

Compliance of meeting conducted on 10/03/2018

Agenda 1: To conduct academic and administrative audit

Proposed by:- Mr. M. S. Patil

Seconded by:- Dr. K. S. Holkar

Action taken:- Internal academic and administrative audit of various departments was carried on 3rd , 4th and 5th of April 2018. The members physically verified the information submitted by various departments and conducted the audit and submitted the report to IQAC coordinator.

Agenda 2: Annual Quality Assurance Report (AQR)

Proposed by:- Mr. M. S. Patil

Seconded by:- Dr. K. S. Holkar

Action taken:- . IQAC coordinators at departmental level are collecting data which is required as per the guidelines from the NAAC. Once the data is collected in the formats required it will be compiled.

Agenda 3: To improve research, consultancy and training activities

Proposed by:- Mr. M. S. Patil

Seconded by:- Dr. K. S. Holkar

Action taken:- Dean R & D, Dr. S.B. Sonawane, gave the information related to ongoing projects. Right now, 01 major and 05 minor projects are going on. To improve the research activities 24 proposals are submitted to BCUD, University of Pune, involving 33 staff members.

Agenda 4: Any other issue raises by IQAC member'

Proposed by:- Dr. S. J. Kokate

Seconded by:- Dr. K. S. Holkar

Action taken:- Dean R & D, Dr. S.B. Sonawane, conducted a lecture on "how to write a technical paper" and "How a technical paper should be"



Compliance of meeting conducted on 07/04/2018

Agenda 1: To take review of earlier meeting.

Proposed by:- Mr. M. S. Patil

Seconded by:- Dr. K. S. Holkar

Action taken:- Minutes of Meetings of earlier meeting held on 10<sup>th</sup> March 2018. Principal and all the committee members approved the minutes of meetings, which is uploaded on institute website <https://kbtcoe.org/internal-quality-assurance-cell-iqac/iqac-minutes-of-meeting/>

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

Proposed by:- Mr. M. S. Patil

Seconded by:- Dr. K. S. Holkar

Action taken:- :- Committees was formed for conducting internal Academic & Administrative Audit (AAA). Internal academic and administrative audit of various departments was carried on 3rd , 4th and 5th of April 2018. All the members discussed on the audit reports of various departments and decided that the compliance has to be done before external audit.

Agenda 3: To conduct external Academic and Administrative Audit

Proposed by:- Mr. M. S. Patil

Seconded by:- Dr. K. S. Holkar

Action taken:- As per the guidelines given by Principal Dr. K. S. Holkar, external academic and administrative audit was conducted by various departments at the end of April. The report were prepared and submitted to Principal sir.

Agenda 4: Annual Quality Assurance Report

Proposed by:- Mr. M. S. Patil

Seconded by:- Dr. K. S. Holkar

Action taken:- All the department IQAC coordinators collected the information related to annual quality assurance report and the report is prepared.

