



Sanjivani Rural Education Society's
SANJIVANI COLLEGE OF ENGINEERING KOPARGAON, 423603

Date: 30/07/2016

The Minutes of the IQAC Meeting held on 28th July, 2016 at 4.00 pm

Members present:

Dr. D.N.Kyatanavar	Principal
Prof.R.G.Zope	Coordinator
Prof.S.George	Member
Dr.A.S.Sayyad	Member
Prof.S.V.Bhaskar	Member
Mrs. S.R.Dandwate	Member
Prof.A.V.Brahmane	Member
Ms.D.P.Bhambare	Member
Ms.M.S.Bhayani	Member
Mr.S.B.Wakchaure	Member

At the outset Dr D.N.Kyatanavar, Principal welcomed all the members of the Committee and explained the importance of IQAC in the functioning of the Institute.

Following points were also discussed in the meeting:

1. Role of IQAC: It was stressed by the chair that in pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.



2. Objectives of IQAC: There was a brief discussion on the objectives of IQAC

- i) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- ii) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices


3. Functions of IQAC: The function of IQAC as per NAAC guidelines also discussed in the meeting:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

4. Benefits of IQAC: The chair enlightened on benefits of having IQAC at Institute level.

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- Ensure internalization of the quality culture;
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- Provide a sound basis for decision-making to improve institutional functioning;
- Act as a dynamic system for quality changes in HEIs;
- Build an organized methodology of documentation and internal communication.

The meeting ended with vote of thanks to the Chair.


Coordinator, IQAC Prof. R.G. Zope
Sanjivani College of Engineering
Kopergaon-423603




Dr. D.N. Kyatanavar
PRINCIPAL



Sanjivani Rural Education Society's
SANJIVANI COLLEGE OF ENGINEERING KOPARGAON, 423603

Date 12/08/2016

The Minutes of the IQAC Meeting held on 10th Aug., 2016 at 4.00 pm


Members present:

Dr. D.N.Kyatanavar	Principal
Prof.R.G.Zope	Coordinator
Prof.S.George	Member
Dr.A.S.Sayyad	Member
Prof.S.V.Bhaskar	Member
Mrs. S.R.Dandwate	Member
Prof.A.V.Brahmane	Member
Ms.D.P.Bhambare	Member
Ms.M.S.Bhayani	Member

At the outset Dr D.N.Kyatanavar, Principal welcomed all the members of the Committee
Following points were also discussed in the meeting.

- We should set the criteria wise objectives in such a way that they should be in tune with the objectives of ISO9001:2008.
- The work is distributed as per the criteria. Criteria wise committees were formed for preparation of AQAR.
- Each IQAC member should be actively involved in setting objectives as per allotted criteria.

The meeting ended with vote of thanks to the Chair.


Prof. R.G. Zope
Coordinator, IQAC
Sanjivani College of Engineering
Kopergaon 423603




Dr. D.N.Kyatanavar
PRINCIPAL



Sanjivani Rural Education Society's
SANJIVANI COLLEGE OF ENGINEERING KOPARGAON, 423603

Date: 19/01/2017

The Minutes of the IQAC Meeting held on 17th Jan. 2017 at 4.00 pm

Members present:

Dr. D.N.Kyatanavar	Principal
Prof.R.G.Zope	Coordinator
Prof.S.George	Member
Dr.A.S.Sayyad	Member
Prof.S.V.Bhaskar	Member
Mrs. S.R.Dandwate	Member
Prof.A.V.Brahmane	Member
Ms.D.P.Bhambare	Member
Ms.M.S.Bhayani	Member

At the outset Dr D.N.Kyatanavar, Principal welcomed all the members of the Committee. The following points were also discussed in the meeting.

1. Quality: The chair stressed on the need to improve the quality. Identify the area where the students will be benefited.
2. Aptitude Test: Aptitude test will be compulsory for students from AY 2016-2017. Students must be serious about the same. There should be change in the examination pattern i.e. No option. Instead of MCQ, they have to write answer so that thinking process will improve.
3. Communication Skill: The chair insisted that it is mandatory to use English as medium of communication with the students.

The meeting ended with vote of thanks to the Chair.

