



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

IQAC Meeting – 3

No – IQAC / 2017 – 18 / 03

Date: 20 / 01 / 2018

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. 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:-

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

Minutes of IQAC Meeting – 3

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 2nd IQAC meeting held on 12th August, 2017.

Prof. Smita Lonkar read the minutes of 2nd IQAC meeting held on 12th August, 2017 and briefed about agenda of 3rd IQAC meeting.

Minutes were confirmed unanimously.

Item 2: Action taken on the previous minutes

- 2.1 Objectives, strategies, functions and benefits of IQAC-SSJCOE were discussed and finalized. Prof. P. R. Rodge delivered expert talk on NAAC process and documentation on 27th Oct, 2017 to all staff members.
- 2.2 NAAC steering committee was formed.
- 2.3 Criteria-wise committee was formed to complete the work of respective criteria.
- 2.4 As suggested by Prof. P. R. Rodge, STTP on "Python Language & Its Applications" was conducted by Computer Engineering & IT Department in Jan 2018. All remaining departments declared the timetables of their STTP.

Item 3: Quality improvement initiatives which can be undertaken by IQAC.

Quality improvement initiative can be considered as improvement in academic performance.

This improvement can be done by conducting faculty development program and short term training program.

The academic performance for the students is boosted by conducting Add-on programs, Value added programs, seminars on personality development, aptitude test, soft skill development, etc.

It was decided to conduct more number of such programs.

Item 4: To decide infrastructure requirement.

It was observed that in some departmental laboratories, flooring was damaged. It was decided to undertake the repairing / replacement of flooring.

It was observed that in some laboratories and seminar halls, additional furniture was required. It was decided to start the work as per requirement.

Item 5: To decide mechanism for Internal Financial Audit.

The institute has an effective mechanism for auditing institute account.

The external auditor is appointed by the Trust to execute statutory audit regularly as per the rules and guidelines.

It was decided to have an internal audit by appointing internal auditor who checks the account occasionally.

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

There was no additional point raised by the members.

The meeting was adjourned at 1.15 P.M. with thanks to chair.



Prof. Smita Lonkar
IQAC Coordinator



Dr. J. W. Bakal
Chairperson

Date: 20 / 01 / 2018

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	
7	Mrs. Savita Sangam	Member	HOD IT	
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14	Mamta Chawala	Member	Employer, HR Head, Zeus Learning, Lower Parel	
15	Mr. Manan Vora	Member	Industrialist, Sunrise Engineering, Dombivli	
16	Mrs. Smita A. Raje	Member	Parent	



Dr. J. W. Bakal

Chairperson