

*KJ College of
Engineering and
Management Research,
Pune*

**IQAC
Meeting I:**

(Period— Sem I of the
Academic year 2018-19)

KJCOEMR
Internal Quality Assurance Meeting

Venue: Board Room

Time: 2.00 pm

Date: 6/7/2018

Sr. No	Name	Designation / Affiliation	Role	Sign
1	Dr. Suhas S. Khot	Principal	Chairperson	
2	Prof. Pramod U. Chavan	HOD (E & TC)	Coordinator	
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member	
4	Prof. Santosh K. Patil	HOD (CIVIL)	Member	
5	Dr.S.V.Joshi	HOD (MECH)	Member	
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member	
7	Prof.R.V.Katre	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Pramod Dastoorkar	TPO	Member	
10	Mr. Vinod Jadhav	Management	Member	
11	Mr. Rushabh Shaha	Alumina	Member	
12	Mr. Sandip Jain	Industry	Member	

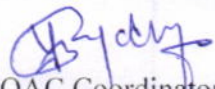
Following points were discussed and according to that the line of Action is decided.

Sr. No.	Points to be Discussed	Particulars	Action Taken
1	Introduction of IQAC	Introduction of IQAC Committee Members	Prof.P.U.Chavan, Coordinator, IQAC introduced IQAC Committee Members
2	New Syllabus	Discussion on new syllabus declared by Savitribai Phule Pune University for BE(2015P)	<ul style="list-style-type: none"> • Mr. Sandeep Panchbhai will make available all new syllabus declared by SPPU • HoDs to inform respective subject teachers to submit their requirements according to new syllabus. • All teaching staff to prepare teaching plan according to syllabus.
3	Book Purchasing	Discussion done on library book purchasing	All HoDs Collected the required book list from teaching staff and submitted to Mr. Sandeep Panchbhai.

4	Scholarship	Discussion done on scholarship approval for students admitted in A.Y.2017-18	Mr. Sandeep Panchbhai explained the Status of scholarship for students admitted in A.Y.2017-18
5	Student Attendance	Discussion done on Student Attendance	<ul style="list-style-type: none"> • All class teachers and GFMs to send letters to parents to update parents for attendance and performance of their ward • GFM to call the parents of absent students every day • Conduct GFM meeting per week.
6	Academic Calendar	Overview of Academic Calendar and Time Table	<ul style="list-style-type: none"> • Academic Calendar of KJCOEMR is prepared to coordinate the activity as per university and institute academic planning. • Time-Table incharge from each department prepared a Time Table for smooth conduction of Theory Lectures and Practical's according to SPPU Syllabus • It is decided to add library and sports hour in time table
7	Question Bank, Teaching Methodology		<ul style="list-style-type: none"> • All HoDs instructed to their faculties to prepare a question bank of respective subject. • Provide the Teaching Methodology and Question Bank to the Students.

8	Result Analysis		<ul style="list-style-type: none"> All exam coordinators should submit result analysis of all internal exams immediately after completion of exam. All result analysis coordinators should submit the SPPU result analysis after declaration of result in standard format.
9	Teacher Awards	Discussion on to give Teacher Awards	<ul style="list-style-type: none"> The Criteria is decided for the teacher awards Teacher award categorized as Trinity Distinct Teacher, Trinity Premier Teacher, Trinity Ratna Teacher.
10	Feedback System	Discussion on feedback system	<ul style="list-style-type: none"> Feedback received from students twice in a semester. Discussion is made on to update the feedback system by including MCQs on technical and general topics.
11	Alumni Meeting	Discussion done on to arrange Alumni meet.	Discussion done on to arrange Grand Alumni Meeting on 8 th Sept 2018.
12	Placement Activity	Discussion done on Placement Activity	SEED Aptitude Training program of 100 Hrs is planned for BE Students of all departments.
13	Go-Cycle-Day	Discussion done on to arrange Go-Cycle-Day	College is organizing Go-Cycle-Day event on 4 th Oct 2018. The chief guest will be Police Commissioner Dr. K. Venktasham

The meeting ended with the thanks by chairperson to all members for their active involvement in enhancing the quality of the Educational Programs at KJCOEMR.


