

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

Meeting No: 4/24-25



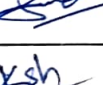

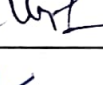



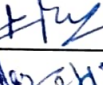
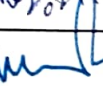
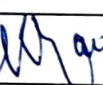



Date : 2/12/2024

Minutes of Meeting

Meeting held on 2 nd December, 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	Director,Chairperson	
2	Prof. Dr M.R Sanghavi	Member,Deputy Director and Academic Dean	
3	Prof. Dr. S.D. Sancheti	Member,HoD Mechanical and Administrative Dean	
4	Prof. Mrs.Dr. K.M. Sanghavi	Member,HoD Computer and IQAC Dean	
5	Prof. Dr R.K Agrawal	Member,HoD Electronics and TeleCommunication and Student Affairs Dean	
6	Dr. K.L. Bidkar	Member,HoD Civil and Infrastructure Dean	
8	Dr. A.R. Murgai	Member,HoD MBA and International Affairs Dean	
9	Dr. R. R. Bhandari	Member,HoD AI & DS and Alumni Dean	
10	Mr. S. B. Chavan	Member,HoD Applied Science	
11	Dr. R.C. Patil	Member,NBA Coordinator and Examination Dean	
12	Dr. P. R. Baviskar	Member,Professor, Mechanical	
13	Dr. M. M. Rathore	Member,Registrar	
14	Dr. K. R. Nimal	Member,Research and Development Dean	
15	Prof. B.A. Khivsara	Member,Autonomy Coordinator	


Agenda of the Discussion :**Discussion on data collection and documentation reduction for faculty****Following points were discussed in the meeting :**

Sr. No	Topics Discussed on	Particular	Task Allocated to staff & Action Taken
1	Agenda of the Meeting	» The meeting commenced at 3:30 PM under the chairmanship of Prof. Dr. R.G. Tated (Director). » Dr.K.M.Sanghavi welcomed Director sir, Deputy Director, all the Deans and explained the Agenda of the meeting.	To all members
2	Current Issues Identified	» Faculty spending excessive time on repeated data entry for multiple reports (NAAC, NBA, AQAR, etc.). Redundant formats and overlapping documentation requirements across departments and cells. Manual tracking and submission leading to errors and inefficiencies.	To all members
3	Proposed Solutions	» Prof. Mrs. Dr. K.M. Sanghavi, HoD Computer, shared centralized Digital Repository: One common platform for uploading and managing all academic and departmental documentation. Standardized Templates: Uniform formats for faculty to report research publications, FDPs, course files, and IQAC activities. Automation in ERP: Integration of data flow from course outcomes, attendance, and assessments to generate routine reports automatically.	To all members

		One-Time Data Collection: Master data (e.g., faculty achievements, qualifications, FDP participation) to be collected once per semester and reused.	
4	Administrative Recommendations	<p>»Encourage the use of Google Forms and shared drives for uniform and quick data collection.</p> <p>Regular training sessions on ERP and digital tools for faculty.</p>	To all members
5	Conclusion of the meeting	<p>»Prof. K.M. Sanghavi thanked all the members for their active participation during the discussion.</p> <p>»Prof. Dr. R.G. Tated, Director, emphasized the need to reduce non-academic workload on faculty and streamline reporting processes to ensure better productivity and focus on teaching and research. The meeting concluded with agreement on phased implementation of the approved measures.</p>	To all members


IQAC MOM Coordinator
Ms.Pawar A.D.


NAAC & IQAC Coordinator
Prof.K.M. Sanghavi


Principal
Dr.R.G.Tated