



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)

① Konkan Gyanpeeth Shaikshnik Sankul, Vengaon 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 5th Meeting

MEETING MINUTES

Meeting Date : 19/10/2018

Time : 02.30 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.V.K.Gajare	Asst. Prof., Dept. of Mechanical Engg.	Member
5.	Prof.V.P.Patil	Asst. Prof., Dept. of Science & Humanities	Member
6.	Prof.Mrs.P.B.Lad	Asst. Prof., Dept. of Information Technology	Member
7.	Dr.A.W.Kale	Asso. Prof., Dept. of Information Technology	Member
8.	Prof.Ms.R.V.Sangale	Asst. Prof., Dept. of Computer Engg.	Member
9.	Shri.P.V.Shringarpure	C.E.O. & Secretary, Konkan Gyanpeeth	Member, (Management Representative)
10.	Shri.Z.A.Dabhiya	Treasurer, Konkan Gyanpeeth	Member, (Management Representative)
11.	Prof.R.P.Narkhede	Vice-Principal (Administration)	Member, (Administrative Office)
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.	Mr.S.N.Deshmukh	Tax Assistant, Income Tax Dept.	Member, (Alumni Nominee)
16.	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.

1.	Prof.Mrs.K.S.Pillangwad	Asso. Prof., Dept. of ELTL. Engg.	Member
2.	Prof.P.R.Bhosale	Asst. Prof., Dept. of Instrumentation Engg.	Member
3.	Ms.S.G.Patil	T.E., Computer Engg.	Member, (Student Nominee)
4.	Mr.S.S.Devkate	T.E., Mechanical Engg.	Member, (Student Nominee)

5. Meeting Date : 19/10/2018

Meeting Place : Meeting place was shifted to Principal Office due to ongoing NAAC Work in IQAC Cell

Meeting Actual Start : 03.05 p.m.

6. Agenda of Meeting:

1. Confirmation and review of minutes of 4th IQAC meeting held on 08/08/2018.
2. Action taken report of 4th IQAC meeting held on 08/08/2018.
3. Review of Criterion wise excel sheets submitted.
4. Review of Criterion wise Qualitative data submitted.
5. Guidelines for submission of NAAC SSR.
6. Provision of Secured Socket Layer (SSL) Certificate for College Website.
7. Any other point with the permission of chair.

Proceeding of meeting:

The IQAC Chairperson, Dr.M.J.Lengare welcome all committee members and expressed apology for shifting the meeting place to Principal Office. He specially tanks external members of IQAC Cell and open the meeting.

Agenda 1: Confirmation and review of minutes of fourth IQAC meeting held on 08/08/2018

- The Chairperson, Dr.M.J.Lengare asked the IQAC Team Members to circulate the minutes of previous meeting held on 08/08/2018. The presentation was made by Dr.A.W.Kale and copy of action taken report table for discussion.

Agenda 2: Action taken report of fourth IQAC meeting held on 08/08/2018

- Prof.G.S.Darvankar IQAC Co-ordinator gave brief above action taken report of 4th IQAC meeting held on 08/08/2018. He further informed regarding action taken against the resolution passed in the meeting and it was listed in tabular form as follows:

Sr. No.	Resolution in the 4 th IQAC Meeting	Action Taken for Implementation & Outcomes
1.	Purchase of smart/digital interactive board	This responsibility is assigned to Prof. V. J. Pillewan to identify the vendor.
2.	Enhancement in existing intercom facility	<ul style="list-style-type: none">• In the meeting of Principal and Head of Departments key locations are identified where the intercom facility is to be extended.• The work order is decided to assign to a compatible vendor
3.	Conduction of Laboratory Audit	All the Head of the Departments are directed for timely checking of deadstock registers of all the facilities in their departments and carry out laboratory audit in consult with other depart head and senior faculty.
4.	Library renovation and students support facilities	This responsibility is assigned to Vice Principal-Administration to suggest new plan for relocating the existing facilities available in library to improve the ambiance.

Dr. M. J. Lengare informed that circulars regarding above were already given to the concerned persons as per above and assigned work is in progress.

Agenda 3: Review of Criterion wise excel sheets submitted.

- Dr. V. J. Pillewan was felicitated by Chairperson Dr. M. J. Lengare, Principal on completion of Doctorate program (PhD) from VJTI, Matunga, Mumbai.
- Prof. P. R. Bhosale stated that the excel sheets required in various metrics as specified in each criteria were thoroughly checked by criteria coordinators and also ready for uploading on HEI portal of NAAC.

