


KBTCOE
Affiliated to Savitribai Phule Pune University
& Approved by AICTE New Delhi

NASHIK DISTRICT MARATHA VIDYA PRASARAK SAMAJ'S
Karmaveer Adv. Baburao Ganpatrao Thakare
College of Engineering

Udoji Maratha Boarding Campus, Near Pumping Station Road,
Gangapur Road, Nashik-422013, Maharashtra - India
Phone: +91 253-2571439, 2314319, Fax: 0253-2317016
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Minutes of meeting for academic year 2018-19 of internal quality assurance cell (IQAC) held on 30/10/2018 at 02:00 PM in conference room of the college.

Members present

Members	Designation
Prof. N. B. Desale	I/C Principal
Mr. D. D. Kulkarni	Coordinator
Ms. S. J. Shinde	Registrar
Mr. C. P. Mogal Mr. V. E. Raundal	ERP Coordinator
Dr. V. C. Shewale	Dean, Academics
Dr. S. B. Sonawane	Dean, R & D
Mr. B. J. Pawar	Dean, Student Affairs
Mr. N. S. Ujgare	Dean, Industry-Institute Cell
Mr. V. B. Khatode	Local Committee Member
Dr. S. J. Kokate Ms. R. R. Shewale	NAAC Committee Members
Mr. Y. P. Patil	Member, Instrumentation
Ms. G. M. Shirsat	Member, Mechanical
Mr. B. S. Tarle	Member, Computer
Ms. T. S. Pawar	Member, I.T.
Mr. P. D. Aher	Member, Civil
Ms. S. M. Jagtap	Member, E & T.C.
Ms. J. V. Pagar	Member, Applied Science
Mr. L. C. Sontakke	Member, MBA

Agenda of meeting

1. To take review of earlier meeting.
2. To discuss plan of institution for academic year 2018-19.
3. To discuss internal quality assurance system.
4. Any other issue raises by IQAC member.

Mr. D. D. Kulkarni, IQAC Co-ordinator welcome respected principal Prof. N. B. Desale, all Deans, Mr. V. B. Khatode, local committee member and IQAC departmental co-ordinators. Mr. D. D. Kulkarni, IQAC co-ordinator brief about agenda of meeting. All the members discuss on various points in the agenda and following discussion were made.

Agenda 1: To take review of earlier meeting.

Mr. D.D.Kulkarni, IQAC coordinator presented the minutes of meetings of earlier meeting held on 7th April 2018. Principal and all the committee members approved the minutes of meetings of earlier meeting.

Agenda 2: To discuss plan of institution for academic year 2018-19.

IQAC co-ordinators and dean members prepared and submitted the action plan of institute for academic year 2018-19. The action plan is prepared according to the criteria's of the NAAC. All the members agreed on the action plan prepared and was approved.

Plans of institution for next year

1. To implement project-based learning (PBL)
2. To enhance E learning facilities
3. Inculcate research culture, encourage faculty for applying research proposal to BCUD, DST, AICTE, etc.
4. Deputing teaching faculty for higher education and impart training to the faculty in relevant technical expertise for strengthening their teaching skills'
5. Developing quality Manual / handbook for institute for staff and students
6. Sign MoU's with industries in the respective areas for sponsored projects, implant training, expert talk, industry visits, laboratory development, technology transfer, consultancy, curriculum design and development, etc.
7. Organize international conferences, workshops, STTP's on various themes, and depute faculty to attend various conferences, workshops, STTP's

Agenda 3: To discuss internal quality assurance system.

Principal Prof. N. B. Desale emphasis on implementation of project base learning. It was decided that 80% of final year project should be industry based. Mini project should be given to SE and TE students, so that the practical skill can be enhanced.

Agenda 4: Any other issue raises by IQAC member.

Dr. S. J. Kokate and the members brief about doing the project under DIC. For acquiring practical skill and improving quality, more industrial visit and expert lectures must be organised.

Mr. V. B. khatode guided all the members regarding the importance of group discussion and personal interview for the students. He is also emphasised an importance of technical skill of the teacher.