R.G.Zope
Prof. R.G.Zope
Coordinator, IQAC
Sanjivani College of Engineering
Kopargaon-423603



Dr. D.N.Kyatanavar
Dr. D.N.Kyatanavar
PRINCIPAL



Sanjivani Rural Education Society's
SANJIVANI COLLEGE OF ENGINEERING KOPARGAON, 423603

Date: 11/07/2017

The Minutes of the IQAC Meeting held on 10th July, 2017 at 4.35 PM

Members present:

Dr. D.N.Kyatanavar	Principal
Prof.R.G.Zope	Coordinator
Prof.S.George	Member
Ms.V.V.Sasane	Member
Prof.S.V.Bhaskar	Member
Mrs. S.R.Dandwate	Member
Prof.A.V.Brahmane	Member
Ms.D.P.Bhamare	Member
Ms.M.S.Bhayani	Member
Mr.K.M.Bhavsar	Member
Mr.S.M. Chine	Member

At the outset Dr D.N.Kyatanavar, Principal welcomed all the members of the Committee. Following points were discussed in the meeting:

10. **NAAC Visit:** the visit of expert committee from National Assessment and Accreditation Council (NAAC) for 1st cycle accreditation of the Institute is scheduled on 3, 4, 5th August 2017. For reaccreditation (2nd cycle & subsequent cycles) role of IQAC is very important as the post-accreditation quality sustenance measure.
11. **Quality:** The chair stressed on the need to improve the academic quality. Identify the area where the students will be benefited.
12. **Communication Skill:** The chair insisted that it is mandatory to use English as medium of communication with the students. The institute has a very good language laboratory which has includes 75 users licenses.
13. **Student Participation:** Students are encouraged to participate in the events organized in campus as well as outside campus. Those students who won the prizes in the event outside the campus are reimbursed with Registration fees, TA/DA etc by the Institute.
14. **Patent:** The chair informed that final year engineering students should file patents based on their project work. For this all the expenses will be provided by the Institute.
15. **Infrastructure:** The Institute have already taken necessary measures on providing drinking water, gymkhana facilities and medical care.
16. **Awards:** Awards are instituted at the college level in recognition to various contribution of the faculty in various fronts.



Coordinator IQAC
Sanjivani College of Engineering
Kopargaon-423603

17. **Quality Policy & objectives:** There was a brief discussion on the quality policy:

Quality policy

We are committed to provide technical and management education to Under Graduate and graduate students as per the norms of Affiliating and Accrediting authorities.

This we shall achieve through continual improvement in Quality of Teaching and Learning process, overall development of students and staff.

We shall strive to achieve satisfaction of students and society at large.

This will be achieved through:

- Good infrastructure for effective teaching – learning and other supporting processes.
- Qualified and experienced faculty who will be committed to the cause of education.
- Avenue for improving Faculty qualification.
- Facilities for imparting training on latest technological advancements for students and Faculty.
- More initiatives for strong industry institute interaction.
- Promoting of Research & Development activities at Institute level.


The Management has implemented a special Internal Quality assessment Program in the Institute, which monitors all the parameters needed for achieving the goals.

Implementation of the Quality Policy will result in all round development of students relevant to the needs of Industries & will make them competent to face the challenges due to globalization and liberalization.

Objectives

- All round development of students relevant to the needs of society and making them competent to face the challenges due to globalization and liberalization.
- Improvement in qualification and knowledge level of the Faculty through sponsorship for higher studies
- Strengthening of industry institute interaction through students and faculty training, consultancy, sponsored projects, internship, Memorandum of Understandings (MOUs) etc.
- Promoting of R&D activities at Institute level.
- To convert the Institute into a centre of academic excellence through continuous improvements in academic standards and better exposure to outside world.

18. **IQAC activities:** It was proposed to conduct training program /workshop on Soft skill and Personality and ICT based teaching –learning process. Depending on the needs this work may be done in collaboration with external professional agencies. Principal himself offer to conduct few such session for benefits of the faculty
The meeting ended with vote of thanks to the Chair.


Prof. R. G. Zope
Coordinator, IQAC
Sanjivani College of Engineering
Kopergaon-423603




Dr. D. N. Kyatanavar
PRINCIPAL



Sanjivani Rural Education Society's
SANJIVANI COLLEGE OF ENGINEERING KOPARGAON, 423603

Date: 02/01/2018

The Minutes of the IQAC Meeting held on 2nd JAN, 2018 at 4.35 PM

Members present:

Dr. D.N.Kyatanavar	Principal
Prof.S.George	Member
Prof.N.S.Naik	Member
Prof.S.V.Bhaskar	Member
Mrs. S.R.Dandwate	Member
Prof.A.V.Brahmane	Member
Ms.D.P.Bhamare	Member
Ms.M.S.Bhayani	Member
Mr.K.M.Bhavsar	Member
Mr.S.M. Chine	Member
Prof.R.G.Zope	Coordinator

At the outset Dr D.N.Kyatanavar, Principal welcomed all the members of the Committee. Following points were discussed in the meeting:

1. AQAR: The work is distributed as per the criteria. Criteria wise committees were formed for preparation of Annual Quality Assurance Report (AQAR) of AY 2016-2017 as per guidelines of NAAC. Submit the soft copy and hard copy of their duly filled criteria to Coordinator IQAC latest by 10/01/2018. The AQAR period would be the Academic Year i.e. July 1, 2016 to June 30, 2017.

