



MARATHA VIDYA PRASARAK SAMAJ'S
KARMAVEER ADV. BABURAO GANPATRAO THAKARE
COLLEGE OF ENGINEERING



www.kbtcoe.org

Permanently Affiliated to Savitribai Phule Pune University Vide Letter No: CA/1542
& Approved by AICTE New Delhi Vide Letter No: 740-89-32 (E) ET/98
AISHE Code - C-41622

Name of Board : Internal Quality Assurance Cell (IQAC), KBT COE, Nashik
Meeting Location : Conference Hall
Date : 12/10/2019
Time : 2:00 PM

Members present

Members	Designation
Prof. N. B. Desale	I/C Principal
Mr. D. D. Kulkarni	Coordinator
Ms. S. J. Shinde	Registrar
Mr. C. P. Mogal Mr. V. E. Raundal Mr. M.H. Chaudhari	ERP Coordinator
Dr. V. C. Shewale	Dean, Academics
Dr. S. B. Sonawane	Dean, R & D
Mr. B. J. Pawar	Dean, Student Affairs
Mr. N. S. Ujgare	Dean, Industry-Institute Cell
Dr. S. J. Kokate Ms. R. R. Shewale	NAAC Committee Members
Mr. Y. P. Patil	Member, Instrumentation
Ms. G. M. Shirsat	Member, Mechanical
Mr. B. S. Tarle	Member, Computer
Ms. T. S. Pawar	Member, I.T.
Mr. P. D. Aher	Member, Civil
Ms. S. M. Jagtap	Member, E & T.C.
Ms. J. V. Pagar	Member, Applied Science
Mr. L. C. Sontakke	Member, MBA

Mr. D. D. Kulkarni, IQAC Co-ordinator welcomed respected Principal Prof. N. B. Desale, all Deans, and IQAC departmental co-ordinators. Mr. D. D. Kulkarni, IQAC co-ordinator brief about agenda of meeting. All the members discuss on various points in the agenda and following discussion were made.

Sr. No.	Agenda Items	Discussion
1	To take review of earlier meeting.	<p>Mr. D. D. Kulkarni, IQAC coordinator presented the minutes of meetings of earlier meeting held on 29th June 2019. Principal and all the committee members approved the minutes of meetings of earlier meeting.</p> <p>Action taken: Principal and all the committee members approved the minutes of meetings, which is uploaded on institute website http://kbtcoe.org/iqac-minutes-of-meeting/</p>
2	Annual quality assurance report 2018-2019	<p>All the department IQAC coordinators have to collect the information related to annual quality assurance report before 30th October 2019. The information has then to be compiled and final AQAR has to be prepared.</p> <p>Action taken: All the departmental IQAC coordinators collected the information related to annual quality assurance report and submitted to IQAC co-ordinator before 30th October 2019 with the hardcopy of related documents.</p>
3	Any other issue raises by IQAC member	<p>Dr. S. J. Kokate and the members briefed about next visit of NAAC so more focus to be given on outcome-based education. Mr. B. S. Tarle suggested regarding Academic & Administrative Audit should be conducted in last week of June instead of April. IQAC coordinator suggested to change composition of IQAC as Alumni & local committee members were absent for last three meeting. The meeting concluded with thanks to the chair.</p> <p>Action taken: As per the discussion with all members Principal sir approved the suggestions on AAA audit is finalized after 30th June 2020.</p>



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Name of Board : Internal Quality Assurance Cell (IQAC), KBT COE, Nashik
Meeting Location : Conference Hall
Date : 18/01/2020
Time : 3:00 Pm

