



SRES/ESTT/2023/1315

September 26, 2023

Office Order

In view of the Academic and Administrative Audit (AAA) for the Academic Year 2022-23, Meeting is scheduled on 27.09.2023. All Department Head and Department NBA Coordinator are informed to attend the meeting on the same date.

Venue : Mechanical Conference Hall (Room No:112)

Time : 03.00 PM – 4.00 PM

Agenda:

1. Review of AAA - Audit Format (Academic Audit Check List 1 & 2)
2. Review of Course file Index (Theory / Practical)
3. Other Matters

  
Director  
Dr.A.G.Thakur

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Sanjivani Rural Educational Society's  
**SANJIVANI COLLEGE OF ENGINEERING**

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited 'A' Grade by NAAC & Affiliated to SPPU University)

Kopergaon - 423 603, Maharashtra.



**Academic Year 2023-2024 (Odd Semester)**

S.No	Name of Board Members	Role	Signature
1.	Dr.A.G.Thakur	Chairman & Director	---
2.	Dr G Vijayakumar	IQAC Coordinator	
3.	Dr Devyani P. Bhamare	IQAC Co-Coordinator	
4.	Dr. M A Jawale (Prof. & Head IT)	Teachers Representative	Absent
5.	Dr. D B Kshirsagar (Prof. & Head CE)	Teachers Representative	 PRESENT
6.	Dr. B S Agarkar (Prof. & Head ECE)	Teachers Representative	
7.	Dr. C.L.Jeurkar (Prof. & Head Civil)	Teachers Representative	
8.	Dr. P.M.Patare (Prof. & Head ME)	Teachers Representative	
9.	Dr. D B Pardeshi (Prof. & Head EE)	Teachers Representative	
10.	Dr. V.R. <del>Malkar</del> <sup>GHODAKE</sup> (Prof. & Head MBA)	Teachers Representative	Absent
11.	Dr. B R Shinde (Prof. & Head ES)	Teachers Representative	Absent
12.	Dr. A S Sayyad (Prof. & Head SE)	Teachers Representative	Absent
13.	Dr. R A Kavgate (Prof. & Head Mectrx)	Teachers Representative	Absent
14.	Dr. Sebastian George	Dept. NBA Coordinator	
15.	Dr. S.R. Dandwate	Dept. NBA Coordinator	
16.	Dr. N.S. Naik (Structural)	Dept. NBA Coordinator	
17.	Dr. L.S. Dhamande (Mech)	Dept. NBA Coordinator	
18.	Dr. S.V. Patankar (Civl)	Dept. NBA Coordinator	
19.	Dr G Vijayakumar	Dept. NBA Coordinator	
20.	Prof. A.A. Barbind	Dept. NBA Coordinator	
21.	_____	Dept. NBA Coordinator	_____
22.	_____	Dept. NBA Coordinator	_____
23.	S.A. Shivanaray (Comp)	Dept. NBA Coordinator	
24.	Mr. M. A. Sayyad	ECE	



## INTERNAL QUALITY ASSURANCE CELL

Academic Year 2023-2024 (Odd Semester)

Date : 29.09.2023

### Minutes of Meeting

Ref.No : SRES/ESTT/2023/1315 Dated 26.09.2023

#### Minutes of the meeting

The IQAC meeting was held on 26.09.2023 at mechanical conference hall (Offline) to discuss about AAA format and checklist for the Academic Year 2022-23 Audit. The following members were present

S.No	Name of Board Members	Role
1.	Dr. D B Kshirsagar (Prof. & Head CE)	I/C Chairman & Director
2.	Dr G Vijayakumar	IQAC Coordinator
3.	Dr Devyani P. Bhamare	IQAC Co-Coordinator
4.	Dr. D B Kshirsagar (Prof. & Head CE)	Teachers Representative
5.	Dr. B S Agarkar (Prof. & Head ECE)	Teachers Representative
6.	Dr. C.L.Jejurkar (Prof. & Head Civil)	Teachers Representative
7.	Dr. P.M.Patare (Prof. & Head ME)	Teachers Representative
8.	Dr. D B Pardeshi (Prof. & Head EE)	Teachers Representative
9.	Mr A A Barbind (IT)	Dept. NBA Coordinator
10.	Mr S A Shivarkar (CE)	Dept. NBA Coordinator
11.	Mr M A Sayyad (ECE) Dr Sebastian George	Dept. NBA Coordinator
12.	Dr S V Patankar (Civil)	Dept. NBA Coordinator
13.	Dr L S Dhamande	Dept. NBA Coordinator
14.	Dr G Vijayakumar	Dept. NBA Coordinator
15.	Dr S R Dandwate (ES)	Dept. NBA Coordinator
16.	Dr N S Naik (Structural)	Dept. NBA Coordinator

