



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
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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

Institute Code: EN- 3198

Internal Quality Assurance Cell 2nd Meeting

MEETING MINUTES

Meeting Date : 05/03/2018

Time : 02.00 p.m. to 04.30 p.m.

Meeting Place : IQAC Cell

1. CHAIR : Dr.M.J.Lengare, Principal, K.G.C.E., Karjat.

2. ATTENDANCE:

Present members

| 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.P.R.Bhosale | Asst. Prof., Dept. of Instrumentation Engg. | Member |
| 5. | Prof.V.K.Gajare | Asst. Prof., Dept. of Mechanical Engg. | Member |
| 6. | Prof.V.P.Patil | Asst. Prof., Dept. of Science & Humanities | Member |
| 7. | Prof.Mrs.P.B.Lad | Asst. Prof., Dept. of Information Technology | Member |
| 8. | Dr.A.W.Kale | Asso. Prof., Dept. of Information Technology | Member |
| 9. | Prof.Ms.R.V.Sangale | Asst. Prof., Dept. of Computer Engg. | Member |
| 10. | Shri.P.V.Shringarpure | C.E.O. & Secretary, Konkan Gyanpeeth | Member, (Management Representative) |
| 11. | Shri.Z.A.Dabhiya | Treasurer, Konkan Gyanpeeth | Member, (Management Representative) |
| 12. | Mr.S.K.Lad | Section officer, Office | Member, (Administrative Office) |
| 13. | Shri.S.L.Lad | Ex. President, KMC, Karjat | Member, (Local Society Nominee) |
| 14. | Shri.A.M.Warade | Owner, M/s A.V. Instrumentation Pvt. Ltd. Vashi. | Member, (Industry Nominee) |
| 15. | Shri.Ashok H. Solunke | School Teacher, Karjat | Member, (Stake Holder, Parent Nominee) |

Absent members:

Following members couldn't attend the meeting and leave of absence is granted to them

| Sr. No. | Name | Designation | Post |
|---------|-------------------------|----------------------------------|------------------------------------|
| 1. | Prof.R.P.Narkhede | Vice-Principal (Administration) | Member, (Administrative Office) |
| 2. | Prof.Mrs.K.S.Pillangwad | Asso. Prof., Dept. of ELTL Engg. | Member |
| 3. | Mr.S.S.Devkate | T.E., Mechanical Engg. | Member, (Student Nominee) |
| 4. | Mr.S.N.Deshmukh | Tax. Assistant, Income Tax Dept. | Member, (Alumni Nominee) |
| 5. | Ms.S.G.Patil | T.E., Computer Engg. | Member, (Student Nominee) |

3. Meeting Date : 05/03/2018

Meeting Place : IQAC Cell

Meeting Actual Start : 02.05 p.m.

4. Agenda of Meeting:

1. Confirmation and review of minutes of 1st IQAC Meeting held on 06/02/2018.
2. Action taken report of 1st IQAC Meeting held on 06/02/2018.
3. Review of NAAC work.
4. Restructuring stakeholder feedback mechanism.
5. Deciding mechanism for internal financial audit.
6. Discuss innovative practices in teaching, learning and evaluation.
7. Any point with the permission of chair.

5. Proceedings of meeting:

The Chairperson, Dr.M.J.Lengare initiated the meeting with welcoming IQAC members and handed over the session to IQAC Co-ordinator Prof.G.S.Darvankar.

Agenda 1: Confirmation and review of minutes of 1st IQAC Meeting held on 06/02/2018

- Prof.V.K.Gajare read the minutes of meeting held on 06/02/2018 and briefed about the meeting agenda. He also presented a brief report on the activities going through Internal Quality Assurance Cell (IQAC).