IQAC Coordinator


IQAC Chairperson

*KJ College of
Engineering and
Management Research,
Pune*

**IQAC
Meeting II:**

**(Period— Sem I of the
Academic year 2018-
19)**

KJCOEMR

Internal Quality Assurance Meeting

Venue: Board Room

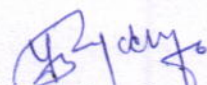
Time:2.00pm

Date:05/7/2018

Sr. No	Name	Designation / Affiliation	Role	Sign
1	Dr. Suhas S. Khot	Principal	Chairperson	
2	Prof. Pramod U. Chavan	HOD (E & TC)	Coordinator	
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member	
4	Prof. Santosh K. Patil	HOD (CIVIL)	Member	
5	Dr.S.V.Joshi	HOD (MECH)	Member	
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member	
7	Prof.R.V.Katre	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Pramod Dastoorkar	TPO	Member	
10	Mr. Vinod Jadhav	Management	Member	
11	Mr. Rushabh Shaha	Alumina	Member	
12	Mr. Sandip Jain	Industry	Member	

The meetings with faculty members of Academic Year 2018-19 were conducted on 5th July 2018. The summarized points are as –

1. Instructed to All faculty members, prepare well about subject before delivering lecture.
2. According to Academic Calender, all activities to be conducted.
3. Use ICT based teaching-learning process.
4. Provide question bank on each unit to the students.
5. All faculty members should involve in research activities for self improvement.
6. All faculty members should attend Seminars/Workshops/Conferences once in a semester.
7. Any other points with permission of chair.


IQAC Coordinator



IQAC Chairperson

*KJ College of
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**IQAC
Meeting III:**

(Period— Sem I of the
Academic year 2018-19)

KJCOEMR

Internal Quality Assurance Meeting

Venue: Board Room

Time: 2.00pm

Date: 12/7/2018

Sr. No	Name	Designation / Affiliation	Role	Sign
1	Dr. Suhas S. Khot	Principal	Chairperson	
2	Prof. Pramod U. Chavan	HOD (E & TC)	Coordinator	
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member	
4	Prof. Santosh K. Patil	HOD (CIVIL)	Member	
5	Dr.S.V.Joshi	HOD (MECH)	Member	
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member	
7	Prof.R.V.Katre	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Pramod Dastoorkar	TPO	Member	
10	Mr. Vinod Jadhav	Management	Member	
11	Mr. Rushabh Shaha	Alumina	Member	
12	Mr. Sandip Jain	Industry	Member	

The meetings with Non-teaching members of Academic Year 2018-19 were conducted on 12th July 2018. The summarized points are as –

1. All non-teaching staffs are informed to maintain cleanness in their respective departments.
2. All Lab Assistants are informed to keep labs of respective departments in well working condition.
3. Any Other point with the permission of chair.


IQAC Coordinator


IQAC Chairperson

*KJ College of
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**IQAC
Meeting IV:**

(Period— Sem I of the
Academic year 2018-19)

KJCOEMR**Internal Quality Assurance Meeting**

Venue: Board Room

Time:2.00 pm

Date:27/9/2018


Sr. No	Name	Designation / Affiliation	Role	Sign
1	Dr. Suhas S. Khot	Principal	Chairperson	
2	Prof. Pramod U. Chavan	HOD (E & TC)	Coordinator	
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member	
4	Prof. Santosh K. Patil	HOD (CIVIL)	Member	
5	Dr.S.V.Joshi	HOD (MECH)	Member	
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member	
7	Prof.R.V.Katre	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Pramod Dastoorkar	TPO	Member	
10	Mr. Vinod Jadhav	Management	Member	
11	Mr. Rushabh Shaha	Alumina	Member	
12	Mr. Sandip Jain	Industry	Member	

Following points were discussed and according to that the line of Action is decided.

