

***KJ College of  
Engineering and  
Management Research,  
Pune***

**IQAC  
Meeting I**

**(Period— SEM I of the  
Academic year 2021-22)**

**KJCOEMR**  
**Internal Quality Assurance Meeting**

Venue: Board Room

Time: 2.00 pm

Date: 12/7/2021

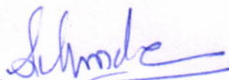
Sr. No	Name	Designation / Affiliation	Role
1	Dr. Suhas S. Khot	Principal	Chairperson
2	Dr. Sanjay Khonde	HOD (Electrical)	IQAC Coordinator
3	Mr. Sandeep Panchbhai	Office Superintendent	Member
4	Dr. Santosh K. Patil	HOD (CIVIL)	Member
5	Prof. Gayatri Patil	HOD (MECH)	Member
6	Prof. Vikas Maral	HOD (COMP)	Member
7	Dr. Pramod U Chavan	HoD (E&TC)	Member
8	Dr. Prajakta Deshmukh	HoD (Engg. Sci.)	Member
10	Prof. Rajusingh Rathod	TPO	Member
11	Mr. Vinod Jadhav	Management Representative	Member
12	Mr. Shardul Kulkarni	Alumina	Member
13	Mr. Shashikant Wakade	Industry Representative	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	Dr. Sanjay Khonde, Coordinator, IQAC introduced IQAC Committee Members
2	Purchasing and up gradation of computers in all departments	All the computers from all departments, library needs to be upgraded to cater the need of new software's and technology	The computer department will collect the data for the college and will raise the Purchase order and will complete the process up to installation.
3	Formation of Innovation, incubation and start up lab	The college should have a separate Innovation, incubation and startup lab so that it will help the faculties and students to carry out their research under the guidance of SPPU	The committee was formed and the lab location was identified as room no 203 on second floor. The lab is well equipped with equipments and other resources.
4	Participation of students in innovation competition at state and national level	All departments should see that their students of TE and BE take active participation in various	The counseling of students for each department was done by Coordinator of Innovation and Incubation cell. The students

		innovation project competitions organized by different colleges at state level and national level	agreed to take part in various competitions organized by various colleges at state level and national level.
5	Academic Calendar	Academic calendar for the current academic year to be prepared	The dean academics of the college prepared the academic calendar for the current academic year.

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 2021-22)**

**KJCOEMR**  
**Internal Quality Assurance Meeting**

Venue: Board Room

Time: 2.00 pm

Date: 01/10/2021

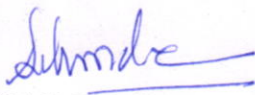
Sr. No	Name	Designation / Affiliation	Role
1	Dr. Suhas S. Khot	Principal	Chairperson
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3	Mr. Sandeep Panchbhai	Office Superintendent	Member
4	Dr. Santosh K. Patil	HOD (CIVIL)	Member
5	Prof. Gyatri Patil	HOD (MECH)	Member
6	Prof. Vikas Maral	HOD (COMP)	Member
7	Dr. Pramod U. Chavan	HOD (E&TC)	Member
8	Dr. Prajakta Deshmukh	HoD (Engg. Sci.)	Member
10	Prof. Rajusingh Rathod	TPO	Member
11	Mr. Vinod Jadhav	Management Representative	Member
12	Mr. Shardul Kulkarni	Alumina	Member
13	Mr. Shashikant Wakade	Industry Representative	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	CO-PO Attainment	The verification of CO-PO attainment and setting up the target for next semester.	All the department Heads should verify the CO-PO attainment of subjects with their faculties and all faculties to set the target for the next semester for their subjects.
3	NAAC 2 <sup>nd</sup> cycle	Discussion done on NAAC second cycle	Discussion on new SSR and the DVV was discussed. All heads were present.
4	ATAL- NPTEL courses	The faculties should enroll for ATAL FDPs and NPTEL courses to upgrade their knowledge.	All heads were informed to ask their faculties to enroll for ATAL FDPs and NPTEL courses. At least two faculties from each department should enroll for the courses.