Members present

Prof N.B.Desale	Vice Principal
Mr.D.D.Kulkarni	Coordinator
Ms.S.J.Shinde	Registrar
Dr. V. C. Shewale	Dean, Academics
Dr. S. B. Sonawane	Dean, R & D
Mr.B.J.Pawar	Dean, Student affairs
Mr. N. S. Ujgare	Dean, Industry-Institute
Mr. S. M.Gawale	Local Committee
Mr. PravinP.Shelke	Alumni
Dr. S. J. Kokate	Member, NAAC
Mr. B. S. Tarle	Member
Ms. S. M. Jagtap	Member
Mr. P. D. Aher	Member
Ms. J.V. Pagar	Member
Mr. L.C. Sontakke	Member
Ms. R. R. Tajanpure	Member
Mr. Y.P. Patil	Member
Ms. G. M. Shirsat	Member
Mr. V. E. Raundal	Member, ERP

Leave was granted to Mr. M. H. Chaudhari and Ms. R.R. Shewale

Mr. D. D. Kulkarni, IQAC Co-ordinator welcomed respected Vice Principal Prof. N. B. Desale, all Deans, Mr. S. M.Gawale, local committee member, Mr. Pravin P. Shelke alumni representative and IQAC departmental co-ordinators. Mr. D. D. Kulkarni, IQAC co-ordinator brief about agenda of meeting. All the members discuss on various points in the agenda and following discussion were made.

Sr. No.	Agenda Items	Discussion
1	To take review of earlier meeting.	<p>Mr. D.D.Kulkarni, IQAC coordinator presented the minutes of meetings of earlier meeting held on 12th October 2019. Vice Principal and all the committee members approved the minutes of meetings of earlier meeting.</p> <p>Action taken: Vice Principal and all the committee members approved the minutes of meetings, which is uploaded on institute website http://kbtcoe.org/iqac-minutes-of-meeting/</p>
2	To discuss plan of institution for academic year 2019-20.	<p>IQAC coordinator Mr. D.D. Kulkarni raised the point of discussion of plan of Institute for academic year 2019-20. Vice principal Prof N.B. Desale told the member that institute is preparing for NBA from last three years and most probably at the end of this academic year some of the departments can apply for NBA.</p> <p>Mr. D.D. Kulkarni informed the members that the innovation and startup cell is already established in the institute under Dr A.A. Kapse. Alumni representative Mr. Pravin P. Shelke told the committee members that as an entrepreneur he will help the startup cell of the college.</p> <p>For the mentoring program for FE and SE students, booklets are being published and it is the duty that each department will take a review of the meetings conducted. For TE and BE students the previous pattern is to be followed.</p> <p>All departments will prepare action oriented academic calendar at department level and send it to the Dean, Academics to prepare action oriented academic calendar for this year.</p> <p>Action taken: All the Departments are preparing for NBA from last</p>

		<p>three years and most probably at the end of this academic year some of the departments. NBA coordinator of respective department will inform the status. Startup Cell is already started in college for student's participation, ED cell is taking efforts for arrangement of workshop & trainings for students. Booklet of mentor session of FE, SE is with respective mentors by filling the details of meeting and discussion. Lead mentorship points are finalized by NBA and IQAC coordinator. Action oriented calendar submitted by department to dean.</p>
3	<p>Analysis of feedback from various stakeholders</p>	<p>IQAC coordinator informed the members that IQAC conducts various feedback from stakeholders like industry experts /visitor, parents, alumni, student satisfaction survey, facility feedback, parents meet feedback, girls hostel feedback, girls hostel canteen feedback and programme exit survey and do the analysis. He asked for threshold value for improvement of feedback, Mr. S. M. Gawale Local Committee Member suggested that if the feedback is not good for more than 20% then it should be given priority for taking action and so on.</p> <p>Action taken: Revised feedback questionnaires for conducting feedback from various stakeholders was prepared by IQAC coordinator and finalized by Principal. It was decided that from next academic year the feedback will be conducted online. All stockholders link was uploaded on institute website link as follows</p> <p>Alumni feedback Link https://docs.google.com/forms/d/1AFARamfEi41MjHclCX4epSSBUcrxCZ6K00Yqg5jEfc/viewform?edit_requested=true</p> <p>Parents feedback link https://docs.google.com/forms/d/17Shm2rPqG5iBMipy67E2hJw2LgC9kvkYEjEfw64dYc/viewform?edit_requested=true</p> <p>Industry Person Link https://docs.google.com/forms/d/1xkm2AcPYNdDptMDhMxlZJMY1wg7vaM_kdWi68T2j-1g/viewform?edit_requested=true</p>
4	<p>Review of Annual Quality</p>	<p>Vice Principal Prof N.B. Desale guided the members regarding the preparation of AQAR for the academic year 2019-20. He iterated that</p>

