

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

**Meeting No: 1/24-25**


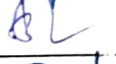


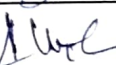


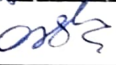





**Date : 15/7/2024**

**Minutes of Meeting**

Meeting held on **15th July, 2024** from **3:30 pm** to **4.30 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. S.D. Sancheti	HOD, Mechanical Engineering	
4	Prof. Mrs.Dr. K.M. Sanghavi	NAAC & IQAC Coordinator and HOD Computer	
5	Prof. Dr R.K Agrawal	HOD,Entc	
6	Prof. Dr A.R Bora	HOD ,MBA	—
7	Prof. B.A. Khivsara	Autonomy coordinator, Assistant Professor, Computer	—
8	Prof. S.B. Chavan	Member, HOD, Applied Science	
9	Prof.Dr.Kasar U.S.	Member, Associate Professor,MBA	
10	Prof. <del>Mrs.</del> N.P. Bora	Member, Assistant Professor, Computer	
11	Prof. Yogita Rathod	Member, Assistant Professor, Entc	
12	Prof. L.B. Pawar	Assistant Professor, Civil	
13	Prof.P.M.Bora	Member, Assistant Professor, Mechanical	
14	Prof. P.S. Desai	Assistant Professor, IT	
15	Dr. M.B. Kedar	Member, Library	


**Agenda of the Discussion :**

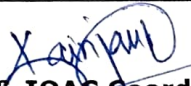
**Organization of various session under IQAC and preparation of IQAC handbook**

**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	Review of IQAC Activities Conducted	» Dr. K.M. Sanghavi, IQAC Coordinator, presented a summary of academic, co-curricular, and administrative sessions conducted under IQAC till date  Sessions covered included: <ul style="list-style-type: none"><li>• Faculty Development Programs (FDPs)</li><li>• Workshops on Research Methodology</li></ul>	To all HoD
3	Planning of Upcoming IQAC Activities	» It was proposed that the following categories of sessions be prioritized in the upcoming semester <ul style="list-style-type: none"><li>• Innovative teaching method(tentative date of conduction 2-3 August 2024)</li><li>• Research Pathways: Grants &amp; Incubation Insights by Dr.Krovi Rajashekhar</li><li>• Stressless Session by Mrs.Reshma Karkhanis</li></ul>	To all members <i>file no-6.3</i>

4	IQAC Handbook Preparation	<p>➤A draft structure of the IQAC Handbook was presented, to include:</p> <ul style="list-style-type: none"> <li>• Vision and Objectives of IQAC</li> <li>• Roles and Responsibilities</li> <li>• Calendar of Activities</li> <li>• Format for Reporting and Feedback</li> <li>• NAAC/NBA quality indicator templates</li> </ul>	<u>View</u>
5	Task Allocation	Prof. A.D.Pawar were assigned to consolidate all session reports	To Pawar A.D.
6	Conclusion of the meeting	<p>➤Prof. K.M. Sanghavi thanked all the members for their active participation during the discussion.</p> <p>➤The Principal appreciated the efforts taken by the IQAC team and emphasized the importance of comprehensive documentation for institutional accreditation. The meeting concluded at 4:30 PM.</p>	To all members

  
**IQAC MOM Coordinator**  
**Ms.Pawar A.D.**

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

  
**Principal**  
**Dr.R.G.Tated**