Library FTP server should be world wide web (www) so that student can operate it from any places. Mr. C. P. Mogal was assigned its duty for the same.

The meeting concluded with thanks to the chair.

Principal

Compliance of meeting 30/10/2018

Agenda 1: To take review of earlier meeting.

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:- Minutes of Meetings of earlier meeting held on 7th April 2018. Principal and all the committee members approved the minutes of meetings, which is uploaded on institute website

<http://kbtcoe.org/iqac-minutes-of-meeting/>

Agenda 2: To discuss plan of institution for academic year 2018-19.

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:-

- The staff members used E learning facilities like NPTEL video, smart classroom, plickers software.
- Deputing Three teaching faculty for higher education (PhD) at SVNIT, Surat
- Getting one research proposal from AICTE
- More than 100 staff member attending various conferences, workshops, STTP's.
- Handbook for Quality Assurance was developed as well as each laboratory developing quality manual

Agenda 3: To discuss internal quality assurance system.

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:-

- 80% project by final year Project was industry sponsored and 20% in-house for Computer Mechanical departments
- Mini project was given for student SE and TE students for computer and IT departments

Agenda 4: Any other issue raises by IQAC member.

Proposed by:- Dr. S. J. Kokate

Seconded by:- Prof. N. B. Desale

✓ Action taken:-

- students of IT and Instrumentation and control department doing the project under DIC
- Number of industrial visit :41 Number of expert lecture organized: 59 arranged by all departments

Proposed by:- Mr. V. B. khatode

Seconded by:- Prof. N. B. Desale

✓ Action taken:-

- For enhancing group discussion and personal interview skill training and placement department taking mock interview.
- Institute appointed full time faculty Ms. Zara Khan for improving soft skill of students.

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:-

- Library FTP server world wide web (www) IP is- [ftp:117.239.47.98](ftp://117.239.47.98)



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Minutes of meeting for academic year 2018-19 of Internal Quality Assurance Cell (IQAC) held on 16/02/2019 at 2:00 pm in the conference room of the college

Members Present

Prof N.B.Desale	Vice Principal
Mr.D.D.Kulkarni	Coordinator
Ms.S.J.Shinde	Registrar
Dr. V. C. Shewale	Dean, Academics
Dr. S. B. Sonawane	Dean, R & D
Mr. B. J. Pawar	Dean, Students Affair
Mr. N. S. Ujgare	Dean, Industry-Institute
Dr. S. J. Kokate	Member, NAAC
Ms. R. R. Shewale	Member, NAAC
Mr. B. S. Tarle	Member
Ms. S. M. Jagtap	Member
Ms. G. M. Shirsat	Member
Mr. P. D. Aher	Member
Mr. Y. P. Patil	Member
Ms. T.S. Pawar	Member
Ms. J.V. Pagar	Member
Mr. L.C. Sontakke	Member
Mr. C. P. Mogal	Member, ERP
Mr. V. E. Raundal	Member, ERP
Mr. M. H. Chaudhari	Member, ERP

The agenda for the meeting is:

1. To take review of earlier meeting
2. To conduct external Academic and Administrative Audit
3. Annual Quality Assurance Report 2018-19
4. Any other issues raised by IQAC members.

Mr. D.D.Kulkarni , IQAC, Coordinator welcomed respected Vice Principal, Prof N.B.Desale , and all IQAC members. Mr. D.D.Kulkarni , IQAC coordinator, briefed about the agenda of the meeting. All the members discussed on various points in the agenda and following decisions were made.

Agenda 1: To take review of earlier meeting

Mr. D.D.Kulkarni, IQAC coordinator presented the minutes of meetings of earlier meeting held on 30th November 2018. Vice Principal and all the committee members approved the minutes of meetings of earlier meeting.