#### Agenda:

1. Review of AAA - Audit Format (Academic Audit Check List 1 & 2)
2. Review of Course file Index (Theory / Practical)
3. Other Matters



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**Minutes of the Meeting**

The presentation started with a welcome address, and the following points were discussed Briefed by IQAC Dean Dr G Vijayakumar for the quality enhancement of Academic Audit

Points discussed	Suggestion given by members	Remarks
<b>1. Review of AAA - Audit Format (Academic Audit Check List 1 &amp; 2)</b>		
<ul style="list-style-type: none"> <li>• The Activities are to be graded on the following scale</li> </ul>	Dr D B Pardeshi, suggested to include the percentage of file completion like 100%, 75%, 50%, 25% and then assign the grade for their respective activity	Suggestion : Yes its possible but huge complexity to find the percentage of file in documentation
<ul style="list-style-type: none"> <li>• Department Newsletter and Magazine</li> </ul>	Dr. D B Kshirsagar, suggested to remove the magazine	Suggestion : Yes its possible, in the revised list it will removed
<ul style="list-style-type: none"> <li>• Record of MOUs signed</li> <li>• Record of Center Of Excellence</li> </ul>	Dr. D B Kshirsagar, suggested to combine these two files as one only	Suggestion : Yes its possible, in the revised list it will combined.
<ul style="list-style-type: none"> <li>• Books and Chapters</li> <li>• Record of Consultancy and Patents</li> </ul>	Dr. C.L.Jejurkar, suggested to combine these two files as one only	Suggestion : Yes its possible, in the revised list it will combined.
<ul style="list-style-type: none"> <li>• Innovation by the faculty in Teaching and Learning</li> </ul>	Dr. C.L.Jejurkar, suggested to include, what kind of documents to be expected during the audit	Suggestion : Yes its possible, in the revised list it will included.
<ul style="list-style-type: none"> <li>• Department Class Committee Meeting</li> </ul>	All Hods are suggested to remove this file, because we are not having this practice	Suggestion : Yes its possible, in the revised list it will removed
<ul style="list-style-type: none"> <li>• Student admission and scholarship</li> <li>• List of Labora tories and Equipment's and List of Equipment's costing more than 2 Lakhs</li> <li>• Department Library</li> <li>• Professional Society Chapter and Association Activities</li> <li>• Extension and Outreach Activities</li> </ul>	All Heads are suggested to keep these file under the department records category	Suggestion : Yes its possible, in the revised list it will rearranged .
<ul style="list-style-type: none"> <li>• Online Certification Courses (NPTEL, Coursera, Udemy, etc.,)</li> </ul> (Please verify Certificate for Student and Faculty)	Dr. D B Kshirsagar, suggested to separate this file as two into the student and faculty achievements	Suggestion : Yes its possible, in the revised list it will rearranged .




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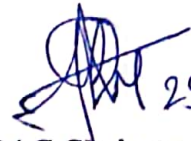
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2. Review of Course file Index (Theory / Practical)		
Points discussed	Suggestion given by PADCO members	Remarks and responsibility
• Theory checklist consist of 18 documentation (Attendance Record/Route Book/Log Book)	Dr. C.L.Jejurkar, suggested to remove Route Book and Log Book notation ..	Suggestion : Yes its possible, in the revised list it will removed
• Laboratory checklist consist of 13 documentation (List of Equipment/Machines/Computers and lab layouts	Dr. P.M.Patare, suggested to remove lab layout because inside the laboratory it was available	Suggestion : Yes its possible, in the revised list it will removed
3. Any other matters		
Auditors Regarding -		
• IQAC Dean suggested and requested to HoD and NBA coordinator, For the effective auditing HoD also one of the member for academic audit		
• All HoD are accepted and said we will support for the academic audit		

  
IQAC Associate Dean

  
IQAC Dean

  
29/9/23  
IQAC Chairman & Director



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**COURSE FILE - CHECK LIST**