5	Students Placements	The TPO should see that the students will be placed in Multinational companies	The TPO agreed with this point and contacted multinational companies like Infosys, Wipro etc
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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 III:**

**(Period— SEM II of  
the Academic year  
2021-22)**

**KJCOEMR****Internal Quality Assurance Meeting**

Venue: Board Room

Time:2.00pm

Date:18/1/2022

Sr. No	Name	Designation / Affiliation	Role
1	Dr. Suhas S. Khot	Principal	Chairperson
2	Dr.Sanjay Khonde	HOD (Electrical)	IQAC Coordinator
3	Mr. Sandeep Panchbhai	Office Superintendent	Member
4	Dr.. Santosh K. Patil	HOD (CIVIL)	Member
5	Prof. Gayatri Patil	HOD (MECH)	Member
6	Prof. Vikas Maral	HOD (COMP)	Member
7	Dr.Pramod.U.Chavan	HOD (E&TC)	Member
8	Dr. Prajakta Deshmukh	HoD(Engg. Sci.)	Member
10	Prof. Rajusingh Rathod	TPO	Member
11	Mr. Vinod Jadhav	Management Representative	Member
12	Mr. Shardul Kulkarni	Alumina	Member
13	Mr. Shashikant Wakade	Industry Representative	Member

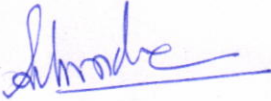
Following points were discussed and according to that the line of Action is decided.

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	International Conference	It was decided to conduct a two days International Conference in the college	The computer department was given the responsibility to conduct a two days international conference
3	Maintenance and renewal of gas pipeline.	The maintenance and renewal of gas pipeline in environmental and chemistry lab is to be carried out for the safety of the students	The civil department was given the responsibility of doing the renewal and maintenance of gas pipeline in the labs. The work to be done on priority in regards to safety of the students.
4	MoUs	It was decided to do the MoUs with IIT Kanpur, COEP Tech University and Eduskill	The computer department was given the responsibility to do the MoU with IIT Kanpur and Eduskill. Dr. S.S. Khonde will prepare the MoU with COEP Tech University.
5	Intake restore	The intake of Electrical and Electronics and	The OS to apply to AICTE to restore the intake of Electrical and



		telecommunication to be restored	Electronics and Telecommunication Department
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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 I**

**Period— SEM I of the  
Academic year 2020-21**

**KJCOEMR**  
**Internal Quality Assurance Meeting**

Venue: Board Room

Time: 2.00 pm

Date: 05/07/2020

Sr. No	Name	Designation / Affiliation	Role
1	Dr. Suhas S. Khot	Principal	Chairperson
2	Dr. Santosh K. Patil	HOD (Civil)	Coordinator
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member
4	Prof. Sanjay S. Khonde	HOD (Electrical)	Member
5	Prof. Gayatri S. Patil	HOD (Mechanical)	Member
6	Prof. Vikas B. Maral	HOD (Computer)	Member
7	Prof. Pramod U. Chavan	HoD ( E &TC)	Member
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member
9	Prof. Bharat N. Mulay	Member	Member
10	Prof. Rajusing Rathod	TPO	Member
11	Mr. Vinod Jadhav	Management	Member
12	Mr. Rushabh Shaha	Alumina	Member
13	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	Dr. Santosh K. Patil, Coordinator, IQAC introduced IQAC Committee Members
2	New Material Purchasing	Discussion done on new Material purchasing	All HoDs Collected the required material list from teaching staff and submitted to Mr. Sandeep Panchbhai.
3	Scholarship	Discussion done on scholarship approval for students admitted in A.Y.2019-20	Mr. Sandip Panchbhai explained the Status of scholarship for students admitted in A.Y.2019-20
4	Student Attendance to online class rooms	Discussion done on Student Attendance for online mode of classroom	<ul style="list-style-type: none"> <li>• All class teachers and GFM's were asked to take the GFM meeting.</li> <li>• GFM to call the parents of absent students every day</li> </ul>
5	Academic Calendar	Overview of Academic Calendar and Time Table	<ul style="list-style-type: none"> <li>• Academic Calendar of KJCOEMR is prepared to</li> </ul>