Agenda 2: To discuss on internal Academic & Administrative Audit report

Internal academic and administrative audit of various departments was carried on 3rd, 4th and 5th of April 2019. The committee for carrying out the audit was finalized under the guidance of honorable principal Prof N.B.Desale which was as follows:

Sr. No.	Name of Staff members	Department
1	Dr. A.A. Kapase Ms. RR. Shewale	MBA
2	Mr. Y. P. Patil Mr. R.V. Devalkar	Information Technology
3	Ms.S.M.Jagtap Mr. S.P.Jadhav	Computer Engineering
4	Ms. S.A. Dhumane Ms.G .M. Shirsat	Applied Science
5	Ms. T.S. Pawar Ms. M.C. Aher	Instrumentation and Control Engineering

6	Mr. P.D. Aher Mr. L.C. Sontakke	Electronics and Telecommunication
7	Ms. J.V. Pagar Mr. V.A. Ahirrao	Mechanical Engineering
8	Mr. B.S. Tarle Ms. D.R. Gatne	Civil Engineering

Departments will submit the information regarding the audit in the format circulated and then the audit committee members will physically verify the information submitted. A detail report has to be submitted to the IQAC coordinator. Discrepancy if any, found in the information has to be complied before the external audit.

Agenda 3: Annual Quality Assurance Report

All the department IQAC coordinators have to collect the information related to annual quality assurance report before 30 th April 2019. The information has then to be compiled and final AQAR has to be prepared.

Agenda 4: Any other issues raised by IQAC members

Dr. S. J. Kokate, suggested that in order to improve the quality of teaching learning process, faculty members should register for online courses of NPTEL and SWAYAM. There is a need to organize either a workshop or conference on quality. Members were directed to search for availability of grants for organizing such workshop or conference.

The meeting concluded with thanks to the Chair.

Principal

Compliance of meeting 16/02/2019

Agenda 1: To take review of earlier meeting.

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:- Minutes of Meetings of earlier meeting held on 30th October 2018. Principal and all the committee members approved the minutes of meetings, which is uploaded on institute website <http://kbtcoe.org/iqac-minutes-of-meeting/>

Agenda 2: To discuss on internal Academic & Administrative Audit report

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:- Committees was formed for conducting internal Academic & Administrative Audit (AAA). The senior Staff members was assigned and audit was carried on 3,4,5th April 2019.

Agenda 3: Annual Quality Assurance Report

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:- All the departmental IQAC coordinators was collected the information related to annual quality assurance report and submitted to IQAC co-ordinator

Agenda 4: Any other issues raised by IQAC members

Proposed by:- Dr.S.J.Kokate

Seconded by:- Prof. N. B. Desale

✓ Action taken:-

- For improving the quality of teaching 33 staff members registered are successfully completed NPTEL courses.
- KBTECHFEST-2019 – A student technical festival was conducted under IQAC on 26 March 2019.



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Minutes of meeting for academic year 2018-19 of Internal Quality Assurance Cell (IQAC) held on 30/04/2019 at 2:00 pm in the conference room of the college.

Members Present

Prof N.B.Desale	Vice Principal
Mr.D.D.Kulkarni	Coordinator
Ms.S.J.Shinde	Registrar
Dr. V. C. Shewale	Dean, Academics
Dr. S. B. Sonawane	Dean, R & D
Mr. B. J. Pawar	Dean, Students Affair
Mr. N. S. Ujgare	Dean, Industry-Institute
Dr. S. J. Kokate	Member, NAAC
Ms. R. R. Shewale	Member, NAAC
Mr. B. S. Tarle	Member
Ms. S. M. Jagtap	Member
Ms. G. M. Shirsat	Member
Mr. P. D. Aher	Member
Mr. Y. P. Patil	Member
Ms. T.S. Pawar	Member
Ms. J.V. Pagar	Member
Mr. L.C. Sontakke	Member
Mr. C. P. Mogal	Member, ERP
Mr. V. E. Raundal	Member, ERP
Mr. M. H. Chaudhari	Member, ERP

The agenda for the meeting is:

1. To take review of earlier meeting.
2. To take review of Academic & Administrative Audit.
3. Annual Quality Assurance Report for the year 2018-19.
4. To discuss on students satisfaction survey (SSS).
5. Any other issues raised by IQAC members.