	<p>Assurance Report 2019-20</p>	<p>IQAC is important from the point of view of NBA/NAAC. Actiontaken: All the departmental IQAC coordinators was collected the information related to annual quality assurance report and submitted to IQACco-ordinator</p>
5	<p>Any other issue raises by IQACmember</p>	<p>Dr. S. J. Kokate, told the members about the next visit of NAAC. He told the importance of IQAC and new methodology of accreditation introduced from December 2019. Revised Assessment and Accreditation (A&A) Framework Quantitative Metrics 70% weightage and 5% weightage for students satisfaction survey (SSS) Qualitative Metrics 30% weightage. System Generated Scores (SGS) with combination of online evaluation (about 70%) and peer judgment (about 30%) Pre-qualifier for peer team visit, as 25% of system generated score is required. Data validation and verification software (DVV) is used for Quantitative Matrices' analysis.</p> <p>The meeting concluded with thanks to the Chair.</p> <p>Actiontaken: 1. Points to be focused more are discussed by Dr. S. J. Kokate like NPTEL online course certification and refund of NPTEL examination fees.</p> <p>2. Student Satisfaction Survey (SSS) will be conducted online through ERP</p>



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Name of Board : Internal Quality Assurance Cell (IQAC), KBT COE, Nashik
Meeting Location : Online Media: Zoom Cloud Meeting. Meeting ID: 9719756331
Date : 13/04/2020
Time : 11:30 am

Members Present

Prof .N.B.Desale	Vice Principal
Mr.D.D.Kulkarni	Coordinator
Dr. S. J. Kokate	Dean, Academics
Dr. S. B. Sonawane	Dean, R & D
Mr.B.J.Pawar	Dean, Student affairs
Mr. S. M.Gawale	Local Committee
Mr. PravinP.Shelke	Alumni
Ms. R.R. Shewale	Member, NAAC
Mr. S. V. Bachhav	Member, NAAC
Mr. B. S. Tarle	Member
Ms. S. M. Jagtap	Member
Mr. P. D. Aher	Member
Ms. J.V. Pagar	Member
Mr. L.C. Sontakke	Member
Ms. R. R. Tajanpure	Member
Mr. Y.P. Patil	Member
Ms. G. M. Shirsat	Member
Mr. V. E. Raundal	Member, ERP
Mr. M. H. Chaudhari	Member, ERP

Mr. D. D. Kulkarni, IQAC Co-ordinator welcome respected Vice principal Prof. N. B. Desale, all Deans, Mr. S. M.Gawale, local committee member, Mr. PravinP.Shelke alumni representative and IQAC departmental co-ordinators. Mr. D. D. Kulkarni, IQAC co-ordinator brief about agenda of meeting. All the members discuss on various points in the agenda and following discussion were made.