Sr. No.	Points to be Discussed	Particulars	Action Taken
1	Review of last meeting	Review of last meeting	Review of last meeting is taken by committee
2	Student Attendance	Discussion done on Student Attendance	<ul style="list-style-type: none">All class teachers and GFM's send letters to parents to update parents for attendance and performance of their wardGFM called the parents of absent students every dayConducted GFM meeting per week.
3	Student Dress Code	Discussion on Student dress code	<ul style="list-style-type: none">On Monday and Thursday uniform is compulsory to all Students.I-card is compulsory to each student in campus. Without I-card students are not allowed to attend lectures and practical's.

4	NAAC Documentation	Discussion done on NAAC Review	All HoDs instructed to staff update the NAAC files.
5	Functioning of various committees	Discussion on Functioning of various committees	The following Committees are form in institutes <ul style="list-style-type: none"> • Anti Ragging Committee • Internal Complaint Committee • Women Development Cell It is Observed that no complaint is registered under Anti Ragging and ICC. WDC going to arrange programs for Girls Students and Ladies Staff.
6	Technical Activity	Discussion Done on Various technical activity to be conduct	<ul style="list-style-type: none"> • All HoDs informed their staffs arrange Guest Lecture, seminar, workshop to improve the result of Institute. • All HoDs informed their staffs to attend different technical events.
8	Maintenance Activity	Discussion done on maintenance of instruments	All HoDs to submit the requirement of maintenance of any lab and ensure that all instruments are in working condition.

The meeting ended with the thanks by chairperson to all members for their active involvement in enhancing the quality of the Educational Programs at KJCOEMR.


IQAC Coordinator



IQAC Chairperson

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**IQAC
Meeting V:**

(Period— Sem I of the
Academic year 2018-19)

KJCOEMR

Internal Quality Assurance Meeting

Venue: Board Room

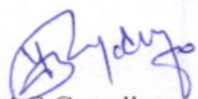
Time:2.00pm

Date:8/9/2018

Sr. No	Name	Designation / Affiliation	Role	Sign
1	Dr. Suhas S. Khot	Principal	Chairperson	
2	Prof. Pramod U. Chavan	HOD (E & TC)	Coordinator	
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member	
4	Prof. Santosh K. Patil	HOD (CIVIL)	Member	
5	Dr.S.V.Joshi	HOD (MECH)	Member	
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member	
7	Prof.R.V.Katre	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Pramod Dastoorkar	TPO	Member	
10	Mr. Vinod Jadhav	Management	Member	
11	Mr. Rushabh Shaha	Alumina	Member	
12	Mr. Sandip Jain	Industry	Member	

The Grand Alumni Meeting is conducted on 8th Sept 2018. The following points were discussed by the alumni students with the current students and staff –

1. Alumni students suggested to current students, to develop professional and communication skills.
2. Project based learning should be implemented to create more interest among the students.
3. Students should aware about latest technologies used in industries.
4. Discussed about various opportunities available in various sectors as an engineer.
5. Need to improve III (Industry-Institute-Interaction).



IQAC Coordinator



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**IQAC
Meeting VI:**

(Period— Sem I of the
Academic year 2018-19)

KJCOEMR
Internal Quality Assurance Meeting

Venue: Board Room

Time: 2.00pm

Date: 13/8/2018

Sr. No	Name	Designation / Affiliation	Role	Sign
1	Dr. Suhas S. Khot	Principal	Chairperson	
2	Prof. Pramod U. Chavan	HOD (E & TC)	Coordinator	
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member	
4	Prof. Santosh K. Patil	HOD (CIVIL)	Member	
5	Dr. S.V. Joshi	HOD (MECH)	Member	
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member	
7	Prof. R.V. Katre	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Pramod Dastoorkar	TPO	Member	
10	Mr. Vinod Jadhav	Management	Member	
11	Mr. Rushabh Shaha	Alumina	Member	
12	Mr. Sandip Jain	Industry	Member	

The meetings with the student counseling members of Academic Year 2018-19 were conducted on 13th August 2018. The summarized points are as –

1. The responsibilities to celebrate the Independence day were discussed.
2. Grand alumni meet is scheduled on 8th Sept 2018, the responsibilities are assigned to the respective students to coordinate the event.
3. Discussed the planning of GO-Cycle- Day activity and the status of work regarding same.
4. The KJ Youth Fest2k19 is tentatively planned in the month of December 2018 or January 2019, the students asked to submit their planning.
5. Any Other point with the permission of chair.


