



K J's Educational Institute
K J College of Engineering & Management Research,
Pune

INTERNAL QUALITY ASSURANCE CELL
(IQAC)

IQAC Meeting NO.2

Date: 19/05/2026

Semester II
Academic Year: 2025-26



K J's Educational Institute
K J COLLEGE OF ENGINEERING & MANAGEMENT RESEARCH
(Accredited by NAAC)

Approved by AICTE, New Delhi, DTE Maharashtra & Affiliated to Savitribai Phule Pune University, Pune
(ID No: PU/PN/Engg./378/2009)] DTE College Code - EN 6320
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Date: 20/05/2026

Minutes of Internal Quality Assurance Cell (IQAC) Meeting

The meeting of the Internal Quality Assurance Cell (IQAC) of *K J College of Engineering and Management Research, Pune* was held on 19th May 2026 at 11.00 AM in the Board Room. At the outset Dr. Suhas Khot, Principal and Chairperson of IQAC welcomed all the members of the Committee and invitees. The following members attended the meeting.

Sr. No.	Name	Designation / Affiliation	Role
1	Dr. Suhas S. Khot	Principal	Chairperson
2	Prof. Abhishek K. Taware	Assistant Professor	IQAC Coordinator
3	Dr. Atul B. Pujari	HOD (CIVIL)	Member
4	Prof. Mohit Kumar Shakya	HOD (ELECTRICAL)	Member
5	Prof. Gayatri Patil	HOD (MECH)	Member
6	Dr. Nikita Kulkarni	HOD (COMP)	Member
7	Dr. Pramod U Chavan	HoD (E&TC)	Member
8	Dr. Neha S. Shahare	HoD (E & C - ACT)	Member
9	Dr. Sunita P. Deshmukh	HoD (E & E - VLSI D & T)	Member
10	Dr. Prajakta Deshmukh	HoD (Engg. Sci.)	Member
11	Dr. R.G. Zope	Coordinator, NBA	Invitee
12	Mr. Dipak Kulkarni	Office Superintendent	Member
13	Mr. Vinayak Uprate	Training and Placement Officer	Member
14	Shri. Vinod Jadhav	Management Representative	Member
15	Mr. Santosh Bhapkar	Librarian	Member
16	Rahimraja Shaikh	Assistant Professor	Member
17	Mr. Shardul Kulkarni	Alumni	Member
18	Mr. Omkar Jedhe	Alumni	Member
19	Mr. Shashikant Wakade	Industry Representative	Member

The Following points were discussed during the meeting:

Agenda Item 1: Welcome of IQAC Members

The meeting commenced with a warm welcome by Dr. Suhas S. Khot, Principal and Chairperson of IQAC.

Agenda 2: Review of Annual report:

The Principal and Chairperson of IQAC reviewed the department-wise annual reports for AY 2024–2025. He suggested that all departments complete their annual reports for AY 2025–2026 before 30/06/2026. The responsibility for the same has been assigned to the respective HODs.

Agenda Item 3: Discussion on Academic and Administrative Audit (AAA):

The IQAC Coordinator, Prof. Abhishek K. Taware, explained the significance of the Academic and Administrative Audit (AAA) from the NBA and NAAC perspectives. He also discussed the audit format and emphasized the importance of appointing both an external auditor and an internal auditor from the IQAC committee. The members deliberated on the forthcoming Academic and Administrative Audit of AY 2025-2026 and stressed that all departments should maintain updated files and supporting documents. It was decided that the Academic and Administrative Audit (AAA) would be conducted by 10th July 2026.

Agenda Item 3: Review of implementation of quality measures by IQAC:

The members reviewed the implementation of various quality measures undertaken by the IQAC for academic and administrative improvement. Various quality enhancement measures were discussed in detail, and it was resolved that all departments should actively participate in these initiatives in coordination with the concerned committees and cells. Moreover, it was decided that there is a need to improve the existing laboratory continuous assessment process. The responsibility for this task was assigned to Prof. Abhishek K. Taware, Dr. R. G. Zope, and Prof. Rahimraja Shaikh.

