

SCOE/IQAC/2023/ 2921

13/03/2023

To
Mr. Mandar Adhav,
Industry Representative, IQAC
Sanjivani College of Engineering,
Kopargaon.

Sub :- IQAC Meeting held on 9th March 2023

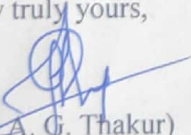
Dear Sir,

Greetings from Sanjivani College of Engineering, Kopargaon !

Thank you very much for your august presence during the meeting of the Internal Quality Assurance Cell (IQAC) of the Institute held on 9th March 2023. In spite of other official commitments, you could make yourself free for this meeting which I appreciate a lot. We have made a positive note of whatever suggestions you had given during the meeting and it has been forwarded to concerned departments for initiating necessary corrective actions. I am sure that this will definitely help us in improving our Academic and Administrative processes.

Expecting your support and guidance for similar exercises in the future,

With warm regards,
very truly yours,


(Dr. A. G. Thakur)
Director





Sanjivani Rural Education Society's
Sanjivani College of Engineering, Kopargaon - 423603
(An Autonomous Institute)

Internal Quality Assurance Cell (IQAC)

09/03/2023

IQAC Meeting held on 13/04/2022

Action taken report

- 1) AQAR preparation and submission. The chair reminded that submission of AQAR should not be considered as mere collection of data and entering the same on the NAAC portal. Rather there should be proper analysis of this information based on different criteria. He instructed that criteria wise presentation should be taken from the in-charges of various criteria based on the AQAR information of subsequent years.

Action Taken:

Criteria in-charges have been asked to make a comparative study of the data presented in AQAR of the last 5 years and make a presentation on the same. They should clearly identify the short comings which will help to improve the overall score in the next phase of NAAC accreditation. This presentation will be held in March 2023.

- 2) AAA audit modalities as per the new guidelines of NAAC. The chair observed that the formats used for AAA Audit need some refinement. He suggested that the formats prescribed by SPPU, Pune in this regard should be studied and next year audit should be conducted based on the new guidelines.

Action Taken:

New audit formats as per the guidelines of SPPU Pune have been designed. The AAA audit was conducted by external auditors during 27-28 February, 2023 and on 6 March, 2023.

- 3) Student's satisfaction survey and other stakeholder's feedback. The chair instructed Prof. D. G. Lokhande, IQAC member to work on the formats of different stakeholders' feedback like students' feedback on academics, course teacher feedback, recruiter feedback, alumni feedback and students' feedback on Institute facilities. Standard questionnaires should be prepared for all these feedback and it should be collected from the stakeholders at regular intervals.

Action Taken:

Formats have been defined for feedback from different stake holders. Student's feedback is collected twice in a semester so that necessary corrective action can be taken at the department level in case of poor feedback. Mentor feedback system has been implemented. As a new initiative, feedback has been collected from external examiners during practical





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& oral examinations and departments have been asked to take necessary action in case of a poor feedback.

4) **Academic Activities of 2021-22.** It was also suggested that mini-projects and extra-curricular activities must be awarded 1 credit each right from first year. In this regard, Dean, Academics will be requested to frame necessary guidelines.

Action Taken:

In the creational activity (CA), newly introduced from academic year 2022-23, different buckets are included like mini projects, participation in extra curricular activities etc.

5) T&P activities. The chair observed that though the placement statistics is appreciable, the packages in many cases are low. He suggested that the statistics of the nearby colleges also should be collected for better analysis.


Action Taken:


The T&P department has been requested to take necessary steps.

6) Ms. Shruti Ghagare and Mr. Yashodeep Adik suggested to include project work in honors course and evaluation of honors course must be done on the same.

Action Taken:

As a part of the CIA activities of honors courses, mini projects are included.


Dr. Sebastian George
(Coordinator IQAC)
Sanjivani College of Engineering
Kopargaon-423603


Dr. A.G. Thakur
(Director)
Director
Sanjivani College of Engineering
Kopargaon





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Internal Quality Assurance Cell (IQAC)

Date: 02/03/2023

NOTICE

There will be a meeting of Internal Quality Assurance Cell (IQAC) on 09/03/2023 i.e. Thursday at 3.00 PM in Seminar Hall (Room No. 025). All members should attend the same.

Agenda

1. Confirmation of Minutes of previous meeting.
2. Discussion on AQAR preparation for 2021-22 and its uploading
3. Discussion on AAA Audit, Green audit and Energy audit
4. Review of Student Admission Status 2022-23
5. Review of academic year planning and its implementation for 2022-23
6. Discussion on Academic result for 2021-22
7. Review of Training and placement activities 2022-23
8. Review of Student Development activities for 2022-23
9. Discussion on implementation and analysis of Student Feed back
10. Any other point with permission of the chair.

