



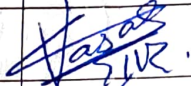



SNJB's Late Sau KBJ College of Engineering, Chandwad
IQAC
Meeting No: 13/21

Date : 08/10/2021

Minutes of Meeting

Meeting held on 8th Oct, 2021 from 10.00 am to 11.00 am at Computer Dept. Library.
Following staff members were present :

Members present:-

Sr. No.	Name	Designation	Signature
1	Prof. Mrs. K.M. Sanghavi	NAAC & IQAC Coordinator	
2	Prof. Pankaj. Desai	Member, Assistant Professor, IT	
3	Prof. Umesh Kasar	Member, Assistant Professor, MBA	
4	Prof. Neha Bora	Member, Assistant Professor, Computer	
5	Prof. Yogita Hon (Rathod)	Member, Assistant Professor, EnTC	
6	Prof. Ankit Gujrathi	Member, Assistant Professor, Mechanical	


Agenda of the Discussion :


Discussion on Status of the AQAR filling and Planning of the SSR filling process .

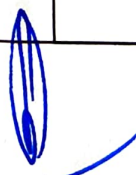
Following points were discussed in the meeting :

Sr. No	Topics Discussed on	Particular	Task Allocated to staff & Action Taken
1	Agenda of the Meeting	➔ Prof. K.M. Sanghavi explained The agenda of the meeting and asked all the members to brief their AQAR submission status.	To all members , Brief Given by All Criteria Experts
2	Status of AQAR Criteria 01	➔ Prof. A.S. Gujrathi shared the criteria 1 status and informed the data related to the point no 1.3 Enrichment activities are left and will be completed in 2-3 days.	To all members , a Feedback Coordinator meeting arranged with IQAC.
3	Status of AQAR Criteria 02	➔ Prof. N.P. Bora shared the data related to ICT tools and data from the exam section is left for update.	To all members , Exam Section Data Collection in Process
4	Status of AQAR Criteria 03	➔ Prof. P.S. Desai shared that the data related to the event file is needed in scanned format along with the links so it will take about 1 week to complete the process.	To all members.

6	Deadline to upload the AQAR report	➤➤Prof. K.M. Sanghavi suggested completing the AQAR update by 31st OCT,2021.	To all members.
7	Planning of the SSR submission	➤➤Prof. K.M. Sanghavi explained to all the NAAC Co-ordinators the process of IIQA submission, fees payment, SSR submission along with the duration and asked all the co-ordinators to prepare the list of files accordingly.	To all members.
8	Sharing of the extension formats	➤➤Prof. K.M. Sanghavi informed all the members about the criteria wise new extension formats has been prepared by her and will be shared to all members once finalised.	To all members.
9	Process of NAAC Mentor Scheme	➤➤Prof. K.M. Sanghavi also shared the process of NAAC mentor scheme to all the members and asked members to contact the Institutes regarding the same.	To all members.
10	Time Table load adjustment for next sem	➤➤Prof. K.M. Sanghavi urged all the members to keep their Wednesday reserved for the NAAC meetings and informed the HODs and Time table Co-ordinator of their departments.	To all members.
11	Conclusion of the meeting	➤➤Prof. K.M. Sanghavi concluded the meeting by requesting the members to start reading the new SSR format.	To all members


IQAC MOM Coordinator
Mr. A.S. Gujrathi


NAAC & IQAC Coordinator
Prof. K.M. Sanghavi


Principal
Dr. M.D. Kokate