



KONKAN GYANPEETH COLLEGE OF ENGINEERING KARJAT

(Approved by A.I.C.T.E. (New delhi), D.T.E. Government of Maharashtra
Affiliated to University of Mumbai)

- Konkan Gyanpeeth Shaikshnik Sankul, Vengaoon Road, Dahivali / Parade
Post : Tiwari, Tal : Karjat, Dist : Raigad, Pin : 410 201 (Mah. State) India.
- Tel : (02148) 222580 / 223768 Fax : (02148) 222359
● Email : kgce@vsnl.net, kgce2009@gmail.com Website : www.kgce.org

Smt. Anupama Dharkar Wangdi
Chairperson

Capt. Sariputta Wangdi
Vice Chairman

Shri. P. V. Shringarpure
Secretary & CEO

Shri. Z. A. Dabhiya
Treasurer

Dr. M. J. Lengare
Principal

Action Taken Report

Date: 26/02/2018

Internal Quality Assurance Cell 1st Meeting held on 06/02/2018

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Prof.V.J.Pillewan has assigned the responsibility of NAAC Co-ordinator and asked to constitute criterionwise coordinators and members.	Institute level NAAC Steering committee is formed on 09/02/2018 and it is brought in function immediately from 12/02/2018.
2.	It is agreed by all members of IQAC that IQAC cell will act as a nodal cell of the institute for coordinating quality-related activities, including adoption and dissemination of good practices.	Circular regarding IQAC Cell Composition, Objective, Functions, Benefits, The Role of Coordinator, Operational Features & Monitoring Mechanism is passed to faculty and staff members through HOD on 12/02/2018.
3.	It was also decided to organize expert lecture on NAAC process and quality enhancement.	Prof.V.J.Pillewan and Prof. G.S. Darvankar has assigned the responsibility of arranging resource person for this activity.
4.	It was agreed by all members to form stakeholder committee at institute level as well as at department level to revise Vision, Mission, PEOs, PSOs, statements.	Stake holder committee is formed and Prof.Mrs.K.S.Pillangwad has appointed as Coordinator for Institute level committee and each head of department has assigned the responsibility for respective program Vision, Mission, PEOs and PSOs.


Prof.G.S.Darvankar
IQAC Co-ordinator


Dr.M.J.Lengare
Chairperson



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Dr. M. J. Lengare
Principal

Office Order

Date: 09/02/2018

The following NAAC steering committee is constituted in academic year 2017-18 in order to work towards NAAC documentation, submit self-study report (SSR) to NAAC and clarifying the queries raised by NAAC DVV Centre.

NAAC steering committee

Sr. No.	Name	Designation	Post
1.	Dr.M.J.Lengare	Principal	Chairperson
2.	Prof.V.J.Pillewan	Vice Principal (Academic)	NAAC Co-ordinator
3.	Prof.G.S.Darvankar	Head, Associate Prof.	IQAC Co-ordinator
4.	Prof.A.G.Nagpure	Asso. Prof., Dept. of Prod. Engg	Member, Criterion -.I Co-ordinator
5.	Prof.S.M.Patil	Asst. Prof., Dept. of Comp. Engg.	Member, Criterion -.I Co-ordinator
6.	Dr.A.W.Kale	Asso. Prof. Dept. of Info. Tech.	Member, Criterion -.II Co-ordinator
7.	Prof.Mrs.V.A.Keshwani	Asso. Prof., Dept. of EXTC. Engg.	Member, Criterion -.II Co-ordinator
8.	Prof.A.S.Kunte	Asst. Prof., Dept. of Comp. Engg.	Member, Criterion -.III Co-ordinator
9.	Prof.P.R.Bhosale	Asst. Prof., Dept. of INST Engg.	Member, Criterion -.III Co-ordinator
10.	Prof.R.P.Narkhede	Vice Principal-Admin	Member, Criterion -.IV Co-ordinator
11.	Prof.G.G.Galgate	Asso. Prof. Dept. of EXTC Engg.	Member, Criterion -.IV Co-ordinator
12.	Prof.J.P.Patil	H.O.D./Asst. Prof., Dept. of Info. Tech.	Member, Criterion -.IV Co-ordinator
13.	Prof.V.P.Patil	Asst. Prof., Dept. of Sci. & Hum.	Member, Criterion -.V Co-ordinator
14.	Prof.R.B.Singh	Asso. Prof., Dept. of Inst. Engg.	Member, Criterion -.V Co-ordinator
15.	Prof.G.V.Dakhave	H.O.D./ Asst. Prof., Dept. of EXTC Engg.	Member, Criterion -.VI Co-ordinator
16.	Prof.P.H.Nerpagar	Asst. Prof., Dept. of Inst. Engg	Member, Criterion -.VI Co-ordinator
17.	Prof.N.M.Lad	Asst. Prof., Dept. of Mech. Engg.	Member, Criterion -.VI Co-ordinator
18.	Prof.P.D.Pulekar	H.O.D./Asst. Prof., Dept. of Comp. Engg.	Member, Criterion-.VII Co-ordinator
19.	Prof.Mrs.D.J.Keskar	H.O.D./Asst. Prof., Dept. of Sci. & Hum.	Member, Criterion -.VII Co-ordinator