Academic Year

DEPT

Course Code & Course Name : EED102 Power Electronics

Name of the Faculty : Dr. V. V. Lakshmi

Year/Sem/Div : 1st/2nd/1st

Permitted  
*[Signature]*  
 29/9/23

S. No.	Content	Available (Yes/No)
1.	Institute & Department Vision and Mission statement PEOs/POs/PSOs	
2.	Syllabus Copy (Include CO vs PO/PSO Mapping with Justification)	
3.	Academic Calendar / Subject Timetable	
4.	Teaching Plan	
5.	COs Attainment tools, CIA Assessment Plan, Attainment Level, Rubrics	
6.	Minutes of the Course Committee Meeting (2 Meetings/Semester)	
7.	Course Material (Lecture Handouts) Useful Websites / E-Content Details / Innovative teaching-learning	
8.	Practice Question Bank	
9.	CIA 1, CIA2 & CIA3 / InSem Exam - Question Paper & Sample booklets (Each 3 Nos)	
10.	CIA Activity related list of topics (Sample Documents 3 Nos)	
11.	CIA / IN-Sem Result Analysis	
12.	Remedial classes / Corrective actions	
13.	Previous End Semester Examination Question Papers	
14.	End Semester Results and Analysis	
15.	CO-PO Attainment calculations (Suggestions for Improvement in next Semester (if needed))	
16.	Course Exit Survey	
17.	Any other Content (NPTEL, GATE, MCQ, etc.)	
18.	Attendance Record	
Faculty Signature :		
Verified by HoD :	Date of Verification :	



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SRES/ESTT/2023/1316

September 26, 2023

Office Order

In view of the NAAC 2<sup>nd</sup> Cycle File Preparation and Audit, meeting is scheduled on 29.09.2023.  
All Head and NAAC Part A and Part B in-charges are informed to attend the meeting on the same date.

Venue : Director Office

Time : 05.00 PM – 5.30 PM

Agenda:

1. IQAC Composition Members / Criteria wise NAAC members
2. Status - AQAR & SSR Preparation

  
Director  
Dr.A.G.Thakur

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IQAC

Dean Academics

Corporate office



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Date: 29/9/2023

**Academic Year 2023-2024 (Odd Semester)**

S.No	Name of Board Members	Role	Signature
1.	Dr.A.G.Thakur	Chairman & Director	PRESENT
2.	Dr G Vijayakumar	IQAC Coordinator	
3.	Dr Devyani P. Bhamare	IQAC Co-Coordinator	
4.	Dr. M A Jawale (Prof. & Head IT)	Teachers Representative	Absent
5.	Dr. D B Kshirsagar (Prof. & Head CE)	Teachers Representative	
6.	Dr. B S Agarkar (Prof. & Head ECE)	Teachers Representative	
7.	Dr. C.L.Jejurkar (Prof. & Head Civil)	Teachers Representative	29/9/23
8.	Dr. P.M.Patare (Prof. & Head ME)	Teachers Representative	
9.	Dr. D B Pardeshi (Prof. & Head EE)	Teachers Representative	29/9/23
10.	Dr. B. Ghodake (Prof. & Head MBA)	Teachers Representative	
11.	Dr. B R Shinde (Prof. & Head ES)	Teachers Representative	Absent
12.	Dr. A S Sayyad (Prof. & Head SE)	Teachers Representative	Absent
13.	Dr. R A Kapgate (Prof. & Head Mectrx)	Teachers Representative	Absent
14.	_____	NAAC Coordinator	_____
15.	Dr. S. R. Kooake	Part A Coordinator	
16.	_____	Part A Coordinator	_____
17.	_____	Part B Criteria 1 incharge	Absent
18.	K. C. Bhosale (Mechanical)	Part B Criteria 2 incharge	
19.	_____	Part B Criteria 3 incharge	Absent (informed)
20.	Dr. S R. Dandwate	Part B Criteria 4 incharge	
21.	Prof. D. G. Lokhande	Part B Criteria 5 incharge	
22.	Y. A. Pawar.	Part B Criteria 6 incharge	
23.	_____	Part B Criteria 7 incharge	Absent
24.	_____	_____	_____





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**INTERNAL QUALITY ASSURANCE CELL**

Academic Year 2023-2024 (Odd Semester)

Date : 03.10.2023

**Minutes Of Meeting**

Ref.No : SRES/ESTT/2023/1316 Dated 29.09.2023

The IQAC meeting was held on 29.09.2023 at Directors Office (Offline) to discuss about NAAC 2<sup>nd</sup> Cycle File Preparation and Audit. The following members were present

