

**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 7<sup>th</sup> 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



### 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 30<sup>th</sup> 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 3,4,5<sup>th</sup> 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.



### 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 16<sup>th</sup> 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



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

[edit\\_requested=true](https://docs.google.com/forms/d/1AFARamfEi41MjHclCX4epSSBUcrxCZ6K00Yqg5jEfc/viewform?edit_requested=true)

#### Parents feedback link

<https://docs.google.com/forms/d/17Shm2rPqG5iBMipy67E2hJw2LgC9kvkYEjEfw64dYc/vi>

[ewform?edit\\_requested=true](https://docs.google.com/forms/d/17Shm2rPqG5iBMipy67E2hJw2LgC9kvkYEjEfw64dYc/vi)

#### Industry Person Link

[https://docs.google.com/forms/d/1xkm2AcPYNdDptMDhMxlZJMY1wg7vaM\\_kdWi68T2jlg/](https://docs.google.com/forms/d/1xkm2AcPYNdDptMDhMxlZJMY1wg7vaM_kdWi68T2jlg/)

[viewform?edit\\_requested=true](https://docs.google.com/forms/d/1xkm2AcPYNdDptMDhMxlZJMY1wg7vaM_kdWi68T2jlg/)

### 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 coordinator.

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.