IQAC Coordinator


IQAC Chairperson

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**IQAC
Meeting VII:**

(Period— Sem II of the
Academic year 2018-19)

KJCOEMR
Internal Quality Assurance Meeting

Venue: Board Room

Time: 2.00pm

Date: 20/12/2018

Sr. No	Name	Designation / Affiliation	Role	Sign
1	Dr. Suhas S. Khot	Principal	Chairperson	
2	Prof. Pramod U. Chavan	HOD (E & TC)	Coordinator	
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member	
4	Prof. Santosh K. Patil	HOD (CIVIL)	Member	
5	Dr.S.V.Joshi	HOD (MECH)	Member	
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member	
7	Dr.Sanjay Khonde	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Pramod Dastoorkar	TPO	Member	
10	Mr. Vinod Jadhav	Management	Member	
11	Mr. Rushabh Shaha	Alumina	Member	
12	Mr. Sandip Jain	Industry	Member	

The meetings with faculty members of Academic Year 2018-19 were conducted on 20th December 2018. The summarized points are as –

1. All HoDs are informed to submit and give monthly review presentation in prescribed format.
2. The status of student attendance is discussed with the class teachers and GFM.
3. All Class Teachers and GFM to send the letters to parents regularly.
4. Submit the Result Analysis of Internal examination after completion of exam immediately .
5. Display monthly Attendance of students on Notice board.
6. Any other points with permission of chair.


IQAC Coordinator


IQAC Chairperson

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**IQAC
Meeting VII:**

(Period— Sem II of the
Academic year 2018-19)

KJCOEMR

Internal Quality Assurance Meeting

Venue: Board Room

Time:2.00pm

Date:10/1/2019

Sr. No	Name	Designation / Affiliation	Role	Sign
1	Dr. Suhas S. Khot	Principal	Chairperson	
2	Prof. Pramod U. Chavan	HOD (E & TC)	Coordinator	
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member	
4	Prof. Santosh K. Patil	HOD (CIVIL)	Member	
5	Prof. Milindkumar S. Mali	HOD (MECH)	Member	
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member	
7	Dr.Sanjay Khonde	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Pramod Dastoorkar	TPO	Member	
10	Mr. Vinod Jadhav	Management	Member	
11	Mr. Rushabh Shaha	Alumina	Member	
12	Mr. Sandip Jain	Industry	Member	


Following points were discussed and according to that the line of Action is decided.

Sr. No.	Points to be Discussed	Particulars	Action Taken
1	Review of last meeting	Review of last meeting	Review of last meeting is taken by committee
2	Annual Quality Assurance Report - AQAR	Discussion on "Annual Quality Assurance Report - AQAR" format and preparation.	Dr.S.S.Khot, Principal,KJCOEMR explained the procedure of mandatory submission of AQAR to NAAC office. The discussions were made on content to be updated according to AQAR format.
3	Feedback System	Feedback system is updated	<ul style="list-style-type: none">• The MCQ's on respected subject and general knowledge are added in feedback• It decided that all staff should submit 10 MCQ's on each unit and discuss the same with student.

4	Teacher Awards	Teacher Awards on 26 th Jan 2019	<ul style="list-style-type: none"> All staff to submit the application form in given format for teacher awards to HOD.
5	Placement Activity	Training Sessions for final year students	Prof. Pramod Dastoorkar, TPO Presented the present status of placement and suggested some points to be implemented.

The meeting ended with the thanks by chairperson to all members for their active involvement in enhancing the quality of the Educational Programs at KJCOEMR.