Agenda 4: Review of Criterion wise Qualitative data submitted.

- Dr. V. J. Pillewan informed the committee members that proof reading of Qualitative work as required in various criteria's of NAAC SSR was done and ready for uploading. However Dr. M. J. Lengare chairperson of IQAC suggested for one more proof reading before uploading against criteria metrics on HEI portal of NAAC.

Agenda 5: Guidelines for submission of NAAC SSR.

- Prof. G. S. Darvankar informed the committee members the procedure need to be followed while submitting NAAC SSR and highlighted following key points:
 1. NAAC SSR need to be submitted in four stages:
 - a. Executive summary
 - b. Extended profile
 - c. Qualitative Description for specified metrics.
 - d. Uploading of excel sheets and providing the HEI inputs
 2. Payment of fees through bank account.
 3. Conformation of submission
 4. Downloading PDF of submitted SSR.
- The responsibility of collecting the data from the criteria coordinators was assigned to Prof. V. K. Gajare, Mr. Sunil Lad, (Lab assistant, Department of Mechanical Engg) and Mrs. Smita Limje (Clerk, Department of Production Engg).
- The data uploading on HEI portal of NAAC was assigned to Dr. A. W. Kale and Prof. J. P. Patil, (Head, Department of Information Technology).
- It was decided to upload the data on HEI portal on 22/10/2018.

Agenda 6: Provision of Secured Socket Layer (SSL) Certificate for College Website.

- Dr. A. W. Kale informed the committee members that the institute website need to be safeguarded. After thorough discussion it was decided to secure it by purchasing Secured Socket Layer (SSL) certificate.
- The responsibility for the same was assigned to Mrs. Swati Dalvi (In-charge of computer center).

Agenda 5: Any other point with the permission of chair.

- No other issues was raised by the committee members apart from the above discussed points, meeting was concluded with vote of thanks.

7. DECISIONS MADE

- Prof. G. S. Darvankar was assigned the responsibility to take one more proof reading before uploading the information against criteria metrics on HEI portal of NAAC.
- Excel sheets prepared by the criterion coordinators as required in matrices, should be rechecked before submitting.
- Prof. V. K. Gajare, Mr. Sunil Lad, (Lab assistant, Department of Mechanical Engg) and Mrs. Smita Limje (Clerk, Department of Production Engg) directed to collect the ready Excel sheets and qualitative information prepared by the criterion coordinators.
- Dr. A. W. Kale and Prof. J. P. Patil, (Head, Department of Information Technology) were assigned the responsibility to upload the qualitative data and excel sheets
- Mrs. Swati Dalvi was assigned the responsibility to identify the concern vendors for purchasing Secured Socket Layer (SSL) certificate.

8. MEETING END: 04.50 p.m.


Prof.G.S.Darvankar
IQAC Co-ordinator


Dr.M.J.Lengare
Chairperson

Date: 26/10/2018

Internal Quality Assurance Cell 5th Meeting

Attendance Sheet:


Meeting Date : 19/10/2018

Timing : 02.35 to 04.50 .m.pm

Meeting Place : Principal Office

Sr. No.	Name	Designation	Post	Signature
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.V.K.Gajare	Asst. Prof., Dept. of Mechanical Engg.	Member	
5.	Prof.V.P.Patil	Asst. Prof., Dept. of Science & Humanities	Member	
6.	Prof.Mrs.P.B.Lad	Asst. Prof., Dept. of Information Technology	Member	
7.	Dr.A.W.Kale	Asso. Prof., Dept. of Information Technology	Member	
8.	Prof.Ms.R.V.Sangale	Asst. Prof., Dept. of Computer Engg.	Member	
9.	Shri.P.V.Shringarpure	C.E.O. & Secretary, Konkan Gyanpeeth	Member, (Management Representative)	
10.	Shri.Z.A.Dabhiya	Treasurer, Konkan Gyanpeeth	Member, (Management Representative)	
11.	Prof.R.P.Narkhede	Vice-Principal (Administration)	Member, (Administrative Office)	
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.	Mr.S.N.Deshmukh	Tax. Assistant, Income Tax Dept.	Member, (Alumni Nominee)	
16.	Shri.Ashok H. Solunke	School Teacher, Karjat	Member, (Stake Holder, Parent Nominee)	


Prof. G. S. Darvankar
 IQAC Co-ordinator


Dr. M. J. Lengare
 Chair Person