			<p>coordinate the activity as per university and institute academic planning.</p> <ul style="list-style-type: none"> <li>• Time-Table incharge from each department prepared a Time Table for smooth conduction of Theory Lectures and Practical's according to SPPU Syllabus</li> <li>• It is decided to add library and sports hour and T&amp; P session in time table</li> </ul>
6	Question Bank, Teaching Methodology		<ul style="list-style-type: none"> <li>• All HoDs instructed to their faculties to prepare a question bank of respective subject.</li> <li>• Provide the Teaching Methodology and Question Bank to the Students.</li> <li>• All faculties to prepare the Google classroom and provide the notes and question bank to the students through google class room .</li> </ul>
7	Result Analysis		<ul style="list-style-type: none"> <li>• All exam coordinators should submit result analysis of all internal exams immediately after completion of exam.</li> <li>• All result analysis coordinators should submit the SPPU result analysis after declaration of result in standard format.</li> </ul>
8	Feedback System	Discussion on feedback system	<ul style="list-style-type: none"> <li>• Feedback received from students twice in a semester.</li> <li>• Discussion is made on to update the feedback system by including MCQs on</li> </ul>

			technical and general topics.
9	Placement Activity	Discussion done on Placement Activity	Special Training to be given to students in online mode for softskills and aptitude. Quotations from training companies to be called and process is to be completed.

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 2020-21)**

**KJCOEMR**  
**Internal Quality Assurance Meeting**

Venue: Board Room

Time: 02.00 pm

Date: 08/10/2020

Sr. No	Name	Designation / Affiliation	Role
1	Dr. Suhas S. Khot	Principal	Chairperson
2	Dr. Santosh K. Patil	HOD (Civil)	Coordinator
3	Mr. Sandip Panchbhai	Office Superintendent	Member
4	Prof. Sanjay S. Khonde	HOD (Electrical)	Member
5	Prof. Gayatri S. Patil	HOD (Mechanical)	Member
6	Prof. Vikas B. Maral	HOD (Computer)	Member
7	Prof. Pramod U. Chavan	HoD ( E &TC)	Member
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member
9	Prof. Bharat N. Mulay	Member	Member
10	Prof. Rajusing Rathod	TPO	Member
11	Mr. Vinod Jadhav	Management	Member
12	Mr. Rushabh Shaha	Alumina	Member
13	Mr. Sandip Jain	Industry	Member

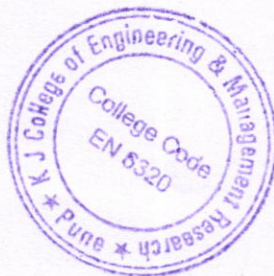
Following points were discussed and according to that the line of Action is decided.


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"> <li>• All class teachers and GFM's send letters to parents to update parents for attendance and performance of their ward</li> <li>• GFM called the parents of absent students every day</li> <li>• Conducted GFM meeting per week.</li> </ul>
3	NAAC Documentation	Discussion done on NAAC Review	All HoDs should inform the staff to update the NAAC files.
4	Functioning of various committees	Discussion on Functioning of various committees	<p>The following Committees are form in institutes</p> <ul style="list-style-type: none"> <li>• Anti Ragging Committee</li> </ul>

			<ul style="list-style-type: none"> <li>• Internal Complaint Committee</li> <li>• Women Development Cell</li> </ul> <p>It is Observed that no complaint is registered under Anti Ragging and ICC.</p> <p>WDC going to arrange programs for Girls Students and Ladies Staff.</p>
5	Technical Activity	Discussion Done on Various technical activity to be conduct	<ul style="list-style-type: none"> <li>• All HoDs informed their staffs arrange Guest Lecture, seminar, workshop to improve the result of Institute.</li> <li>• All HoDs informed their staffs to attend different technical events.</li> </ul>

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



***K J College of Engineering  
and Management Research,  
Pune***

**IQAC  
Meeting III:**

**(Period— SEM II of the  
Academic year 2020-21)**

**KJCOEMR**  
**Internal Quality Assurance Meeting**

Venue: Board Room

Time: 11.00 am

Date: 09/02/2021

Sr. No	Name	Designation / Affiliation	Role
1	Dr. Suhas S. Khot	Principal	Chairperson
2	Dr. Santosh K. Patil	HOD (Civil)	Coordinator
3	Mr. Sandip Panchbhai	Office Superintendent Member	Member
4	Prof. Sanjay S. Khonde	HOD (Electrical)	Member
5	Prof. Gayatri S. Patil	HOD (Mechanical)	Member
6	Prof. Vikas B. Maral	HOD (Computer)	Member
7	Prof. Pramod U. Chavan	HoD ( E &TC)	Member
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member
9	Prof. Bharat N. Mulay	Member	Member
10	Prof. Rajusing Rathod	TPO	Member
11	Mr. Vinod Jadhav	Management	Member
12	Mr. Rushabh Shaha	Alumina	Member
13	Mr. Sandip Jain	Industry	Member

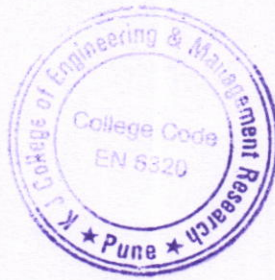
Following points were discussed and according to that the line of Action is decided.