Mr. D. D. Kulkarni, IQAC, Coordinator welcomed respected Vice Principal, Prof N.B. Desale, and all IQAC members. Mr. D.D. Kulkarni, IQAC coordinator, briefed about the agenda of the meeting. All the members discussed on various points in the agenda and following decisions were made.

Agenda 1: To take review of earlier meeting

Mr. D.D.Kulkarni , IQAC coordinator presented the minutes of meetings of earlier meeting held on 16th February 2019. Vice Principal and all the committee members approved the minutes of meetings of earlier meeting.

Agenda 2: To discuss on internal Academic & Administrative Audit report

Internal academic and administrative audit of various departments was carried on 3rd, 4th and 5th of April 2019. The committee for carrying out the audit was finalized under the guidance of honorable Vice Principal, Prof N.B.Desale which was as follows:

Sr. No.	Name of Staff members	Department
1	Dr. A.A. Kapase Ms. RR. Shewale	MBA
2	Mr. Y. P. Patil Mr. R.V. Devalkar	Information Technology
3	Ms.S.M.Jagtap Mr. S.P.Jadhav	Computer Engineering
4	Ms. S.A. Dhumane Ms.G .M. Shirsat	Applied Science
5	Ms. T.S. Pawar Ms. M.C. Aher	Instrumentation and Control Engineering
6	Mr. P.D. Aher Mr. L.C. Sontakke	Electronics and Telecommunication

7	Ms. J.V. Pagar Mr. V.A. Ahirrao	Mechanical Engineering
8	Mr. B.S. Tarle Ms. D.R. Gatne	Civil Engineering

The members physically verified the information submitted by various departments and conducted the audit and submitted the report to IQAC coordinator. After compilation of internal audit, external academic and administrative audit was carried by various departments as per the guidelines received from the Principal. Both internal as well as external audit reports were kept in the meeting for discussions and approvals. After brief discussions the academic and administrative audit reports were approved by the members.

Agenda 3: Annual Quality Assurance Report

All the department IQAC coordinators have to collect the information related to annual quality assurance report before 30th June 2019. The information has then to be compiled and final AQAR has to be prepared.

Agenda 4: To discuss on students satisfaction survey (SSS)

After brief discussion, the final questionnaire for students satisfaction survey was finalized by the members and approved by Principal and IQAC coordinator. The survey will be conducted by the departmental IQAC members through ERP. After conducting analysis, the final report has to be submitted to IQAC coordinator.

Agenda 4: Any other issues raised by IQAC members

Vice Principal, Prof N.B.Desale elaborated the importance of quality in the development of the institute. He iterated that IQAC is important from the point of view of NBA/NAAC. He also stated that we should develop the institute in such a way that it should be a role model for other institutes.

The meeting concluded with thanks to the Chair.

Principal

Compliance of meeting 30/04/2019

Agenda 1: To take review of earlier meeting.

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:- Minutes of Meetings of earlier meeting held on 16th February 2019. Principal and all the committee members approved the minutes of meetings, which is uploaded on institute website <http://kbtcoe.org/iqac-minutes-of-meeting/>

Agenda 2: To discuss on internal Academic & Administrative Audit report

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:- Internal and External academic and administrative audit (AAA) was carried out and audit report was submitted to IQAC coordinator.

Agenda 3: Annual Quality Assurance Report

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:- All the departmental IQAC coordinators was collected the information related to annual quality assurance report and submitted to IQAC co-ordinator.

Agenda 4: To discuss on students satisfaction survey (SSS)

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:- Student Satisfaction Survey (SSS) Final questionnaires was prepared and was verified from dean academic and dean R&D. The survey was conducted online through ERP



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AISHE Code - C-41622

Minutes of meeting for academic year 2018-19 of Internal Quality Assurance Cell (IQAC) held on 29/06/2019 at 2:00 pm in the conference room of the college

