



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

**IQAC Meeting – 2**

No – IQAC / 2017 – 18 / 02

Date: 12 / 08 / 2017

Venue: Board Room.

**List of Present Members:-**

<b>Sr. No.</b>	<b>Name of the Staff</b>	<b>Position</b>	<b>Designation</b>
1	Dr. J. W. Bakal	Chairperson, IQAC	Principal
2	Mrs. S. A. Lonkar	Coordinator, IQAC	HOD EXTC
3	Mr. P. 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	Mr. Kishor Jondhale	Member from Management	
10	Mr. F. C. Shejul	Member from Administrative Office	Registrar
11	Mr. Balu Kolhe	Member	Senior Clerk
12	Mr. Akshay Rahate	Member	Student, BE Computer
13	Mr. Adish Joshi	Member	Alumni, Jacob Engineering. Pvt. Ltd.
14	Mr. Manan Vora	Member	Industrialist, Sunrise Engineering, Dombivli
15	Mrs. Smita A. Raje	Member	Parent

**List of Absent Members:-**

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

## Minutes of IQAC Meeting - 2

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 1<sup>st</sup> IQAC meeting held on 15 / 07 / 2017.

Prof. Smita Lonkar read the minutes of first IQAC meeting held on 15<sup>th</sup> July, 2017 and briefed about agenda of second IQAC meeting.

Minutes were confirmed unanimously.

Item 2: Action taken on the previous minutes.

It was decided to form the IQAC committee as per the NAAC guidelines for creation of IQAC.

The IQAC committee was constituted as per the composition given in the manual. The IQAC committee was welcomed.

Item 3: To decide objectives and functions of IQAC as per NAAC guidelines.

### 1. Objectives of IQAC – SSJCOE

1. To develop an effective system for continuous improvement in academic performance.
2. To ensure institute functioning through quality culture and by adopting best practices.

### 2. The following strategies were discussed to evolve mechanisms and procedure for,

1. Timely, efficient and progressive performance of academic, administrative and financial tasks.
2. Assuring quality education of UG and other academic activities.
3. Equitable access to and affordability of academic programs for various sections of society.
4. Optimization and integration of modern methods of teaching and learning.
5. Ensuring the adequacy, maintenance and proper allocation of support structure and services.

### 3. It was resolved that IQAC – SSJCOE will perform following functions,

1. Development and application of quality benchmarks / parameters for various academic and administrative activities.
2. Facilitating the creation of learner-centric environment suitable for quality education.
3. Organization of workshops, seminars on quality related themes.
4. Recording and maintaining complete documentation of various programs / activities leading to quality improvement.
5. Acting as a central agency of the institution for coordinating quality related activities.
6. Periodic conduct of Academic and Administrative audit and its follow up.
7. Preparation and submission of Annual Quality Assurance Report (AQAR) as per NAAC guidelines.

4. The benefits from IQAC – SSJCOE will contribute to,
1. Ensure focus in institutional functioning towards quality enhancement.
  2. Ensure internalization of quality culture.
  3. Ensure enhancement and coordination among various activities of institution and institutionalize best practices.
  4. Provide a sound basis for decision making to improve institutional functioning.
  5. Build an organized methodology of documentation and internal communication.

Item 4: Formation of NAAC steering committee

It was decided to form NAAC steering committee for streamlining the NAAC related work.

NAAC Steering committee was constituted by appointing the conveners for criteria 1 to criteria 7.

Item 5: Formation of criteria-wise committee.

As the criteria based assessment forms the backbone of A.& A process NAAC, it was also decided to form criteria-wise committee.

Since the distribution of weightage for criteria 2 Teaching, Learning & Evaluation was 350, it was decided to split the key indicators into two parts, by appointing two separate committees.

The criteria conveners were suggested to refer manual for affiliated colleges by NAAC and distribute the work to respective committee members.

Item 6: Any other point with permission of chair.

Prof. Pramod Rodge, NAAC coordinator suggested that all departments should conduct STTP in the next semester. It was decided to send the proposal of STTP to AICTE.

Meeting ended at 5.10 p.m. with thanks to chair.



Prof. Smita Lonkar  
IQAC Coordinator



Dr. J. W. Bakal  
Chairperson

Date : 12 / 08 / 2017

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 2017 - 18**

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	
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	
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16	Mrs. Smita A. Raje	Member	Parent	



Dr. J. W. Bakal

Chairperson