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, 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"> <li>• The MCQ's on respected subject and general knowledge are added in feedback</li> <li>• It decided that all staff should submit 10 MCQ's on each unit and discuss the same with student.</li> </ul>

4	Placement Activity	Training Sessions for final year students	Prof. Rajusingh Rathod, TPO Presented the present status of placement and suggested some points to be implemented.
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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 I**

**(Period— SEM I of the  
Academic year 2019-20)**

**KJCOEMR**  
**Internal Quality Assurance Meeting**

Venue: Board Room

Time: 2.00 pm

Date:5/7/2019

Sr. No	Name	Designation / Affiliation	Role
1	Dr. Suhas S. Khot	Principal	Chairperson
2	Dr.Sanjay Khonde	HOD (Electrical)	Coordinator
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member
4	Prof. Santosh K. Patil	HOD (CIVIL)	Member
5	Prof. Vivek Shinde	HOD (MECH)	Member
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member
7	Prof. P.U Chavan	HoD ( E&TC)	Member
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member
9		Member	Member
10	Prof. Pramod Dastoorkar	TPO	Member
11	Mr. Vinod Jadhav	Management	Member
12	Mr. Rushabh Shaha	Alumina	Member
13	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	Dr.Sanjay Khonde, Coordinator, IQAC introduced IQAC Committee Members
2	Book Purchasing	Discussion done on library book purchasing	All HoDs Collected the required book list from teaching staff and submitted to Mr. Sandeep Panchbhai.
3	Scholarship	Discussion done on scholarship approval for students admitted in A.Y.2019-20	Mr. Sandeep Panchbhai explained the Status of scholarship for students admitted in A.Y.2019-20
4	Student Attendance	Discussion done on Student Attendance	<ul style="list-style-type: none"> <li>All class teachers and GFMs to send letters to parents to update parents for attendance and performance of their ward</li> </ul>

			<ul style="list-style-type: none"> <li>• GFM to call the parents of absent students every day</li> <li>• Conduct GFM meeting per week.</li> </ul>
5	Academic Calendar	Overview of Academic Calendar and Time Table	<ul style="list-style-type: none"> <li>• Academic Calendar of KJCOEMR is prepared to coordinate the activity as per university and institute academic planning.</li> <li>• Time-Table incharge from each department prepared a Time Table for smooth conduction of Theory Lectures and Practical's according to SPPU Syllabus</li> <li>• It is decided to add library and sports hour in time table</li> </ul>
6	Question Bank, Teaching Methodology		<ul style="list-style-type: none"> <li>• All HoDs instructed to their faculties to prepare a question bank of respective subject.</li> <li>• Provide the Teaching Methodology and Question Bank to the Students.</li> </ul>
7	Result Analysis		<ul style="list-style-type: none"> <li>• All exam coordinators should submit result analysis of all internal exams immediately after completion of exam.</li> <li>• All result analysis coordinators should submit the SPPU result analysis after declaration of result in standard format.</li> </ul>
8	Feedback System	Discussion on feedback system	<ul style="list-style-type: none"> <li>• Feedback received from students twice in a semester.</li> <li>• Discussion is made on to update the feedback system</li> </ul>

			by including MCQs on technical and general topics.
9	Placement Activity	Discussion done on Placement Activity	Aptitude Training program to be conducted by senior faculties for BE Students of all departments.

