SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE

Holy-wood Academy, Kolhapur's

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth-Injole, Panhala, Tal. Panhala, Dist. Kolhapur- 416 201 Phone: 0231 - 2686623 / 24 / 28 Fax: 02328 - 235241 Mobile: 9545451966, 9545453831

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EN 6315

6.5.1 IQAC formation and minutes of meeting

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Date: 01/09/2015

Circular

As per prerequisite of NAAC, Internal Quality Assurance System (IQAS) has to be initiated for which Internal Quality Assurance Cell (IQAC) for our institute is formed. This Cell should work as per the guidelines of NAAC in coordination with Principal and NAAC coordinators. The IQAC should start its functioning with immediate effect.

The Internal Quality Assurance Cell (IQAC) is structured as under

Sr.	Name	Department & Designation	IQAC position
No.			_
1.	Dr. G.V.Mulgund	Principal	Chairperson
2.	Shri. N.R. Bhosale	Joint Secretary	Management
2	Siiii. N.N. Diiosale	19	Representative
3.	Dr. V.V. Karjini	Principal, KIT	Society representative
4.	Prof. P.P.Kulkarni	Assistant Professor, Electrical Engg.	Coordinator, IQAC
5.	Prof. V.H. Deokar	Assistant Professor, Mechanical Engg.	Member
6.	Prof. D.V. Patil	Assistant Professor, Mechanical Engg.	Member
7.	Prof.D.G. Bhosale	Assistant Professor, Automobile Engg.	Member
8.	Prof.A.N. Dhende	Assistant Professor, Civil Engg.	Member
9.	Prof. C.R. Dongarsane	Assistant Professor,	Member
	1101. C.R. Dongarsane	Electronics & Telecommunication Engg.	
10.	Prof. P.S. Landge	Assistant Professor,	Member
		Computer Science & Engg.	
11.	Mr. P. P.Pawar	Alumnus	Member
	Mr. Nikhil Katkar		
12.	Mr. H.S. Ghodake	Student	Member
	Mr. B.R. Sharma		-

NAAC Chief coordinator

Prof. R.S.Kulkarni

Principal

Dr. G.V.Mulgund

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Minutes of IQAC Meeting

Academic Year - 2015-16, Semester - I

Date of Meeting: 03.09.2015

The meeting of IQAC members is held at Principals cabin on 03.09.2015.

Members present

Dr. G.V. Mulgund	Prof. P.P.Kulkarni	
Prof. S.L. Ghodake	Prof. V.H. Deokar	2-
Prof. B.M. Mohite	Prof. D.V. Patil	
Prof. S.T. Jadhav	Prof.D.G. Bhosale	
Prof. J.B. Metkari	Prof.A.N. Dhende	
Prof. Dr. D.S. Badkar	Prof. C.R. Dongarsane	
Prof. M.R. Kandgaonkar	Prof. P.S. Landge	
Prof. Dr. V.A. Patil		

The following points were discussed:

- 1. Introduction of IQAC members and explaining duties and responsibilities of IQAC.
- 2. Introduction of coordinators and explaining duties and responsibilities of coordinators.
- 3. Academic review taken for completion of syllabus and unit test results and its analysis is discussed.
- 4. Lecture plan preparation including the COs and POs are decided for the coming semester.

Finally the meeting is concluded by Principal and Chair person of IQAC Dr. G. V. Mulgund by giving vote of thanks.

Prof. P.P. Kulkarni

IQAC Coordinator

Prof. R.S. Kulkarni

NAAC Chief Coordinator





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Minutes of IQAC Meeting

Academic Year - 2015-16, Semester - II

Date of Meeting: 14.12.2015

The meeting of IQAC members is held at Principals cabin on 14.12.2015 at 02.30 pm.