IQAC Coordinator


IQAC Chairperson

*KJ College of
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**IQAC
Meeting VIII:**

(Period— Sem II of the
Academic year 2018-19)

KJCOEMR

Internal Quality Assurance Meeting

Venue: Board Room

Time: 2.00pm

Date: 9/3/2019

Sr. No	Name	Designation / Affiliation	Role	Sign
1	Dr. Suhas S. Khot	Principal	Chairperson	
2	Prof. Pramod U. Chavan	HOD (E & TC)	Coordinator	
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member	
4	Prof. Santosh K. Patil	HOD (CIVIL)	Member	
5	Prof. Milindkumar S. Mali	HOD (MECH)	Member	
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member	
7	Dr. Sanjay Khonde	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Pramod Dastoorkar	TPO	Member	
10	Mr. Vinod Jadhav	Management	Member	
11	Mr. Rushabh Shaha	Alumina	Member	
12	Mr. Sandip Jain	Industry	Member	

The Parent meetings were conducted in respective department in academic year 2018-19. The summarized points are as –

1. The activities conducted for the students were discussed.
2. Students overall performance is shared with parents and also suggested to improve if not satisfactory.
3. During every month of academics, letters to parents regarding the performance of their ward are dispatched if not received then asked to give correct address.
4. Parents are suggested to enhance Sports and Gym facilities.
5. Parents expressed satisfaction about college activities.


IQAC Coordinator


IQAC Chairperson

*KJ College of
Engineering and
Management Research,
Pune*

**IQAC
Meeting VIII:**

(Period— Sem II of the
Academic year 2018-19)

KJCOEMR

Internal Quality Assurance Meeting

Venue: Board Room

Time:2.00pm

Date:12/7/2018

Sr. No	Name	Designation / Affiliation	Role	Sign
1	Dr. Suhas S. Khot	Principal	Chairperson	
2	Prof. Pramod U. Chavan	HOD (E & TC)	Coordinator	
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member	
4	Prof. Santosh K. Patil	HOD (CIVIL)	Member	
5	Dr.S.V.Joshi	HOD (MECH)	Member	
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member	
7	Prof.R.V.Katre	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Pramod Dastoorkar	TPO	Member	
10	Mr. Vinod Jadhav	Management	Member	
11	Mr. Rushabh Shaha	Alumina	Member	
12	Mr. Sandip Jain	Industry	Member	

The meetings with Non-teaching members of Academic Year 2018-19 were conducted on 20th December 2018. The summarized points are as –

1. All Non-Teaching staff should try to present in college daily 5 mins early.
2. All Lab Assistants should maintain Attendance book in each laboratory.
3. All Non-Teaching staff should work for admission related activities.
4. Any Other point with the permission of chair.


IQAC Coordinator



IQAC Chairperson

*KJ College of
Engineering and
Management Research,
Pune*

**IQAC
Meeting IX:**

(Period— Sem II of the
Academic year 2018-19)

KJCOEMR

Internal Quality Assurance Meeting

Venue: Board Room

Time: 2.00pm

Date: 9/3/2019

Sr. No	Name	Designation / Affiliation	Role	Sign
1	Dr. Suhas S. Khot	Principal	Chairperson	
2	Prof. Pramod U. Chavan	HOD (E & TC)	Coordinator	
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member	
4	Prof. Santosh K. Patil	HOD (CIVIL)	Member	
5	Prof. Vivek.S.Shinde	HOD (MECH)	Member	
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member	
7	Dr. Sanjay Khonde	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Pramod Dastoorkar	TPO	Member	
10	Mr. Vinod Jadhav	Management	Member	
11	Mr. Rushabh Shaha	Alumina	Member	
12	Mr. Sandip Jain	Industry	Member	

The Parent meetings were conducted in respective department 9th March 2019 in academic year 2018-19. The summarized points are as –

1. The activities conducted for the students were discussed.
2. Students overall performance is shared with parents and also suggested to improve if not satisfactory.
3. During every month of academics, letters to parents regarding the performance of their ward are dispatched if not received then asked to give correct address.
4. Parents are suggested to enhance Sports and Gym facilities.
5. Parents expressed satisfaction about college activities.


IQAC Coordinator


IQAC Chairperson