Members Present

Prof N.B.Desale	Vice Principal
Mr.D.D.Kulkarni	Coordinator
Ms.S.J.Shinde	Registrar
Dr. V. C. Shewale	Dean, Academics
Dr. S. B. Sonawane	Dean, R & D
Ms. R. R. Shewale	Member, NAAC
Mr. B. S. Tarle	Member
Ms. S. M. Jagtap	Member
Ms. G. M. Shirsat	Member
Mr. P. D. Aher	Member
Mr. Y. P. Patil	Member
Ms. T.S. Pawar	Member
Ms. J.V. Pagar	Member
Mr. L.C. Sontakke	Member
Mr. V. E. Raundal	Member, ERP
Mr. M. H. Chaudhari	Member, ERP

The agenda for the meeting is:

1. To take review of earlier meeting.
2. Analysis of feedback from various stakeholders.
3. Review of Annual Quality Assurance Report.
4. Any other issues raised by IQAC members.

Mr. D.D.Kulkarni , IQAC, Coordinator welcomed respected Vice Principal, Prof N.B.Desale , and all IQAC members. Mr. D.D.Kulkarni , IQAC coordinator, briefed about the agenda of the meeting. All the members discussed on various points in the agenda and following decisions were made.

Agenda 1: To take review of earlier meeting

Mr. D.D.Kulkarni, IQAC coordinator presented the minutes of meetings of earlier meeting held on 30th April 2019. Principal and all the committee members approved the minutes of meetings of earlier meeting.

Agenda 2: Analysis of feedback from various stakeholders.

Feedback from various stakeholders such as Students, Parents, Industry persons and Alumni were collected and analysis was done by the coordinators of various departments. Vice Principal Prof N.B.Desale suggested that the feedback system should be closed loop , so that the suggestion from various stakeholders can incorporate in order to improve the system and enhance the quality. Also it was suggested by Vice Principal that number of feedback from Industry person should be increased. Respective coordinator were told to prepare a Action Taken Report on the feedback and submit it to IQAC coordinator

Agenda 3: Review of Annual Quality Assurance Report.

Vice Principal Prof N.B.Desale and IQAC coordinators Mr. D.D.Kulkarni guided the members regarding the preparation of final AQAR for the academic year 2018-19. It was decided that the information must be submitted to IQAC coordinator before 15th July 2019 , so that the report can be prepared.

Agenda 4: Any other issues raised by IQAC members

IQAC coordinators Mr. D.D.Kulkarni, elaborated the importance of quality in the development of the institute for that every staff should do the NPTEL certificate courses per semester. He iterated that IQAC is important from the point of view of NBA/NAAC.

The meeting concluded with thanks to the Chair.

Principal

Compliance of meeting 29/06/2019

Agenda 1: To take review of earlier meeting.

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:- Minutes of Meetings of earlier meeting held on 30th April 2019. Principal and all the committee members approved the minutes of meetings, which is uploaded on institute website <http://kbtcoe.org/iqac-minutes-of-meeting/>

Agenda 2: Analysis of feedback from various stakeholders.

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:- Revised feedback questionnaires for conducting feedback from various stakeholders was prepared by IQAC coordinator and finalized by Principal. It was decided that from next academic year the feedback will be conducted online. All stockholders link was uploaded on institute website link as follows

Alumni feedback Link

https://docs.google.com/forms/d/1AFARamfEi41MjHclCX4epSSBUcrxCZ6K00Yqg5jEfc/viewform?edit_requested=true

Parents feedback link

https://docs.google.com/forms/d/17Shm2rPqG5iBMipy67E2hJw2LgC9kvkYEjEfw64dYc/viewform?edit_requested=true

Industry Person Link

https://docs.google.com/forms/d/1xkm2AcPYNdDptMDhMxlZJMY1wg7vaM_kdWi68T2j-ig/viewform?edit_requested=true

Agenda 3: Review of Annual Quality Assurance Report.

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:- All the departmental IQAC coordinators was collected the information related to annual quality assurance report and submitted to IQAC co-ordinator.

Agenda 4: Any other issues raised by IQAC members

Proposed by:- Mr. D. D. Kulkarni

Seconded by:- Prof. N. B. Desale

✓ Action taken:-All teaching staff members and students will be registrar for NPTEL and SWAYAM online certificate course.