S.No	Name of Board Members	Role
1.	Dr.A.G.Thakur	Chairman & Director
2.	Dr G Vijayakumar	IQAC Coordinator
3.	Dr Devyani P. Bhamare	IQAC Co-Coordinator
4.	Dr. D B Kshirsagar (Prof. & Head CE)	Teachers Representative
5.	Dr. B S Agarkar (Prof. & Head ECE)	Teachers Representative
6.	Dr. D B Pardeshi (Prof. & Head EE)	Teachers Representative
7.	Dr. C.L.Jeurkar (Prof. & Head Civil)	Teachers Representative
8.	Dr. P.M.Patare (Prof. & Head ME)	Teachers Representative
9.	Dr. P S Ghodake (Prof. & Head MBA)	Teachers Representative
10.	Dr S R Korake (Civil)	Part A Coordinator
11.	K C Bhosale (Mech)	Part B Criteria 2 incharge
12.	Dr S R Dandwate (Engg Science)	Part B Criteria 4 incharge
13.	Mr D G Lokhande (ECE)	Part B Criteria 5 incharge
14.	Mr Y A Pawar	Part B Criteria 6 incharge

**Agenda:**

1. IQAC Composition Members / Criteria wise NAAC members
2. Status - AQAR & SSR Preparation





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The meeting is started with a welcome address, and the following points were discussed Briefed by Dr G Vijayakumar, IQAC Dean

Points discussed	Suggestion given by members	Remarks
<b>1. Finalization of Criteria In-charge and Departmental members</b>		
<ul style="list-style-type: none"><li>• AQAR Yearly submission - 84 Faculty members were involved for data collection</li></ul>	Dr G Vijayakumar, suggested & requested to members, whether we can able to collect the required data from the Institutional wise coordinator or Deans Members are accepted and requested to allocate Single Point of Contact (SPOC) for each criteria	Suggestion: Discussion is needed with the Director for finalizing SPOC
<ul style="list-style-type: none"><li>• Criteria 1, 2 &amp; 3</li></ul>	A G Thakur informed that the Criteria 1, 2 and 3 is comes under the responsibility of Academic Dean and R&D Dean	Suggestion: Discussion is needed with the Director for finalizing Institutional wise coordinator or Deans
<b>2. Status - AQAR &amp; SSR Preparation</b>		
<ul style="list-style-type: none"><li>• AQAR &amp; SSR Preparation</li></ul>	Dr. D B Kshirsagar, suggested first we will finalize the NAAC SPOC and team members Then we will discuss about the second agenda later	Suggestion: Yes, Its possible after the finalizing SPOC

The meeting was ended with vote of thanks.

  
Dr. Devyani Jadhav

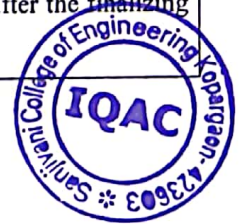
Associate Dean, IQAC

  
Dr. Vijayakumar, G

IQAC Dean

  
Dr. A. G. Thakur

IQAC Chairman & Director





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SRES/ESTT/2023/1488

OCTOBER 17, 2023

Office Order

In view of the NAAC 2<sup>nd</sup> Cycle, File Preparation and Audit, meeting is scheduled on 19.10.2023. All SPOC(Single Point Of Contact) and Mentioned responsibility / in-charges are informed to attend the meeting on the same date.

Venue : Director Office

Time : 05.00 PM – 5.30 PM

Agenda:

1. NAAC Criteria wise SPOC / Responsibility

Director  
Dr.A.G.Thakur

Copy to All Hod's IQAC Dean Academics SPOC/Resp. Corporate office





Sanjivani Rural Educational Society's  
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DATE: 19.10.2023

