



Samarth Samaj's
Shivajirao S. Jondhale College of Engineering, Dombivli (E)
(Affiliated to University of Mumbai, Approved by AICTE)

IQAC Meeting – 5

No – IQAC / 2018 – 19 / 05

Date: 02 / 02 / 2019

Venue: Board Room.

List of Present Members:-

Sr. No.	Name of the Staff	Position	Designation
1	Dr. J. W. Bakal	Chairperson, IQAC	Principal
2	Mrs. Smita A. Lonkar	Coordinator, IQAC	HOD EXTC
3	Mr. Pramod R. Rodge	NAAC Coordinator	HOD Computer
4	Mr. A. M. Kulkarni	NAAC Co-coordinator	HOD Production
5	Mrs. Leelamani A. D.	Member	HOD Chemical
6	Mr. J. S. Poojary	Member	HOD FE
7	Mrs. Savita Sangam	Member	HOD IT
8	Mrs. Varsha Salunke	Member	HOD Mechanical
9	Dr. Sneha Mane	Member	Associate Professor, EXTC
10	Mr. Kishor Jondhale	Member from Management	
11	Mr. F. C. Shejul	Member from Administrative Office	Registrar
12	Mr. Balu Kolhe	Member	Senior Clerk
13	Mr. Rushank Karlekar	Member	Student, BE IT
14	Mr. Adish Joshi	Member	Alumni, Jacob Engineering. Pvt. Ltd.
15	Mr. Manan Vora	Member	Industrialist, Sunrise Engineering, Dombivli
16	Mrs. Smita A. Raje	Member	Parent

List of Absent Members:-

Sr. No.	Name of the Staff	Position	Designation
1	Mamta Chawala	Member	Employer, HR Head, Zeus Learning, Lower Parel

Minutes of IQAC Meeting – 5

Dr. J. W. Bakal, chairperson started the meeting and handed over the session to IQAC coordinator Prof. Smita Lonkar.

Item 1: Confirmation of minutes of 4th IQAC meeting held on 4th August, 2018.

Prof. Smita Lonkar read the minutes of 4th IQAC meeting held on 4th August, 2018 and briefed about agenda of 5th IQAC meeting.
Minutes were confirmed unanimously.

Item 2: Action taken on the previous minutes.

- 2.1 Necessary arrangement was done in one Smart classroom of each department.
- 2.2 Modified academic record book was made available to all teaching staff members.
- 2.3 Online feedback was taken for suggested feedbacks.
- 2.4 ERP software was made available.

Item 3: To decide the submission date of IIQA.

It was decided to submit IIQA immediately in Feb 2019.

Item 4: To decide the modules to be implemented in ERP system.

It was decided to implement attendance, course plan and syllabus coverage using ERP software.

Item 5: To decide mechanism for laboratory audit.

It was decided to conduct laboratory audit department wise after term end date

Item 6: Any other points, if any with the permission of chair.

As decided in CDC meeting it was decided that the Plagiarism software should be available in the college.

It was decided to purchase Plagiarism software urgently.

The meeting was adjourned at 5:15 P.M. with thanks to chair.

Smita

Prof. Smita Lonkar
IQAC Coordinator



Dr. J. W. Bakal
Chairperson

Date: 02 / 02 / 2019

SSJCOE has constituted Internal Quality Assurance Cell (IQAC) to develop a quality system and to improve the academic and administrative performance of the college.

IQAC comprising the following members for academic year 2018 - 19

Sr. No.	Name of the Staff	Position	Designation	Signature
1	Dr. J. W. Bakal	Chairperson, IQAC	Principal	
2	Mrs. Smita A. Lonkar	Coordinator, IQAC	HOD EXTC	
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17	Mrs. Smita A. Raje	Member	Parent	



Dr. J. W. Bakal
Chairperson