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 2019-20)**



**KJCOEMR**  
**Internal Quality Assurance Meeting**

Venue: Board Room

Time:2.00 pm

Date:23/9/2019

Sr. No	Name	Designation / Affiliation	Role
1	Dr. Suhas S. Khot	Principal	Chairperson
2	Dr.Sanjay Khonde	HOD (Electrical )	Coordinator
3	Mr. Sandeep Panchbhai	Office Superintendent Member	Member
4	Prof. Santosh K. Patil	HOD (CIVIL)	Member
5	Prof. Vivek Shinde	HOD (MECH)	Member
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member
7	Prof. P.U.Chavan	HOD (E&TC)	Member
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member
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3	NAAC Documentation	Discussion done on NAAC Review	All HoDs should inform the staff to update the NAAC files.
4	Functioning of various	Discussion on Functioning of various	The following Committees are form in institutes

	committees	committees	<ul style="list-style-type: none"> <li>• Anti Ragging Committee</li> <li>• Internal Complaint Committee</li> <li>• Women Development Cell</li> </ul> <p>It is Observed that no complaint is registered under Anti Ragging and ICC.</p> <p>WDC going to arrange programs for Girls Students and Ladies Staff.</p>
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IQAC Coordinator

  
IQAC Chairperson

***KJ College of  
Engineering and  
Management Research,  
Pune***

**IQAC  
Meeting III:**

**(Period— SEM II of  
the Academic year  
2019-20)**

**KJCOEMR**  
**Internal Quality Assurance Meeting**

Venue: Board Room

Time:2.00pm

Date:21/1/2020

Sr. No	Name	Designation / Affiliation	Role
1	Dr. Suhas S. Khot	Principal	Chairperson
2	Dr.Sanjay Khonde	HOD (Electrical)	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	Prof.P.U.Chavan	HOD (E&TC)	Member
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member
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4	Placement Activity	Training Sessions for final year students	Prof. RajuSingh Rathod , TPO Presented the present status of placement and suggested some points to be implemented.
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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 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.

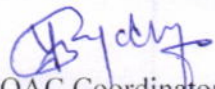
Sr. No.	Points to be Discussed	Particulars	Action Taken
1	Introduction of IQAC	Introduction of IQAC Committee Members	Prof.P.U.Chavan, Coordinator, IQAC introduced IQAC Committee Members
2	New Syllabus	Discussion on new syllabus declared by Savitribai Phule Pune University for BE(2015P)	<ul style="list-style-type: none"> <li>• Mr. Sandeep Panchbhai will make available all new syllabus declared by SPPU</li> <li>• HoDs to inform respective subject teachers to submit their requirements according to new syllabus.</li> <li>• All teaching staff to prepare teaching plan according to syllabus.</li> </ul>
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"> <li>• All class teachers and GFMs to send letters to parents to update parents for attendance and performance of their ward</li> <li>• GFM to call the parents of absent students every day</li> <li>• Conduct GFM meeting per week.</li> </ul>
6	Academic Calendar	Overview of Academic Calendar and Time Table	<ul style="list-style-type: none"> <li>• Academic Calendar of KJCOEMR is prepared to coordinate the activity as per university and institute academic planning.</li> <li>• Time-Table incharge from each department prepared a Time Table for smooth conduction of Theory Lectures and Practical's according to SPPU Syllabus</li> <li>• It is decided to add library and sports hour in time table</li> </ul>
7	Question Bank, Teaching Methodology		<ul style="list-style-type: none"> <li>• All HoDs instructed to their faculties to prepare a question bank of respective subject.</li> <li>• Provide the Teaching Methodology and Question Bank to the Students.</li> </ul>



8	Result Analysis		<ul style="list-style-type: none"> <li>All exam coordinators should submit result analysis of all internal exams immediately after completion of exam.</li> <li>All result analysis coordinators should submit the SPPU result analysis after declaration of result in standard format.</li> </ul>
9	Teacher Awards	Discussion on to give Teacher Awards	<ul style="list-style-type: none"> <li>The Criteria is decided for the teacher awards</li> <li>Teacher award categorized as Trinity Distinct Teacher, Trinity Premier Teacher, Trinity Ratna Teacher.</li> </ul>
10	Feedback System	Discussion on feedback system	<ul style="list-style-type: none"> <li>Feedback received from students twice in a semester.</li> <li>Discussion is made on to update the feedback system by including MCQs on technical and general topics.</li> </ul>
11	Alumni Meeting	Discussion done on to arrange Alumni meet.	Discussion done on to arrange Grand Alumni Meeting on 8 <sup>th</sup> 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 <sup>th</sup> 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

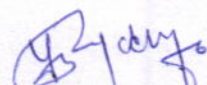
Time:2.00pm

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 5<sup>th</sup> 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  
Engineering and  
Management Research,  
Pune*