Criteria	Key Indicators (KIs)	Single Point Of Contact (SPOC)	Responsibility	Signature
1. Curricular Aspects	1.1 Curriculum Design and Development	Dean Academics	Dean Academics	
	1.2 Academic Flexibility		Dean Academics	
	1.3 Curriculum Enrichment		Dean Academics	
	1.4 Feedback System		Dean Academics	
2. Teaching- Learning and Evaluation	2.1 Student Enrolment and Profile	Dean Academics	Dean Academics	PRESENT
	2.2 Catering to Student Diversity		Dean Academics	
	2.3 Teaching-Learning Process		Dean Academics	
	2.4 Teacher Profile and Quality		Dean Academics	
	2.5 Evaluation Process and Reforms		Dean COE	
	2.6 Student Performance and Learning Outcomes		Dean Academics Dean COE	
	2.7 Student Satisfaction Survey		Dean Academics	
3. Research, Innovations and Extension	3.1 Promotion of Research and Facilities	Dean R&D	Dean R&D	Present
	3.2 Resource Mobilization for Research		Dean R&D	
	3.3 Innovation Ecosystem		Dean R&D	
	3.4 Research Publications and Awards		Dean R&D	
	3.5 Consultancy		Dean R&D	
	3.6 Extension Activities		Mr. N. S. Surner, AP/Mech	
	3.7 Collaboration		Dean R&D, Dean IIC, Dean IR (AB)	
4. Infrastructure and Learning Resources	4.1 Physical Facilities	Mr Gaikwad Ashish R AP / Civil	Gaikwad Ashish R AP / Civil	
	4.2 Library as a Learning Resource		Mr S D Kumbhar Librarian	
	4.3 IT Infrastructure		Mr. A A Barbind AP / IT	
	4.4 Maintenance of Campus Infrastructure		Gaikwad Ashish R AP / Civil	
5. Student Support and Progression	5.1 Student Support	Dean Student Development	Mr S M Chinne Student section	ABSENT PRESENT (CRED) ABSENT  ABSENT
	5.2 Student Progression		Dean T&P Tejas Bele, AP / Mech	
	5.3 Student Participation and Activities		Dean student development	
	5.4 Alumni Engagement		Dean Alumni	
6. Governance, Leadership and Management	6.1 Institutional Vision and Leadership	Registrar	Registrar	ABSENT
	6.2 Strategy Development and Deployment		Registrar	
	6.3 Faculty Empowerment Strategies		Registrar	
	6.4 Financial Management & Resource Mobilization		Registrar	
	6.5 Internal Quality Assurance System		Registrar	
7. Institutional Values and Best Practices	7.1 Institutional Values and Social responsibilities	Mr. R N Kankrale AP/IT	Mrs. S. M. Gujrathi AP/Mech (AB)	
	7.2 Best Practices		Dr. B.M.Shinde AP/ Structure (AB)	
	7.3 Institutional Distinctiveness		Mr P V Thokal AP/EE (AB) Dr N S Naik ASP/Structure (AB)	

Dean → IQAC - Mr Vijaykumar



## INTERNAL QUALITY ASSURANCE CELL

Academic Year 2023-2024 (Odd Semester)

Date : 20.10.2023

### Minutes Of Meeting

Ref.No : SRES/ESTT/2023/1488 Dated 19.10.2023

The IQAC meeting was held on 19.10.2023 at Directors Office (Offline) to discuss about NAAC Single Point Of Contact (SPOC) regarding. The following members were present

S.No	Name of Board Members	Role
1.	Dr.A.G.Thakur	Chairman & Director
2.	Dr G Vijayakumar	IQAC Coordinator
3.	Dean Academics	Administrative Officer
4.	Dean COE	Administrative Officer
5.	Dean R&D	Administrative Officer
6.	Dean T&P (Representative Attended the meeting)	Administrative Officer
7.	Dean IIC	Administrative Officer
8.	Dean Student Development	Administrative Officer
9.	Mr. A A Barbind AP / IT	System Department IT Infrastructure
10.	Mr. R N Kankrale AP/IT	NAAC CR 7 SPOC
11.	Gaikwad Ashish R AP / Civil	Institute Infrastructure Representative Physical Facilities Maintenance of Campus Infrastructure

Agenda:

1. NAAC Criteria wise SPOC / Responsibility / File In-charges





Sanjivani Rural Educational Society's  
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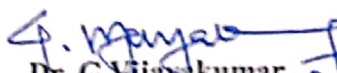
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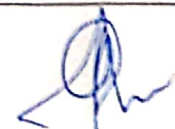
The meeting is started with a welcome address, and the following points were discussed briefed by Dr G Vijayakumar, IQAC Dean

Points discussed	Suggestion given by members	Remarks
<b>1. NAAC Criteria wise SPOC / Responsibility</b>		
• Confirmation of SPOC members	Dr G Vijayakumar discussed about the AQAR Yearly submission, previously 84 Faculty members involved for data collection.  Director suggested that considering today scenario of the management perspective and strategic goal, we will planned to give the responsibility to the centralized institutional coordinators for NAAC next cycle of accreditation.  Dean COE suggested to reduce the members and avoid the repetition of work extracted from different faculty members.	Suggestion: Yes, its possible, We are planned to restructuring the IQAC team members.
	Director suggested that all Hods & Deans are requested to set Target for the next five years based on the NAAC, NBA & NIRF key performance indicators.	Suggestion: Yes, its completed.
	Academic Dean suggested that include the Student Satisfaction Survey documents under the IQAC .	Suggestion: Yes, its possible in the revised list it will be modified.
	Mr R N Kankarale suggested to retain the same team members for the smooth collection of Criteria 7 details.	Suggestion: Yes, its possible, but considering the Intuition-wise responsibility allocated by the management, and according to discussion with existing Criteria in-charges.  We planned to change CR 1,2,3,4,5 SPOC / File in-charges and CR 6 & 7 SPOC remain same, but File in-charges are different we will consider your suggestion.
<b>2. Others</b>		
• Collection of previous year AQAR documents	All new SPOC members are requested to arrange one more meeting with the existing criteria in-charges for submission of previous years AQAR data promptly and ask him/her to extend their cooperation in future also.	Suggestion: Yes, its possible, we will arrange in the next week.

