

***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"> All class teachers and GFMs to send letters to parents to update parents for attendance and performance of their ward

			<ul style="list-style-type: none"> • GFM to call the parents of absent students every day • Conduct GFM meeting per week.
5	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
6	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.
7	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.
8	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.
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
10	Prof. Rajusingh 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"> All class teachers and GFM's send letters to parents to update parents for attendance and performance of their ward GFM called the parents of absent students every day Conducted GFM meeting per week.
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"> • Anti Ragging Committee • Internal Complaint Committee • Women Development Cell <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"> • 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.

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
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. Mehete	HOD (COMP)	Member
7	Prof. P. U. Chavan	HOD (E&TC)	Member
8	Dr. Prajakta Deshmukh	Coordinator (Engg. Sci.)	Member
10	Prof. Rajusingh 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"> 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	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