Members present:

Dr. G.V. Mulgund	Prof. P.P.Kulkarni			
Prof. S.L. Ghodake	Prof. V.H. Deokar	1	1 = 2	
Prof. B.M. Mohite	Prof. D.V. Patil	UT I		,
Prof. V.S. Mane	Prof.D.G. Bhosale	1.4	8 8 4	7
Prof. J.B. Metkari	Prof.A.N. Dhende			
Prof. Dr. D.S. Badkar	Prof. C.R. Dongarsane	•		
Prof. M.R. Kandgaonkar	Prof. P.S. Landge			

The following points were discussed:

- 1. Review of last meeting taken by reading and discussing the minutes of meeting held on 03.09.2015.
- 2. Criteria wise allotment is done for NAAC SSR preparation.
- 3. List of files required for NAAC is made available by NAAC coordinators and circulated to all criteria heads for SSR preparation.
- 4. Academic calendar of the institute for second semester is finalised.
- 5. Subject distribution for the second semester for all departments is finalized and the prepared time table is approved.
- 6. Preparation of NAAC work review is taken and the doubts are cleared after dicsussion.

Finally the meeting is concluded by Principal and Chair person of IQAC Dr. G. V. Mulgund by giving vote of thanks.

Prof. P.P. Kulkarni

IQAC Coordinator

Prof. R.S. Kulkarni

NAAC Chief Coordinator

Dr. G.V. Mulgund



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Minutes of IQAC Meeting

Academic Year - 2015-16, Semester - II

Date of Meeting: 24.03.2016

The meeting of IQAC members is held at Board Room on 24.03.2016 at 02.30 pm.

Members present:

Dr. G.V. Mulgund	Prof. P.P.Kulkarni	
Prof. S.L. Ghodake	Prof. V.H. Deokar	
Prof. B.M. Mohite	Prof. D.V. Patil	
Prof. V.S. Mane	Prof.D.G. Bhosale	E
Prof. Dr. V.A. Patil	Prof.A.N. Dhende	a 8
Prof. Dr. D.S. Badkar	Prof. C.R. Dongarsane	N. S.
Prof. J. B. Metkari	Prof. P.S. Landge	•

The following points were discussed:

- 1. Review of last meeting taken by reading and discussing the minutes of meeting held on 14.12.2015.
- 2. Discussions on the industrial visits required by each and every program are done and visits if required are to be carried out as per academic calendar is discussed and finalised.
- 3. Unit test question paper should be also provided with the COs and POs is discussed and finalised.
- 4. The number of unit test to be taken by each department is discussed and finalised.
- 5. Project presentations for the students are to be taken as per department calendar and based on rubrics given by Chairperson IQAC.
- 6. Preparation of NAAC work review is taken and the doubts are cleared after discussion and SSR writing is to be initiated.

Finally the meeting is concluded by Principal and Chair person of IQAC Dr. G. V. Mulgund by giving vote of thanks.

Prof. R.S. Kulkarni

Prof. P.P. Kulkarni IQAC Coordinator

NAAC Chief Coordinator

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Minutes of IQAC Meeting

Academic Year - 2016-17, Semester - I

Date of Meeting: 02.06.2016

The meeting of IQAC members is held at Board Room on 02.06.2016 at 02.30 pm.

Members present:

Dr. G.V. Mulgund	Prof. P.P.Kulkarni	
Prof. S.L. Ghodake	Prof. V.H. Deokar	
Prof. Dr. V.A. Patil	Prof. D.V. Patil	•
Prof. V.S. Mane	Prof.D.G. Bhosale	4 5
Prof. J.B. Metkari	Prof.A.N. Dhende	3 W
Prof. Dr. D.S. Badkar	Prof. C.R. Dongarsane	
	Prof. P.S. Landge	

The following points were discussed:

- 1. Review of last meeting taken by reading and discussing the minutes of meeting held on 24.03.2016.
- 2. Academic calendar of the institute preparation and finalisation is completed.
- 3. Subject distribution is finalised for all programmes.
- 4. Faculty requirement for all programmes for the academic year is discussed and finalised.
- 5. The events curricular as well as extracurricular are discussed and to be organised as per the programme calendar is discussed and finalised.
- 6. Time table preparation and finalisation to be done by each and every program in the coming week is finalised.
- 7. The assessment requirements of faculty for university CAP work is discussed and the assessment of the concerned courses if required to be completed before commencement of the academic semester is discussed and finalised.