Agenda 2: Action taken report of 1st IQAC Meeting held on 06/02/2018

The Chairperson, Dr.M.J.Lengare informed about following action taken reports

- Institute level NAAC Steering committee is formed on 09/02/2018 and it is brought in function immediately from 12/02/2018.
- Stake holder committee is formed and Prof.Mrs.K.S.Pillangwad has appointed as a Coordinator for Institute level committee and each head of department has assigned the responsibility for respective program Vision, Mission, PEOs and PSOs.
- Prof.V.J.Pillewan and Prof.G.S.Darvankar has assigned the responsibility of identifying resource person to organize expert lecture on NAAC process and quality enhancement through office order.
- Prof. V. J. Pillewan informed the committee members that Dr. S. A. Deo is invited as resource person and he is going to deliver the expert talk on “**NAAC Process and its Documentation**” on date 19/03/2018.
- Prof. G. S. Darvankar informed that Dr. S. M. Kherde Principal, Dr. Sau. Kamaltai Gavai Institute of Engineering and Technology, Tarapur, Dist. Amravati- 444814, will be a resource person to deliver an expert talk on “**What, Why and How about Accreditation**” in the month of April 2018

Agenda 3: Review of NAAC work

Prof.V.J.Pillewan, NAAC Co-ordinator presented the list of Criterion wise coordinators and members assigned to each criterion to carry out NAAC work and related documents and data preparation. He informed about the documentation process and data required for key indicators along with metrics

marks distribution for each criterion. IQAC cell was satisfied with work status and suggested the qualitative requirements related work.

Agenda 4: Restructuring stakeholder feedback mechanism

Prof. V. J. Pillewan (Vice-Principal Academics and NAAC Coordinator) proposed that presently there is program wise different mechanism for collecting stakeholder's feedback. Thus there is need of establishing common feedback mechanism at institute level.

Thorough discussion was made. It was decided that common feedback mechanism at institute level must be followed for collecting, analyzing and implementing feedback of all stakeholders. Prof. A. G. Nagpure and Prof. S. M. Patil (NAAC Criteria-1 Coordinator) has given responsibility to upgrade existing feedback forms for Students, Teachers, Alumni, Parent, and Employer and asked to submit new formats for the same.

Agenda 5: Deciding mechanism for internal financial audit

It was brought to the notice of IQAC that, External financial audits are conducted annually from inception of the institute by auditors. But as per NAAC new guidelines/ requirement it is mandatory to conduct an Internal Financial Audit.

After thorough discussion the following points regarding internal financial audit are finalized:

- The internal financial audits need to be conducted annually.
- The Internal Financial Audit responsibility is decided to assign to Rahul Dharkar College of Pharmacy and Research Institute of Konkan Gyanpeeth Trust.
- The audit committee needs to submit the report to the Principal.

Agenda 6: Discuss innovative practices in teaching, learning and evaluation.

Prof.A.W.Kale emphasizes on student centric method such as experimental, collaborative and participative learning. Creativity and innovation is the essence of teaching and learning process. He brought to the notice of committee members that students are more eager to learn the subject through power point presentation and LMS such as google class room and Moodle.

It is decided to renew and use MOODLE from Academic Year 2018-19.

Agenda 7: Any point with the permission of chair

Mr. A.M.Warade industry nominee member with the permission of chair, raised an issue of Academic Institutional Audit that to be carried out same as the procedure followed in industries. Thorough discussion has been carried out and it is decided to perform Academic Audit by external Educational and NAAC work related experts.


6. DECISIONS MADE:


- It is agreed by all members of IQAC that the responsibility for restructuring stakeholder feedback mechanism and forms was given to Prof. A. G. Nagpure and Prof. S. M. Patil (NAAC Criteria-1 Coordinator).
- The internal financial audits need to be conducted annually. The internal financial audit Responsibility is decided to assign to Rahul Dharkar College of Pharmacy and Research Institute of Konkan Gyanpeeth Trust.
- It is decided to renew and use MOODLE from Academic Year 2018-19.
- Dr. M. J. Lengare Principal has assigned the responsibility to identify resource person for Institute Academic Audit.

7. MEETING END: 04.50 p.m.

Date: 08/03/2018

Place: Karjat


Prof. G. S. Darvankar
08/03/2018
IQAC Co-ordinator


Dr. M. J. Lengare
Chairperson

Internal Quality Assurance Cell 2nd Meeting








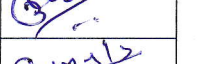
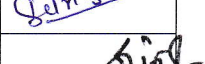
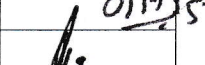


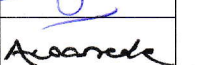
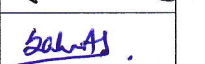
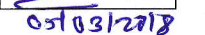
Attendance Sheet:


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Timing : 02.05 to 04.50 pm

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Prof.G.S.Darvankar
 IQAC Co-ordinator


Dr.M.J.Lengare
 Chair Person