2. Stakeholder feedback: The chair stressed on the need to improve the academic quality. In this connection, It was decided that there must be a mechanism for feedback response from various stakeholders like students, parents, alumni etc. on quality-related institutional processes. The mechanism of collecting feedback from students and parents already exists and the records of the same are available with the concerned department. In addition to that, there must be a mechanism for collecting feedback from Alumni and Industry. The format preparation for collecting feedback from Alumni and Industry was assigned to Prof. Ms.D.P.Bhamare.

3. Documentation of activities: The chair insisted that there is need to improve documentation of various programmes/activities of the Institute leading to quality improvement. In this connection it was decided that there must be uniform format for documentation of a single major event /programme (University/State/National level Conference/Seminar/workshop) for all departments of the Institute.. In the meeting itself format was fixed up and the same will be circulated to all departments very soon so that uniformity will be maintained.

Prof.R.G.Zope
Coordinator, IQAC

Sanjivani College of Engineering
Kopergaon-423603



Dr.D.N.Kyatanavar
PRINCIPAL
&
Chairman IQAC



Sanjivani Rural Education Society's

SANJIVANI COLLEGE OF ENGINEERING KOPARGAON, 423603

Date: 24/04/2018

The Minutes of the IQAC Meeting held on 12th APRIL , 2018 at 11.00 AM

Members present:

Dr. D.N.Kyatanavar	Principal & Chairman
Mr. Amit N. Kolhe	Member
Mr. Vijay Naidu	Member
Prof.S.George	Member
Prof.N.S.Naik	Member
Prof.S.V.Bhaskar	Member
Mrs. S.R.Dandwate	Member
Ms.D.P.Bhamare	Member
Ms.M.S.Bhayani	Member
Mr.K.M.Bhavsar	Member
Mr.S.M. Chine	Member
Prof.R.G.Zope	Coordinator

The following members could not attend the meeting due to some prior professional commitments.

1. Mr Avinash Gawali	Member
2. Mr. Anil Zope	Member
3. Mr. Vijay Shejul	Member
4. Mr. Rishikesh Darandale	Member
5. Prof.A.V.Brahmane	Member

At the outset Dr D.N.Kyatanavar, Principal welcomed all the members of the Committee. Following points were discussed in the meeting:


- 1.To approve the minutes of meeting of IQAC held on 02/01/2018:** It was resolved to approve the minutes of meeting of IQAC held on 02/01/2018.
- 2.To discuss AQAR for AY 2016-2017:** Resolved to approve Annual Quality Assessment Report (AQAR) of the Institute for AY 2016-2017.
- 3. Stakeholder feedback:** To discuss about feedback response from various stakeholders like students, parents, alumni and Industry etc. on quality-related institutional processes. The chair insisted that these format should be prepared as per the NBA guidelines and will be followed at Institute level.
- 4. Academic Year 2018-2019 Planning:** The chair stressed on the need to improve communication skills of the students. Keeping this point in view it was decided to introduce English as a one of the additional subject at First year from AY 2018-2019 though University does not introduce this subject in syllabus structure.

5. Academic and Administrative Audit (AAA) Audit: The chair insisted that as per NAAC guidelines it is mandatory to conduct AAA audit at Institute level. Also he pointed out that for quality improvement we have to set bench mark for academic and administrative processes. In this connection a committee was constituted for preparing AAA audit format. The committee consist of following members:


1. Prof. Mrs S.R. Dandwate	In charge
2. Prof. Sebastian George	Member
3. Prof. S. V. Bhaskar	Member
4. Dr. Ms. M.S. Bhayani	Member
5. Mr. K.M.Bhavsar	Member

The above committee should study the importance and benefits of AAA audit and prepare AAA audit format latest by 19/04/2018.

The meeting ended with vote of thanks to the Chair.


Prof. R.G. Zope
Coordinator, IQAC
Sanjivani College of Engineering
Kopergaon-423603




Dr. D.N. Kyatanavar
PRINCIPAL
&
Chairman IQAC