Finally the meeting is concluded by Principal and Chair person of IQAC Dr. G. V. Mulgund by giving vote of thanks.

Prof. P.P. Kulkarni

IQAC Coordinator

Prof. R.S. Kulkarni

NAAC Chief Coordinator

Dr. G. Mulgund



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Minutes of IQAC Meeting

Academic Year - 2016-17, Semester - I

Date of Meeting: 16.09.2016

The meeting of IQAC members is held at Principal cabin on 16.09.2016 at 02.30 pm.

Members present:

Dr. G.V. Mulgund	Prof. P.P.Kulkarni	
Prof. S.L. Ghodake	Prof. V.H. Deokar	
Prof. Dr. V.A. Patil	Prof. D.V. Patil	
Prof. V.S. Mane	Prof.D.G. Bhosale	
Prof. S.B. Bhosale	Prof.A.N. Dhende	
Prof. B.M. Mohite	Prof. C.R. Dongarsane	
	Prof. P.S. Landge	

The following points were discussed:

- 1. Review of last meeting taken by reading and discussing the minutes of meeting held on 02.06.2016.
- 2. Review of unit test results are taken and corrective actions were discussed and finalised.
- 3. Presentation of seminar and internship / industrial training reports for the students to be scheduled and conducted by appointing panel of faculties including guides.
- 4. Syllabus completion review taken and corrective actions required if any are discussed and finalised.
- 5. The course files are to be prepared as per the guidelines of IQAC and the earlier suggestions given by Programme Audit Committee (PAC) discussed and finalised.
- 6. The specimen forms for academic support are prepared by IQAC and approved in the meeting.
- 7. Continuous Internal Evaluation (CIE) of the students is done and the final term work marks are too allotted to the students based on CIE only.
- 8. Submission and final evaluation of term work is discussed and finalised.

Finally the meeting is concluded by Principal and Chair person of IQAC Dr. G. V. Mulgund by giving vote of thanks.

Prof. P.P. Kulkarni

IQAC Coordinator

Prof. R.S. Kulkarni

NAAC Chief Coordinator

Dr. G.V. Mulgund



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Minutes of IQAC Meeting

Academic Year – 2016-17, Semester – II

Date of Meeting: 22.12.2016

The meeting of IQAC members is held at Principal cabin on 22.12.2016 at 02.30 pm.

Members present:

Dr. G.V. Mulgund	Prof. S.B. Deshmukh
Prof. S.L. Ghodake	Prof. V.H. Deokar
Prof. Dr. V.A. Patil	Prof. D.V. Patil
Prof. V.S. Mane	Prof.D.G. Bhosale
Prof. S.B. Bhosale	Prof.A.N. Dhende
Prof. S.S. Chavan	Prof. C.R. Dongarsane
Prof. S.G. Aravindakumar	Drof DC Landra
Prof. P.P.Kulkarni	Prof. P.S. Landge

The following points were discussed:

- 1. Review of last meeting taken by reading and discussing the minutes of meeting held on 16.09.2016.
- 2. Laboratory wise equipments requirements and maintenance requirements were discussed and finalised.
- 3. Subject allotment for all the programmes is discussed and finalised considering the choice of electives given by students.
- 4. Laboratories maintenance and testing to be carried out by respective lab in charge of all the programmes before commencement of the academic semester.
- 5. The sample course file is presented and discussed and the instructions are given to update the course file as per the specimen approved course file in the meeting.
- 6. Performance appraisals procedures to be completed within one month.
- 7. University assessment work of answer sheets to be carried out at allotted CAP centres before commencement of academic semester by the entire faculty.

