.2022-23 and submit it to madam till 15 th December 2023.	To all IQAC criteria coordinators
6	Conclusion of the meeting	➔Principal sir,Vice Principal Sir and Sanghavi madam wish to implements all above given suggestions in all departments ➔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**