




Rayat Shikshan Sanstha's

Karmaveer Bhaurao Patil College of Engineering, Satara
Internal Quality Assurance Cell

Minutes of Meeting

Date: 6-8-2017

A meeting of IQAC was held on 2-8-2017. Following members were present for the meeting.

(1) Prof. Bonde S.D. 

(2) Prof. Sayyad S.G. 

(3) Prof. Degaonkar A.B. 

(4) Prof. Shinde M.Y. 

(5) Prof. Aldar D.S. 

Following are the transactions in the meeting:

1. It is decided to check the course files of the faculty as per following schedule:

From 14 to 19 August – file of First Term of 2017-18.

- Dept. of Mech., Comp. and General (Sc. & Humanities) - Prof. Bonde & Prof. Aldar.
- Dept. of Prod. – Prof. Shinde
- Dept. of Civil, Electronics – Prof. Sayyad & Prof. Degaonkar.

2. It is decided to suggest following points to the I/c Principal for sanction and further action to enhance the quality :

(A) IQAC should be formed as per NAAC guidelines.

(B) **About Administration –**

(i) **Cleanliness:** Institute should assign responsibility (if not already done) to somebody regarding cleanliness in campus including classrooms, Labs. Passage, washrooms & overhead water tanks.

(ii) **Discipline:**

- General rules be defined about reporting time to Institute and same should be followed by all.



Rayat Shikshan Sanstha's

Karmaveer Bhaurao Patil College of Engineering, Satara
Internal Quality Assurance Cell

- For visitors registering of entry & exit be done.
- Uniform & ID Card for students be monitored.
- Dress code for the faculty & staff be defined & followed.
- Policy about use of mobile in the campus be framed.

(C) About Academic Monitoring:

- (i) For every Dept. one faculty be assigning the responsibility as Academic Coordinator who will look after the academic activities of the Dept. in consultation with the HOD.
- (ii) Lectures and practical will be observed by a Team of two members (one will be a senior faculty from the Dept. as suggested by HOD and other will be a member of IQAC). Observation will be with respect to content, teaching method and duration. Report about the feedback by the Team will be given to the Concerned HOD and IQAC.
- (iii) Attendance of students be monitored twice in a month.

(D) A workshop on *Assessment Methods* will be organized by IQAC for faculty on 9-9-2017.


Coordinator, IQAC

Copy to:

The Principal for kind information
The O.S. – for kind information
HoDs
NAAC Co-ordinator
File



Rayat Shikshan Sanstha's




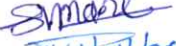




Karmaveer Bhaurao Patil College of Engineering, Satara
Internal Quality Assurance Cell

Date: 25-9-2017

Minutes of Meeting


Meeting of IQAC conducted in Conference Room on 24-9-2017 at 4-30 p.m.

Members present:

- (1) Dr. Sangle Shivajirao M.
- (2) Prof. Bonde Sanjiv D. 
- (3) Prof. Patil Nagendra K. 
- (4) Prof. Patil Sharad S. 
- (5) Prof. Mane Sunita V. 
- (6) Prof. Rathod Manoj N. 
- (7) Prof. Malvade Niket V. 
- (8) Mr. Itraj Santosh S. 
- (9) Ms. Jadhav Nikita U.
- (10) Ms. Salunkhe Snehal D. 

Following are the transactions in the meeting:

Sr. No.	Item Discussed	Action to be taken by
1	Various committees are to be formed for smooth implementation of academic and administrative activities	IQAC
2	SSR to be filled in May 2018 in order to get accreditation by NAAC	NAAC Accreditation Coordination Committee
3	Necessary documentation related with NAAC Accreditation	Departments
4	Organizing of Two-Days Workshop for faculty on 12 & 13 January 2018 on 'Innovative Teaching Methods'.	IQAC


Coordinator, IQAC

Copy to:

- The Principal for kind information
- The O.S. – for kind information
- HoDs
- NAAC Co-ordinator
- File



Rayat Shikshan Sanstha's

Karmaveer Bhaurao Patil College of Engineering, Satara
Internal Quality Assurance Cell

Action taken Report on the Minutes of Meeting held on 24-9-2017

Sr. No.	Item Discussed	Action Taken by
1	Various committees are to be formed for smooth implementation of academic and administrative activities	IQAC formed various committees
2	SSR to be filled in May 2018 in order to get accreditation by NAAC	College Development Committee have passed resolution accordingly
3	Necessary documentation related with NAAC Accreditation	Documentation is in progress
4	Organizing of Two-Days Workshop for faculty on ' <i>Innovative Teaching Methods</i> '.	IQAC organized Two-Days Workshop on ' <i>Innovative Teaching Methods</i> ' 12 & 13 January 2018


Coordinator, IQAC

Copy to:

The Principal for kind information
The O.S. – for kind information
HoDs
NAAC Co-ordinator
File