The meeting was ended with vote of thanks.

  
 Dr. G Vijayakumar 20/10/23  
 IQAC Dean



  
 Dr. A. G. Thakur  
 IQAC Chairman & Director



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SRES/ESTT/2023/1620

November 01, 2023

NOTICE

In view of the Academic Audit (AA) for the Academic Year 2022-23, Opening meeting is scheduled on 02.11.2023. All Head of the Department, Department NBA Coordinators, Department IQAC Members are informed to attend the meeting on the same date.

Venue : Mechanical Conference Hall (Room No:112)

Time : 10.00 AM – 10.15 AM

Agenda:

1. Opening meeting
2. Any Other Matters

  
Director  
Dr.A.G.Thakur

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SRES/ESTT/2023/

November 01, 2023

# Academic year 2022-23 Academic Audit - Opening Meeting.

Date: 02.11.23

## Members were present

Sr. No.	Department	Name of the Members	Role (HOD/NBA Coordinator/IQAC Member)	Signature
1	Comp	Dr. D.B. Kshirsagar	HOD	
2	ECE	Dr. Sebastien George	HOD	
3	Structural	Dr. N.S. Naik	NBA Co-ordinator	
4	Structural	Apurva Yawale	IQAC Member	
5	Science	Dr. L.C. Bawankar	IQAC Member	
6	Science	Dr. V.D. Patil	NBA / IQAC mem on behalf of SRD	
7	STRUCT.	Dr. Sayyad	HOD Structural	
8	Mech	L.S.Dhamande	NBA Co-ordinator	
9	Electrical	Dr. Dipeesh B. Poddeshi	HOD, DEE	
10	Comp	Dr. A.B. Patkar	Dean Academics	
11	MBA	Dr. S.P. Ghodake	HOD, MBA	
12	Civil	Dr. C.L. Tejankar	HOD - Civil	
13	Comp	S. A. Shirankar	NBA coordinator	
14	ECE	Shailesh S Kulkarni	IQAC Member	
15	METX	Sidhant S. Kulkarni	IQAC member NBA coordinator	
16	Mech	P.W. Ingle	IQAC member	
17	MBA	Dr. V.D. Chavan	IQAC Member	
18	MBA	Dr. K. Bharath	NBA-co-ordinator	
19	Civil	Dr. S.V. Patankar	NBA-Coordinator	
20	IT	Dr. M.A. Javade	HOD IT	
21	IT	Dr. Denyani Jadhav	IQAC mem	







## INTERNAL QUALITY ASSURANCE CELL

Academic Year 2023-2024 (Odd Semester) Date : 10.11.2023

### Minutes Of Meeting

Ref.No : SRES/ESTT/2023/1620 Meeting dated 02.11.2023 & 10.11.2023

The IQAC meeting was held on 02.11.2023 at Mechanical conference hall (Offline) to discuss about Audit regarding. And closing meeting was conducted on 10.11.2023 at Electrical machines lab E103 to discuss about Audit observation and suggestion regarding.. The following members were present

S.No	Name of Board Members	Role
1.	Dr.A.G.Thakur	Chairman & Director
2.	Shri Vijay Naidu	Management Representative
3.	Dr G Vijayakumar	IQAC Coordinator
4.	Dr Devyani P. Bhamare	IQAC Co-Coordinator
5.	Dr. D B Kshirsagar (Prof. & Head CE)	Teachers Representative
6.	Dr. B S Agarkar (Prof. & Head ECE)	Teachers Representative
7.	Dr. M A Jawale (Prof. & Head IT)	Teachers Representative
8.	Dr. R A Kapgate (Prof. & Head Mectrx)	Teachers Representative
9.	Dr. A S Sayyad (Prof. & Head SE)	Teachers Representative
10.	Dr. D B Pardeshi (Prof. & Head EE)	Teachers Representative
11.	Dr. C.L.Jejurkar (Prof. & Head Civil)	Teachers Representative
12.	Dr. P.M.Patare (Prof. & Head ME)	Teachers Representative
13.	Dr. S P Ghodake (Prof. & Head MBA)	Teachers Representative
14.	Mr A A Barbind (IT)	Dept. NBA Coordinator
15.	Mr S A Shivarkar (CE)	Dept. NBA Coordinator
16.	Dr Sebastian George (ECE)	Dept. NBA Coordinator
17.	Dr S V Patankar (Civil)	Dept. NBA Coordinator
18.	Dr L S Dhamande (Mech)	Dept. NBA Coordinator
19.	Dr G Vijayakumar (EE)	Dept. NBA Coordinator
20.	Dr K Bharath (MBA) & Dr K Meenakshi	Dept. NBA Coordinator
21.	Dr S R Dandwate (ES)	Dept. NBA Coordinator
22.	Dr N S Naik (Structural)	Dept. NBA Coordinator
23.	Mr Sidhant S Kulkarni (Mectrx)	Dept. NBA Coordinator
24.	Apurwa Yawale (Structural)	IQAC Member
25.	Dr L C Bawankar	IQAC Member
26.	Sailesh S Kulkarni	IQAC Member
27.	P W Ingle	IQAC Member
28.	Dr V D Chavan	IQAC Member