**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 12<sup>th</sup> 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  
Engineering and  
Management Research,  
Pune*

**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"><li>All class teachers and GFM's send letters to parents to update parents for attendance and performance of their ward</li><li>GFM called the parents of absent students every day</li><li>Conducted GFM meeting per week.</li></ul>
3	Student Dress Code	Discussion on Student dress code	<ul style="list-style-type: none"><li>On Monday and Thursday uniform is compulsory to all Students.</li><li>I-card is compulsory to each student in campus. Without I-card students are not allowed to attend lectures and practical's.</li></ul>

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"> <li>• Anti Ragging Committee</li> <li>• Internal Complaint Committee</li> <li>• Women Development Cell</li> </ul> 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"> <li>• All HoDs informed their staffs arrange Guest Lecture, seminar, workshop to improve the result of Institute.</li> <li>• All HoDs informed their staffs to attend different technical events.</li> </ul>
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





*KJ College of  
Engineering and  
Management Research,  
Pune*

**IQAC  
Meeting V:**

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

## KJCOEMR

### Internal Quality Assurance Meeting

Venue: Board Room

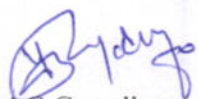
Time:2.00pm

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 8<sup>th</sup> 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



IQAC Chairperson

*KJ College of  
Engineering and  
Management Research,  
Pune*

**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 13<sup>th</sup> August 2018. The summarized points are as –

1. The responsibilities to celebrate the Independence day were discussed.
2. Grand alumni meet is scheduled on 8<sup>th</sup> 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

*KJ College of  
Engineering and  
Management Research,  
Pune*

**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 20<sup>th</sup> 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

*KJ College of  
Engineering and  
Management Research,  
Pune*

**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"> <li>• The MCQ's on respected subject and general knowledge are added in feedback</li> <li>• It decided that all staff should submit 10 MCQ's on each unit and discuss the same with student.</li> </ul>

4	Teacher Awards	Teacher Awards on 26 <sup>th</sup> Jan 2019	<ul style="list-style-type: none"> <li>All staff to submit the application form in given format for teacher awards to HOD.</li> </ul>
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  
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: 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 9<sup>th</sup> 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

***KJ College of  
Engineering and  
Management Research,  
Pune***

**IQAC  
Meeting I:**

**(Period— Sem I of the  
Academic year 2017-  
18)**

## KJCOEMR

### Internal Quality Assurance Meeting

Venue: Board Room

Time:

Date:

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	Prof. Lalit Kumar	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Mininath K. Nighot	Member	Member	
10	Prof. Pramod Dastoorkar	TPO	Member	
11	Mr. Vinod Jadhav	Management	Member	
12	Mr. Rushabh Shaha	Alumina	Member	
13	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	Dr. Suhas S. Khot & Prof. P.U. Chavan introduced the IQAC Committee Members
2	Scholarship	Discussion done on scholarship approval for students admitted in A.Y.2016-17	Mr. Sandeep Panchbhai explained the Status of scholarship for students admitted in A.Y.2016-17
3	New Syllabus	Discussion on new syllabus declared by Savitribai Phule Pune University for TE(2015P)	<ul style="list-style-type: none"><li>• HoDs and teachers to verify the new syllabus declared by SPPU</li><li>• Hods to inform respective subject teachers to submit their requirements according to new syllabus.</li><li>• All teaching staff to prepare teaching plan according to syllabus.</li></ul>

4	Book Purchasing	Discussion done on library book purchasing	All HoDs Collected the required book list from teaching staff and submitted to Librarian
5	Academic Calendar	Preparation of Academic Calendar and Time Table	<ul style="list-style-type: none"> <li>• Academic Calendar of KJCOEMR prepared to coordinate the activity as per university and institute academic planning.</li> <li>• Time table incharge from each department prepared a Time Table for smooth conduction of Theory Lectures and Practical's according to SPPU Syllabus</li> </ul>
6	Question Bank, Teaching Methodology, Result Analysis etc		<ul style="list-style-type: none"> <li>• All HoDs instructed to their faculties to prepare a question bank of respective subject.</li> <li>• Provide the Teaching Methodology and Question Bank to the Students.</li> </ul>
7	Student Attendance	Discussion done on Student Attendance	<ul style="list-style-type: none"> <li>• All class teachers and GFMs to send letters to parents to update parents for attendance and performance of their ward</li> <li>• GFM to call the parents of absent students every day</li> <li>• Conduct GFM meeting per week.</li> </ul>
8	Feedback System	Discussion on feedback system from students	Feedback received from students twice in a semester.
9	Placement Activity	Discussion done on Placement Activity	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.