Dr.M.J.Lengare
Principal

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Treasurer

Dr. M. J. Lengare
Principal

Circular

Date: 12/02/2018

As per the resolution passed in the 1st IQAC meeting held on dated 06/02/2018, it is decided to develop awareness IQAC Cell Composition, Objective, Functions, Benefits, Role of Coordinator, and Operational Features & Monitoring Mechanism among faculty and staff members.

All HODs are hereby requested to circulate the related documents attached with circular to their respective faculty and staff members.

Dr.M.J.Lengare

Principal

Circulate To:

1. H.O.D. - Science & Humanities
2. H.O.D. - Computer Engg.
3. H.O.D. - Electronics & Telecomm. Engg.
4. H.O.D. - Instrumentation Engg.
5. H.O.D. - Mechanical Engg.
6. H.O.D. - Production Engg.
7. H.O.D. - Information Tech.
8. Training & Placement Cell
9. Library
10. General Dept. -1
11. General Dept. -2

Copy To:

1. Management
2. Vice Principal (Administration)
3. Vice Principal (Academics)



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Copy To: Management

Internal Quality Assurance Cell

Context:

The Management is decided to form *The Internal Quality Assurance Cell* to initiate Assessment & Accreditation (A&A) Process of NAAC and overall quality enhancement in teaching learning process. The committee members are required to carry out the responsibilities and duties required for assigned committees and maintain the database with documents of functioning.

The lists of committees members are as follows:-

Sr. No.	Name	Designation	Post
1.	Dr.M.J.Lengare	Principal	Chairperson
2.	Prof.G.S.Darvankar	H.O.D./Asso. Prof., Dept. of Production Engg.	IQAC Coordinator
3.	Prof.V.J.Pillewan	Vice Principal (Academic)/ Asso. Prof.	NAAC Coordinator
4.	Prof.Mrs.K.S.Pillangwad	Asso. Prof., Dept. of ELTL. Engg.	Member
5.	Prof.P.R.Bhosale	Asst. Prof., Dept. of Instrumentation Engg.	Member
6.	Prof.V.K.Gajare	Asst. Prof., Dept. of Mechanical Engg.	Member
7.	Prof.V.P.Patil	Asst. Prof., Dept. of Science & Humanities	Member
8.	Prof.Mrs.P.B.Lad	Asst. Prof., Dept. of Information Technology	Member
9.	Dr.A.W.Kale	Asso. Prof., Dept. of Information Technology	Member
10.	Prof.Ms.R.V.Sangale	Asst. Prof., Dept. of Computer Engg.	Member
11.	Shri.P.V.Shringarpure	C.E.O. & Secretary, Konkan Gyanpeeth	Member, (Management Representative)
12.	Shri.Z.A.Dabhiya	Treasurer, Konkan Gyanpeeth	Member, (Management Representative)
13.	Prof.R.P.Narkhede	Vice-Principal (Administration)	Member, (Administrative Office)
14.	Mr.S.K.Lad	Section officer, Office	Member, (Administrative Office)
15.	Shri.S.L.Lad	Ex. President, KMC, Karjat	Member,(Local Society Nominee)
16.	Ms.S.G.Patil	T.E., Computer Engg.	Member,(Student Nominee)
17.	Mr.S.S.Devkate	T.E., Mechanical Engg.	Member, (Student Nominee)
18.	Mr.S.N.Deshmukh	Tax. Assistant, Income Tax Dept.	Member, (Alumni Nominee)
19.	Shri.A.M.Warade	Owner, M/s A.V. Instrumentation Pvt. Ltd.Vashi.	Member, (Industry Nominee)
20.	Shri.Ashok H. Solunke	School Teacher, Karjat	Member, (Stake Holder, Parent Nominee)