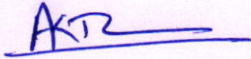
Agenda Item 4: Review of departmental best practices for AY 2025-2026

Prof. Abhishek Taware discussed that best practices are effective and innovative methods or activities adopted by an institution to enhance academic, administrative, research, extension, and student development process. The Principal and Chairperson instructed all departments to review the existing best practices of their respective departments and submit the report to the IQAC Cell by 30/06/2026.

Agenda Item 5: Review of required departmental activities to fulfil NACC/NBA accreditation:

The Principal and Chairperson instructed that the IQAC Cell should immediately initiate the preparation of the AQAR for AY 2025–2026 and complete it at the earliest. Moreover, he instructed that IQAC coordinator to prepare a NAAC document checklist and circulate it to all the departments. Furthermore, a discussion was held regarding the establishment of the Incubation Centre, and the responsibility was assigned to Dr. Neha Shahare. Similarly, the responsibility for the establishment of the EDP Cell was assigned to Prof. Gayatri Patil, with instructions to organize activities under these cells.

The meeting ended with a vote of thanks to the chair.

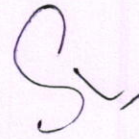
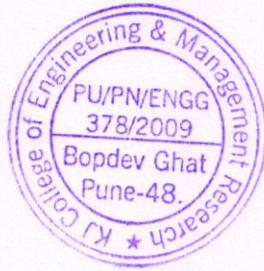


Prof. Abhishek K. Taware

IQAC Coordinator

IQAC COORDINATOR

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Dr. Suhas S. Khot

IQAC Chairperson & Principal



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Action Taken Report

IQAC Meeting held on 19th May 2026

The Internal Quality Assurance Cell (IQAC) convened its meeting on 19th May 2026 under the chairmanship of Dr. Suhas S. Khot, Principal and Chairperson of IQAC. The meeting reviewed key academic, administrative, and quality enhancement initiatives of the institute and deliberated on various agenda items aimed at strengthening institutional excellence and continuous improvement.

The following report highlights the actions taken based on the decisions of the meeting.

Sr. No.	Points to be Discussed	Particulars	Action Taken
1	Welcome of IQAC Members	Welcome of IQAC Committee Members	The meeting commenced with a welcome address by the Principal and Chairperson of IQAC.
2	Review of Annual Report	Department-wise Annual Reports for AY 2024-25 were reviewed. All departments were instructed to complete Annual Reports for AY 2025-26 by 30 June 2026	Annual Report preparation guidelines were communicated to all HoDs, and departments initiated the preparation of Annual Reports for AY 2025-26.
3	Discussion on Academic and Administrative Audit (AAA)	Importance of AAA from NAAC and NBA perspectives was discussed. Conduct of AAA by 10 July 2026 was proposed.	AAA format and guidelines were circulated to departments by Prof. Abhishek Taware (IQAC Coordinator). Departments were instructed to maintain updated files and supporting documents. Planning for the AAA schedule was initiated.
4	Review of Implementation of Quality Measures by IQAC	Various quality enhancement initiatives were reviewed. Improvement in the laboratory continuous assessment process was suggested.	A committee comprising Prof. Abhishek K. Taware, Dr. R. G. Zope, and Prof. Rahimraja Shaikh was constituted to review and propose improvements in the laboratory continuous assessment process.

5	Review of Departmental Best Practices for AY 2025-26	Departments were instructed to review existing best practices and submit reports to IQAC by 30 June 2026.	Communication regarding submission of departmental best practices was circulated to all departments, and the review process was initiated.
6	Review of Required Departmental Activities for NAAC/NBA Accreditation	Preparation of AQAR, circulation of NAAC document checklist, establishment of Incubation Centre and EDP Cell were discussed.	AQAR preparation process was initiated by IQAC. A NAAC document checklist was prepared for circulation. Responsibilities for establishing the Incubation Centre and EDP Cell were assigned to the concerned faculty members for further action.

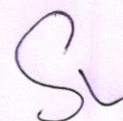
All actions have been implemented and will be regularly reviewed for effective execution



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Dr. Suhas S. Khot

IQAC Chairperson & Principal