Finally the meeting is concluded by Principal and Chair person of IQAC Dr. G. V. Mulgund by giving vote of thanks.

Prof. S.B. Deshmukh

IQAC Coordinator

Prof. R.S. Kulkarni

NAAC Chief Coordinator

Dr. G.W Mulgund



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Minutes of IQAC Meeting

Academic Year - 2016-17, Semester - II

Date of Meeting: 09.03.2017

The meeting of IQAC members is held at Principal cabin on 09.03.2017 at 02.30 pm.

Members present:

Dr. G.V. Mulgund	Prof. S.B. Deshmukh	
Prof. S.L. Ghodake	Prof. V.H. Deokar	
Prof. Dr. V.A. Patil	Prof. D.V. Patil	
Prof. V.S. Mane	Prof.D.G. Bhosale	
Prof. S.N. More	Prof.A.N. Dhende	
Prof. S.S. Chavan	Prof. C.R. Dongarsane	
Prof. S.G. Aravindakumar	Prof. P.S. Landge	The said the said
Prof. P.P.Kulkarni	Prof. P.S. Laffuge	. a 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2

The following points were discussed:

- 1. Review of last meeting taken by reading and discussing the minutes of meeting held on 22.12.2016.
- 2. Internal audit for all the programmes is to be carried out at the audit team is finalised.
- 3. Blood donation camp is to be organised on 13th March 2017 for which the coordination is assigned to NSS cell.
- 4. Budgetary requirement for all the programmes for all the laboratories is required to be prepared and submitted in office in the next week.
- 5. Syllabus coverage review and unit test result analysis review taken and discussed.
- 6. NAAC Preparations are to be prepared as per the guidelines.

Finally the meeting is concluded by Principal and Chair person of IQAC Dr. G. V. Mulgund by giving vote of thanks.

Prof. S.B. Deshmukh

Prof. R.S. Kulkarni NAAC Chief Coordinator



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Minutes of IQAC Meeting

Academic Year - 2017-18, Semester - I

Date of Meeting: 15.06.2017

The meeting of IQAC members is held at Principal cabin on 15.06.2017 at 02.30 pm.

Members present:

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The following points were discussed:

- 1. Review of last meeting taken by reading and discussing the minutes of meeting held on 09.03.2017.
- 2. Academic calendar prepared, discussed and approved.
- 3. Lectures / Practical commencing on 19th June 2017, before that subject distribution, elective choice of the students, all time tables to be prepared keeping academic calendar in consideration
- 4. Library books requirements are to be submitted in library based on the revised syllabus of both the universities.
- 5. Teacher guardian scheme to be implemented more effectively. The means and ways were discussed.
- 6. Anti ragging affidavit is mandatory to all students and to be taken at the time of admission to the respective classes from the student.

Finally the meeting is concluded by Principal and Chair person of IQAC Dr. G. V. Mulgund by giving vote of thanks.

Prof. S.B. Deshmukh

IQAC Coordinator

Prof. R.S. Kulkarni NAAC Chief Coordinator



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Minutes of IQAC Meeting

Academic Year - 2017-18, Semester - I

Date of Meeting: 23.11.2017

The meeting of IQAC members is held at Board Room on 23.11.2017 at 02.30 pm.