In addition to the IQAC members, following members are required to attend this meeting as invitees.

Dr. M.V.Jadhav, NAAC Coordinator
Dr. B.R.Shinde, Dean Administration
Dr. A.B.Pawar, Dean Academics
Dr. V.M.Tidake, Dean T & P
Dr.C.L.Jejurkar, Dean Student Development

Dr. A.G. Thakur,

Director & Chairman, IQAC

Copy to: Hon'ble Shri. Amit N.Kolhe-Management Representative
Hon'ble Shri Viay Naidu-Local Society Representative
Hon'ble Shri. Ajinkya Bhansali-Industry Representative
Hon'ble Shri.Mandar Adhav-Industry Representative
Hon'ble Shri.Omkar Kalwade-Employer representative
Hon. Shri. Amol Chintamani-Alumni Representative





Internal Quality Assurance Cell (IQAC)

24/09/2022

MINUTES OF MEETING

The fortnightly meeting of Internal Quality Assurance Cell (IQAC) members was held on 24th September 2022 at 1.00 pm in the PG Lab of ECE Department. Dr. Sebastian George, Dean, IQAC was on the chair. Following members were also present in the meeting.

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|------------------------|--------------------------|
| 1. Dr. N.S. Naik | NAAC Criterion in-charge |
| 2. Mr. R. N. Kankrale | NAAC Criterion in-charge |
| 3. Mr. S.R. Korake | Member, IQAC |
| 4. Dr. P. W. Ingle | Member, IQAC |
| 5. Mr. Ram N. Hajare | Member, IQAC |
| 6. Dr. Vishal Chavan | Member, IQAC |
| 7. Ms. B. B. Kotame | Member IQAC |
| 8. Dr. Latika Bawankar | Member, IQAC |

Following members were not present in the meeting with prior intimation.

1. Dr. S. R. Dandwate
2. Mr. A.V. Brahmane
3. Mr. Shailesh Kulkarni
4. Ms. D. P. Bhamare
5. Mr. Sidhant Kulkarni
6. Ms. A. D. Yawale
7. Mr. D. G. Lokhande
8. Dr. K. C. Bhosale

At the outset, the chair welcomed all the members to the meeting.

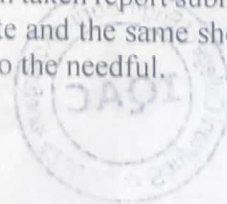
Following points were discussed in the meeting.

1. Confirmation of the minutes of the previous meeting held on 8th September 2022.

The minutes of the previous meeting held on 8th September 2022 was read out in the meeting and it was unanimously accepted.

2. Action taken on the various issues

Discussions were held on the action taken on various issues discussed in the previous meeting. The chair pointed out that the action taken report submitted on the previous year's Green and Energy Audit was not appropriate and the same should be modified. Mr. R. N. Hajare was informed to look into this and do the needful.





Internal Quality Assurance Cell (IQAC)

3. Review of AQAR preparation:

A review was taken on the progress made in the preparation of AQAR for the year 2021-22. The chair informed that AQAR of the previous year is already hosted on the NAAC portal and downloaded version of the same has been shared with all criteria in-charges. It was informed to the criteria in-charges and concerned IQAC members to call meetings of their respective groups and divide the responsibilities. Few members raised the issue of being associated with more than one criterion. In this regard, the chair clarified that each IQAC member has to be associated with preparation and uploading of one criterion. But, considering other responsibilities like that of NBA related works, the departments have entrusted responsibility of data collection related to some other criteria also to few of the members. On this the members agreed that they will share such responsibilities.

4. Preparation of ATR and compliance of Green Audit and Energy Audit.

Dr. N. S. Naik and Mr. R. N. Hajare were given the responsibility to prepare the ATR and compliance report on Energy Audit and Green Audit. In this regard, Dr. Naik pointed out that there are few ambiguities about the audit reports itself. It was decided that both Dr. Naik and Mr. Hajare will discuss those issues with Dean, IQAC and sort out the issues. The modified ATR and compliance reports should be prepared in a week's time.

5. Feedback collection

As per the academic calendar, the duration for collecting the first student feedback is from 21st - 23rd September 2022. The chair informed that new feedback form has been designed and the same has been shared with the departments. The feedback collection will be completed during 26th-28th September 2022 and the responsibility for the same has been given to the faculty members suggested by individual departments. Hereafter, the IQAC should act as the facilitator for feedback collection as well as for initiating the corrective actions.

The meeting ended with vote of thanks to the chair.