Chairperson

Coordinator, IQAC

***KJ College of  
Engineering and  
Management Research,  
Pune***

**IQAC  
Meeting II:**

**(Period— Sem I of the  
Academic year 2017-  
18)**

## KJCOEMR

### Internal Quality Assurance Meeting

Venue: Board Room

Time:

Date:

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. Milinkumar S. Mali	HOD (MECH)	Member	
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member	
7	Prof. Lalit Kumar	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Mininath K. Nighot	Member	Member	
10	Prof. Pramod Dastoorkar	TPO	Member	
11	Mr. Vinod Jadhav	Management	Member	
12	Mr. Rushabh Shaha	Alumina	Member	
13	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	Functioning of various committees	Discussion on Functioning of various committees	The functioning of following Committees is discussed <ul style="list-style-type: none"><li>• Anti Ragging Committee</li><li>• Internal Complaint Committee</li><li>• Women Development Cell</li></ul> It is Observed that no complaint is registered under Anti Ragging and ICC. WDC going to arrange programs for Girls Students and Ladies Staff.
3	Book Purchasing	Discussion done on library book purchasing	All HoDs Collected the required book list from teaching staff and submitted to Librarian

4	NAAC Documentation	Discussion done on NAAC Review	All HoDs instructed to staff update the NAAC files.
5	Student Dress Code	Discussion on Student dress code	<ul style="list-style-type: none"> <li>• On Monday and Thursday uniform is compulsory to all Students.</li> <li>• I-card is compulsory to each student in campus. Provision for Temporary I-card in case of emergency is made in Library</li> </ul>
6	Technical Activity	Discussion Done on Various technical activity to be conduct	All HoDs informed their staff to arrange Guest Lecture, seminar, workshop to improve the result of Institute.
7	Student Attendance	Discussion done on Student Attendance	<ul style="list-style-type: none"> <li>• All class teachers and GFM's send letters to parents to update parents for attendance and performance of their ward</li> <li>• GFM called the parents of absent students every day</li> <li>• Conducted GFM meeting per week.</li> </ul>
8	Alumni Meeting	Discussion done on to arrange Alumni meet.	Discussion done on to arrange a Alumni Meeting and It is decided to arrange it on Convocation Ceremony.
9	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.

Chairperson

Coordinator, IQAC

***KJ College of  
Engineering and  
Management Research,  
Pune***

**IQAC**

**Meeting III:**

**(Period— Sem I of the  
Academic year 2017-  
18)**



## KJCOEMR

### Internal Quality Assurance Meeting

Venue: Board Room

Time:

Date:

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. Milinkumar S. Mali	HOD (MECH)	Member	
6	Prof. Deepak C. Mehetre	HOD (COMP)	Member	
7	Prof. Lalit Kumar	HOD (ELECT)	Member	
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member	
9	Prof. Mininath K. Nighot	Member	Member	
10	Prof. Pramod Dastoorkar	TPO	Member	
11	Mr. Vinod Jadhav	Management	Member	
12	Mr. Rushabh Shaha	Alumina	Member	
13	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	NAAC Peer Team Remarks	Discussion on NAAC "Peer Team Remarks" made during visit for First Cycle of Accreditation	Dr. S. S. Khot, Principal, KJCOEMR read the strengths, weaknesses and suggestions given by NAAC peer team during their visit for First Cycle of Accreditation. Discussions were made on weaknesses & suggestions pointed out by peer team in detail.
3	Action Plan	Discussion & preparation of "Action Plan" based upon NAAC Peer Team Remarks	Discussions were made on NAAC peer team remarks and member gave suggestions to overcome the weaknesses.
4	Annual Quality Assurance Report -	Discussion on "Annual Quality Assurance	Dr.S.S.Khot, Principal,KJCOEMR explained the procedure of

	AQAR	Report - AQAR” format and preparation.	mandatory submission of AQAR to NAAC office. The discussions were made on content to be updated according to AQAR format.
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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.

Chairperson

Coordinator, IQAC