Agenda:

1. Opening meeting
2. Closing meeting
3. Any Other Matters





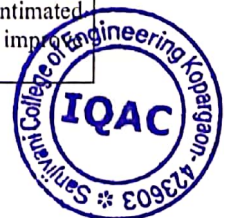
Sanjivani Rural Educational Society's  
**SANJIVANI COLLEGE OF ENGINEERING**  
 (An Autonomous Institution)  
 (Approved by AICTE, New Delhi, Accredited 'A' Grade by NAAC & Affiliated to SPPU University)  
 Kopergaon - 423 603, Maharashtra.



The meeting is started with a welcome address by Dr G Vijayakumar, IQAC Dean , and the following points were discussed briefed by all the members

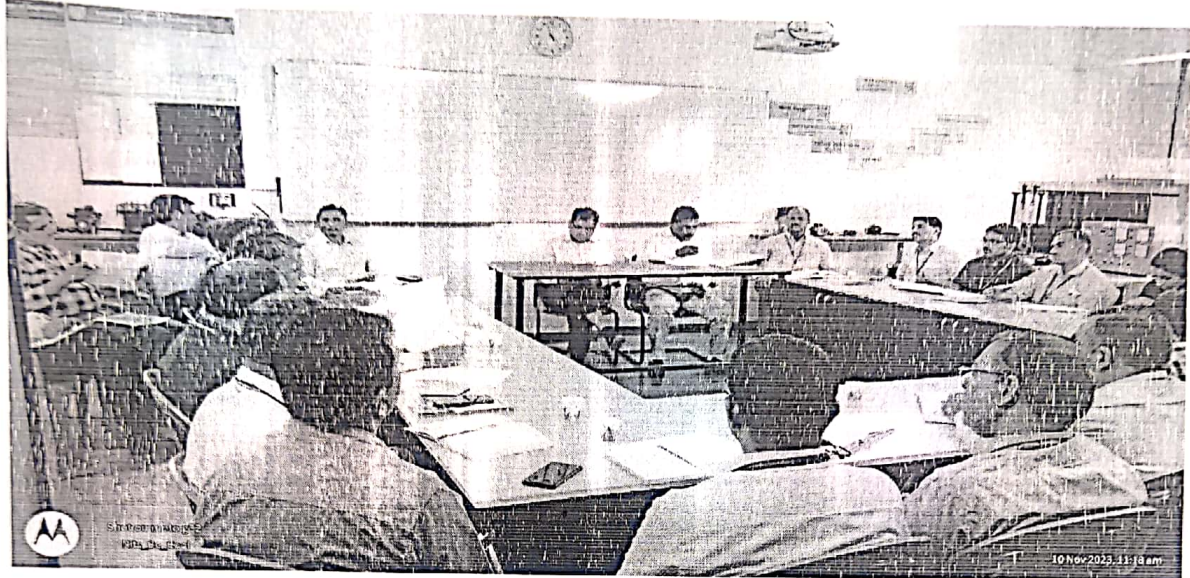
Points discussed	Suggestion given by members	Remarks
<b>1. Opening Meeting</b>		
• Discussion on 44 files	Dr G Vijayakumar discussed about the 44 files audit checklist and requested to keep the file no 17 as institution related common file	Suggestion: Yes, its possible, in the next academic year audit it will be removed.
	Dr A S Sayyad suggested to include the result analysis related to the SY, TY and B.Tech	Suggestion: Yes, its completed. Its was included
	Dr. D B Kshirsagar suggested to merge the file no 12 and 13	Suggestion: Yes, its possible, in the next academic year will merge.
	Dr K Bharath asked whether we need to provide separate file for this audit	Suggestion: No, No need to maintain separate file for this Academic audit (To show NBA files to the Auditors)
• Discussion on DECOAR files	Dr. D B Kshirsagar discussed about the Course file whether the auditor need to check the files on sampling basis or individually	Suggestion: yes, files to be checked individually. The auditor need to ensure whether the given checklist 18 & 13 content are available
• Summary	Dr G Vijayakumar requested the Auditors to summarize the number of files based on the grade awarded	Suggestion: Yes, its was accepted by all auditors
<b>2. Closing meeting</b>		
• Format & Suggestion	Dr K Meenakshi suggested that for the Engineering science 12 files are Not applicable	Suggestion: Yes, its was accepted, Kindly mention in the report its not applicable  Next time IQAC will try to give separate format for Engineering Science
• Grading system	Dr. R A Kapgate suggested to include how to award the individual files (like 100, 75 , 50 or 25 Percentage)	Suggestion: Yes, its possible Discussion needed with Director for further finalization
• Audit schedule	Dr A S Sayyad suggested to conduct the audit in the month of December 2 <sup>nd</sup> week	Suggestion: Yes, its possible Discussion needed with Director for further finalization
• Observation of the Auditors	Good documentation and Team work, Documentation need to be improved, Course file and lab files maintained nicely & HoD Authentication is required	--
<b>3. Others</b>		
• Feedback mechanism	Shri Vijay Naidu asked, what should be the frequency of the audit, if its one time then we will plan for twice in a year.  Whether the summary of the feedback will address to the management or not	Suggestion: Yes, its possible Discussion needed with Director for further finalization Next year it will be intimated through proper channel to improve the quality the institution