Dr Sebastian George
Dean, IQAC





Internal Quality Assurance Cell (IQAC)

08/09/2022

MINUTES OF MEETING

The fortnightly meeting of Internal Quality Assurance Cell (IQAC) members was held on 8th September 2022 at 4.30 pm in the PG Lab of ECE Department. Dr. Sebastian George, Dean, IQAC was on the chair. Following members were also present in the meetin

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|----------------------------|--------------------------|
| 1. Dr. N.S. Naik | NAAC Criterion in-charge |
| 2. Mr. D. G. Lokhande | NAAC Criterion in-charge |
| 3. Dr. S.R.Dandwate | NAAC Criterion in-charge |
| 4. Mr. S .R. Korake | Member, IQAC |
| 5. Dr. P.W.Ingle | Member, IQAC |
| 6. Mr. Shailesh S.Kulkarni | Member, IQAC |
| 7. Mr. Ram N Hajare | Member, IQAC |
| 8. Ms.Devyani Bhamare | Member, IQAC |
| 9. Dr. Vishal Chavan | Member, IQAC |
| 10. Mr. Siddhant Kulkarni | Member, IQAC |
| 11. Ms. B.B.Kotame | Member IQAC |
| 12. Ms. Latika Bawankar | Member, IQAC |
| 13. Ms. A.D.Yewale | Member, IQAC |
| 14. Dr. K.C.Bhosale | Asst. Dean, IQAC |
| 15. | |

Dr. S.P.Palekar, Past member, IQAC was not present in the meeting.

At the outset, the chair welcomed all the members to the meeting. He thanked all the previous year IQAC members for effectively discharging their responsibilities. The new members were also welcomed to IQAC.

Following points were discussed in the meeting.

1.Appointment of new criteria in charges at Institute level:

As per the decision taken at the Institute level, following changes have been made effective from this academic year in NAAC criteria in charges.

1. Dr. N.S. Naik-Criterion #1
2. Mr. Yogesh Pawar-Criterion # 6





Internal Quality Assurance Cell (IQAC)

Other criteria in charges will remain the same. Following IQAC members should coordinate with different criteria in charges for all NAAC related works under various criteria

1. Criterion #1-Ms. A.D.Yawale
2. Criterion# 2-Mr. P. W. Ingle
3. Criterion # 3- Ms. B.B.Kotame
4. Criterion # 4-Ms. Latika Bawankar
5. Criterion#5-Mr. Shailesh Kulkarni
6. Criterion# 6-Dr. Vishal Chavan
7. Criterion# 7-Ms. D.P.Bhamare

2.AQAR Preparation:

All departments except the Electrical Engineering department have given the names of departmental representatives for preparation of AQAR for academic year 2021-22. Mr. R.N.Hajare, IQAC member from Electrical department was asked to get these names from his department immediately. The AQAR work should be started on urgent basis.

3.Review of various responsibilities assigned to different members in the previous year:

Review was taken in the meeting on various responsibilities assigned to different faculty in the previous year. Following activities could not be completed

- Organize minimum four Quality Enhancement Programs at the Institute level in an academic year in consultation with Coordinator, IQAC, Collect participants' feedback, conduct assessment and distribute certificates-Prof. D.P.Bhamare & Dr. S.R.Dandwate
- Prepare documentation of various Quality Enhancement Programs organized by IQAC at Institute level- Prof. D.G.Lokhande
- Prepare the questionnaire as per NAAC guidelines for Students Satisfaction Survey and get it approved from Chairperson, IQAC, conduct it, do the analysis and upload it on Institute website- Dr. S.P.Palekar
- Prepare the questionnaire for feedback from various stake holders like students, parents, alumni, employers etc. and get it approved from Chairperson, IQAC, conduct it, do the analysis and prepare ATR- Prof. B.B.Kotame

Concerned faculty were asked to look into these non-conformities and do the needful.





Internal Quality Assurance Cell (IQAC)

4. Mr. R.N.Hajare and Dr. N.S.Naik were asked to submit the Action Taken Report and Compliance report of Energy audit and Green audit of the previous year.

5. Criteria wise discussion on how to improve the overall score.

It was decided that all criteria in charges and IQAC members should make thorough study of the previous year AQAR and identify the weak areas. Criteria-wise discussion will be held during the fortnightly meeting. In the next meeting, Criteria # 1 & 2 will be discussed. For smooth conduct of this activity, it was decided to add the criteria in charges also in the IQAC group.

6. Members were told to take regular cognizance of messages posted in IQAC group as it will not be practical to send messages on individual basis.

The meeting ended with vote of thanks to the chair.

Dr Sebastian Geor
Dean, IQAC