Members present:

Dr. U.A. Hampannavar	Prof. S.B. Deshmukh
Prof. S.L. Ghodake	Prof. V.H. Deokar
Prof. Dr. V.A. Patil	Prof. D.V. Patil
Prof. V.S. Mane	Prof.D.G. Bhosale
Prof. S.A. Meti	Prof.A.N. Dhende
Prof. S.S. Chavan	Prof. C.R. Dongarsane
Prof. S.G. Aravindakumar	Drof D.C. Landan
Prof. P.P.Kulkarni	Prof. P.S. Landge

The following points were discussed:

- 1. Review of last meeting taken by reading and discussing the minutes of meeting held on 15.06.2017.
- 2. NAAC Procedure is revised from July 2017. The discussion regarding the revised procedure done and SSR uploading to be done in the window of May 2018 is decided.
- 3. Lectures / Practical commencing on 18th Dec 2017 for SE, TE and BE, before that subject distribution, elective choice of the students, all time tables to be prepared keeping academic calendar in consideration.
- 4. Library books requirements are to be submitted in library based on the revised syllabus of both the universities.
- 5. University duties and responsibilities to be conducted as and when assigned and appointed by universities.
- 6. NAAC DVV templates are to be prepared by all the programmes heads and compiled by criteria coordinating head as per the guidelines given by IQAC.

Finally the meeting is concluded by Principal and Chair person of IQAC Dr. U. A. Hampannavar by giving vote of thanks.

Prof. S.B. Deshmukh

IQAC Coordinator

Prof. R.S. Kulkarni

NAAC Chief Coordinator

Dr. U.A. Hampannavar



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Minutes of IQAC Meeting

Academic Year – 2017-18, Semester – II

Date of Meeting: 24.03.2018

The meeting of IQAC members is held at Board Room on 24.03.2018 at 02.30 pm.

Members present:

Prof. S.L. Ghodake	Prof. S.T. Jadhav	,
Prof. Dr. V.A. Patil	Prof. D.V. Patil	<i>z</i> -
Prof. V.S. Mane	Prof. S.K. Pisal	
Prof. E.P. Salokhe	Prof. J. J. Gavade	
Prof. V.A.Deokar	Prof. C.R. Dongarsane	
Prof. P.P.Kulkarni	Prof. P.S. Landge	
Prof. S.P. Jadhav	Prof. N.S. Jadhav	
Prof. M.M. Hajare	Prof. N.S. Jauriav	

The following points were discussed:

- 1. Review of last meeting taken by reading and discussing the minutes of meeting held on 23.11.2017.
- 2. NAAC SSR progress is discussed.
- 3. Training and placement reports to be prepared and audited by IQAC team members.
- 4. Daily review of IQAC audit of DVV templates and its supporting documents is discussed and guidelines were given for further completion of work to assist NAAC team to all faculty members through HODs.
- 5. Industrial visits to be conducted as per curriculum requirement and academic calendar.
- 6. Data and files for other support departments such as sports, NSS, Library, Central workshop, different cells etc. are to be audited by IQAC team within a week.
- 7. University duties and responsibilities such as POE, CAP director, Flying squad, University Senior and Junior supervisions, assessment of answer sheets at allotted CAP centres etc. to be conducted as and when assigned and appointed by universities by prioritising the NAAC work.
- 8. NAAC DVV templates are to be prepared and submitted by all the programmes heads and compiled by criteria coordinating head as per the guidelines given by IQAC / NAAC Cell.

Finally the meeting is concluded by Principal and Chair person of IQAC Dr. S. L. Ghodake by giving vote of thanks.

Prof. S.T. Jadhav
IQAC Coordinator

Prof. R.S. Kulkarni NAAC Chief Coordinator

Dr. S.L. Ghodake
Chairperson IQAC

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Date: 13/06/2018

Internal Quality Assurance Cell (IQAC) is restructured as per NAAC guidelines which is as below:

Sr.	Name	Designation & Department	IQAC Position
No.	Dr. Mohan B. Vanarotti	Principal	Chairperson
1 .		Joint Secretary, HWA	Management Representative
2	Shri. N. R. Bhosale	Asst. Prof., E & TC Engg.	Coordinator, IQAC
3	Prof. Dr. S. T. Jadhav	Dean Academics	Advisor
4	Prof. Dr. Siddappa I. Bekinal	Asst. Prof., Mechanical Engg.	Member
5	Prof. R. S. Kulkarni	Asst. Prof., Mechanical Engg.	Member
6	Prof. G. C. Koli	Head, Automobile Engg.	Member
7	Prof. S. P. Jadhav Prof. E. P. Salokhe	Head, Civil Engg.	Member
8		Head, CS & Engg.	Member
9	Prof. M. M. Hazare Prof. P. P. Kulkarni	Head, Electrical Engg.	Member
10		Head, E & TC Engg.	Member
11	Prof. V. S. Mane	Head, Mechanical Engg.	· Member
12	Prof. V. H. Deokar	Registrar	Member
13	Mr. B. V. Kumbhar Dr. H. S. Jadhav	Societal Representative	Member
15	Mr. Avadhut B. Patil	Student	Member
16	Mr. Uday Atkeere	Parent	Member
17	Miss. Prachi P. Bhosale	Alumni	Member
17	Wilss. I Idem I . Briesare	Departmental Coordinators	
1	Prof. S. K. Pisal	Asst. Prof.	Automobile Engg.
2	Prof. J. J. Gavade	Asst. Prof	Civil Engg.
3	Prof. P. S. Landge	Asst. Prof	· CS & Engg.
4	Prof. N. S. Jadhav	Asst. Prof.	Electrical Engg.
5	Prof. C. R. Dongarsane	Asst. Prof.	E & TC Engg.
6	Prof. D.V. Patil	Asst. Prof.	Mechanical Engg.
7	Prof. V. B. Patil	Asst. Prof.	Basic Sciences & Humanities

Prof. R.S. Kulkarni

NAAC Chief Coordinator

Dr. Mohan B. Vanarotti Principal



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Circular

Date: 03/12/2018

Internal Quality Assurance Cell (IQAC) is restructured as per NAAC guidelines which is as below:

Sr. No.	Name	Designation & Department	IQAC Position
1.	Dr. Mohan B. Vanarotti	Principal	Chairperson
2.	Shri. N. R. Bhosale	Joint Secretary, HWA	Management Representative
3.	Prof. Dr. S. T. Jadhav	Head, E & TC Engg.	Coordinator, IQAC
4.	Prof. A. P. Redekar	Asst. Prof., Electrical Engg.	Co-Coordinator, IQAC
5.	Prof. Dr. Siddappa I. Bekinal	Dean Academics	Advisor
6.	Prof. R. S. Kulkarni	Dean Accreditation	Advisor
7.	Prof. G. C. Koli	Asst. Prof., Mechanical Engg.	Member
8.	Prof. S. P. Jadhav	Head, Automobile Engg.	Member
9.	Prof. J. S. Mevekari	Head, Civil Engg.	Member
10.	Prof. M. M. Hazare	Head, CS & Engg.	Member
11.	Prof. P. P. Kulkarni	Head, Electrical Engg.	Member
12.	Prof. V. H. Deokar	Head, Mechanical Engg.	Member
13.	Mr. B. V. Kumbhar	Registrar	Member
14.		Dean, Polytechnic RIT, Rajaramnagar	Societal Representative
15.	Mr. Vishwajeet P. Bhosale	Student	Member
16.	Mr. Uday Atkeere	Parent	Member
17.		Alumni	Member
		Departmental IQAC Coordinators	
1	Prof. S. K. Pisal	Asst. Prof.	Automobile Engg.
2	Prof. J. J. Gavade	Asst. Prof	Civil Engg.
3	Prof. S.A. Babar	Asst. Prof	CS & Engg.
4	Prof. N. S. Jadhav	Asst. Prof.	Electrical Engg.
5	Prof. C. R. Dongarsane	Asst. Prof.	E & TC Engg.
6	Prof. D.V. Patil	Asst. Prof.	Mechanical Engg.
7	Prof. A.B. Kolekar	Asst. Prof.	Basic Sciences & Humanities

Prof. R.S. Kulkarni Dean, Accreditation

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Dr. Mohan B. Vanarotti

Principal