The meeting was ended with vote of thanks by Dr Devyani P. Bhamare IQAC Associate Dean.

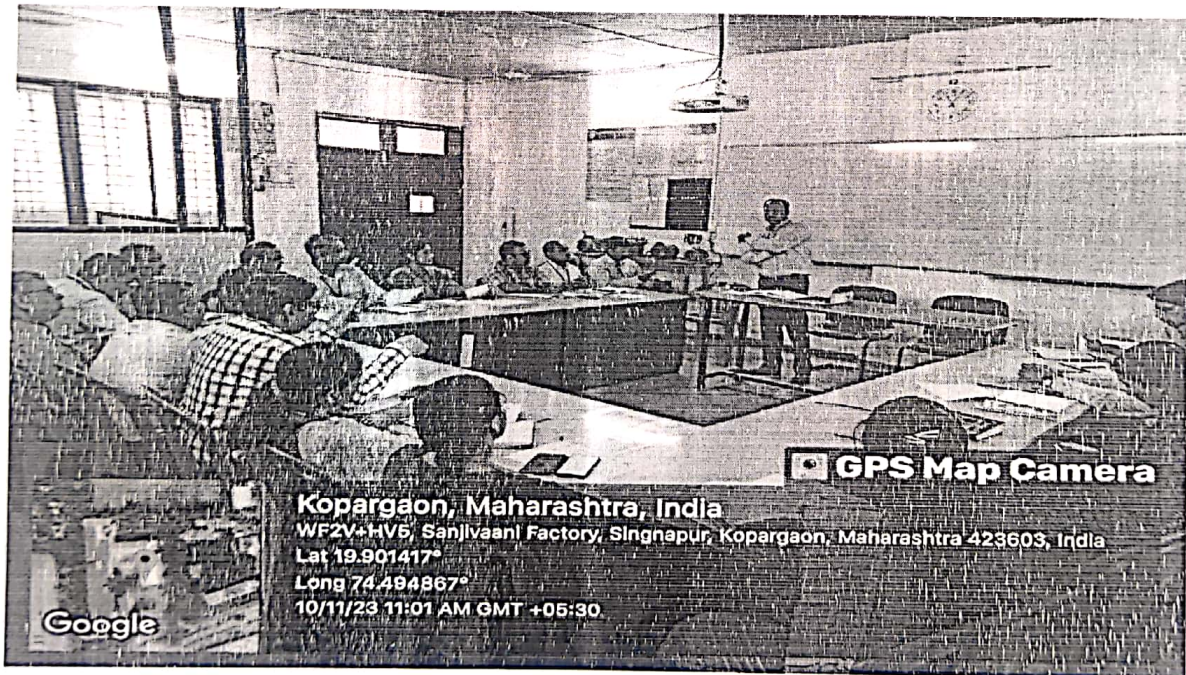




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Exit meet along with IQAC CORE members



**IQAC Dean addressing to the Auditors**

Dr. G Vijayakumar

IQAC Dean

*G. Vijayakumar*  
 10/11/23



*A. G. Thakur*  
 Dr. A. G. Thakur

IQAC Chairman & Director