

*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	

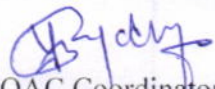
Following points were discussed and according to that the line of Action is decided.

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

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