Objective:***The primary aim of IQAC is***

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

Strategies:***IQAC shall evolve mechanisms and procedures for***

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- b) The relevance and quality of academic and research programmes.
- c) Equitable access to and affordability of academic programmes for various sections of society.
- d) Optimization and integration of modern methods of teaching and learning.
- e) The credibility of evaluation procedures.
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions:***Some of the functions expected of the IQAC are***

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- b) 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.
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- d) Dissemination of information on various quality parameters of higher education.
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- f) Documentation of the various programmes/activities leading to quality improvement.
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- i) Development of Quality Culture in the institution.

- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits:

IQAC will facilitate / contribute

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

The Role of Coordinator:

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC:

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism:

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.


Prof.G.S.Darvankar
IQAC Coordinator



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Treasurer

Dr. M. J. Lengare
Principal

Office Order

Date: 09/02/2018

To,

1. Prof. V.J. Pillewan
Vice Principal (Academic) & NAAC Coordinator
2. Prof. G.S. Darvankar
Head, Dept. of Prod. Engg. & IQAC Coordinator

Dear Sir,

As per the resolution passed in the 1st IQAC meeting held on dated 06/02/2018, it is decided to organize expert lecture on NAAC Process and quality enhancement. The responsibility through this order is assigned to above faculty members to arrange the resource person for this activity.

The date of program and report of activity performed is required to be submitted to undersigned and IQAC Cell.

Dr. M. J. Lengare

Principal

Copy To: Management

Received

(G.S. Darvankar)

Received

(Prof. V. J. Pillewan)



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Date: 09/02/2018

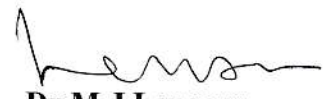
The following committee has been constituted for redefining Vision, Mission statement of Institute. The committee will be responsible for the defining above mentioned statements and they should conduct at least three meetings in this respect with relevant record.

Sr. No.	Name of the member	Designation
1.	Mr.P.V.Shringarpure	Management Representative- Chairman
2.	Prof.Mrs.K.S.Pillangwad	Coordinator
3.	Prof.V.J.Pillewan	Vice Principal (Academic) & NAAC Coordinator- Member
4.	Prof.G.S.Darvankar	IQAC Coordinator- Member
5.	Prof.A.W.Kale	Faculty-Member
6.	Mr.Saurabh Lad	Student Representative-Member
7.	Mr.Rahul Salvi	Alumni Representative- Member
8.	Mr.Dinesh V.Thokade	Industry Expert- Member
9.	Dr.R.V.Deshmukh	Academic Representative from other Institute- Member
10.	Shri.N.B.Patil	Parent Representative- Member
11.	Prof.Mrs.D.J.Keskar	HOD- Member Secretary
12.	Prof.P.D.Pulekar	HOD- Member Secretary
13.	Prof.G.V.Dakhave	HOD- Member Secretary
14.	Prof.P.K.Nakade	HOD- Member Secretary
15.	Prof.K.A.Chaudhari	HOD- Member Secretary
16.	Prof.J.P.Patil	HOD- Member Secretary

The draft in the respect of above mentioned statements be submitted to undersigned on or before 15/03/2018.

All Heads of Department are also required to redefine Vision, Mission, Programme Educational Objectives (PEOs), Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) for respective departments after 15/03/2018 and submit it to undersigned on or before 16/04/2018. They have to follow the guidelines as specified in this circular.

All the concerned are requested to take the note and act accordingly.


Dr.M.J.Lengare
(Principal)