Sr. No.	Agenda Items	Discussion																								
1	To take review of earlier meeting.	<p>Mr. D.D.Kulkarni, IQAC coordinator presented the minutes of meetings of earlier meeting held on 18th January 2020. Vice-Principal and all the committee members approved the minutes of meetings of earlier meeting.</p> <p>Action taken: Principal and all the committee members approved the minutes of meetings, which is uploaded on institute website http://kbtcoe.org/igac-minutes-of-meeting/</p>																								
2	To conduct academic and administrative (AAA) audit.	<p>Internal academic and administrative audit of various departments will be carried out in the last week of May 2020 and external audit will be carried in last week of June 2020. The committee for carrying out the internal audit was finalized under the guidance of honorable Vice Principal, Prof. N.B.Desale which was as follows:</p> <table border="1" data-bbox="480 1115 1396 1948"> <thead> <tr> <th data-bbox="480 1115 632 1171">Sr. No.</th> <th data-bbox="632 1115 1034 1171">Name of Staff members</th> <th data-bbox="1034 1115 1396 1171">Department</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 1171 632 1283">1</td> <td data-bbox="632 1171 1034 1283">Dr. A.A. Kapase Dr. A.M.Bhoi</td> <td data-bbox="1034 1171 1396 1283">Information Technology</td> </tr> <tr> <td data-bbox="480 1283 632 1395">2</td> <td data-bbox="632 1283 1034 1395">Mr. Y. P. Patil Mr. S.P.Jadhav</td> <td data-bbox="1034 1283 1396 1395">Computer Engineering</td> </tr> <tr> <td data-bbox="480 1395 632 1507">3</td> <td data-bbox="632 1395 1034 1507">Ms.S.M.Jagtap Ms. R. R. Shewale</td> <td data-bbox="1034 1395 1396 1507">Civil Engineering</td> </tr> <tr> <td data-bbox="480 1507 632 1619">4</td> <td data-bbox="632 1507 1034 1619">Ms. S.A. Dhumane Ms.G. M. Shirsat</td> <td data-bbox="1034 1507 1396 1619">Instrumentation and Control Engineering</td> </tr> <tr> <td data-bbox="480 1619 632 1731">5</td> <td data-bbox="632 1619 1034 1731">Ms. T.S. Pawar Ms. M.C. Aher</td> <td data-bbox="1034 1619 1396 1731">Mechanical Engineering</td> </tr> <tr> <td data-bbox="480 1731 632 1843">6</td> <td data-bbox="632 1731 1034 1843">Mr. P.D. Aher Mr. L.C. Sontakke</td> <td data-bbox="1034 1731 1396 1843">Applied Science</td> </tr> <tr> <td data-bbox="480 1843 632 1948">7</td> <td data-bbox="632 1843 1034 1948">Ms. J.V. Pagar Mr. V.A. Ahirrao</td> <td data-bbox="1034 1843 1396 1948">Electronics and Telecommunication</td> </tr> </tbody> </table>	Sr. No.	Name of Staff members	Department	1	Dr. A.A. Kapase Dr. A.M.Bhoi	Information Technology	2	Mr. Y. P. Patil Mr. S.P.Jadhav	Computer Engineering	3	Ms.S.M.Jagtap Ms. R. R. Shewale	Civil Engineering	4	Ms. S.A. Dhumane Ms.G. M. Shirsat	Instrumentation and Control Engineering	5	Ms. T.S. Pawar Ms. M.C. Aher	Mechanical Engineering	6	Mr. P.D. Aher Mr. L.C. Sontakke	Applied Science	7	Ms. J.V. Pagar Mr. V.A. Ahirrao	Electronics and Telecommunication
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3	Discussion on student satisfaction survey (SSS).	<p data-bbox="480 920 1399 1447">Dean R&D Dr.S.B.Sonawane said that some questions should be including in the Student Satisfaction Survey (SSS) feedback regarding the COVID-19 pandemic situation. Vice Principal, Prof N.B.Desale also approved to revise the Student Satisfaction Survey (SSS) Questionnaire. After brief discussion, the final questionnaire for student satisfaction survey was finalized by the members and approved by Vice Principal, all IQAC member and IQAC coordinator. The survey will be conducted by the departmental IQAC members through ERP. After conducting analysis, the final report has to be submitted to IQAC coordinator.</p> <p data-bbox="480 1525 1399 1951">Action taken: Revised the Student Satisfaction Survey (SSS) Questionnaire are formed as per Covid-19 situation. After brief discussion, the final questionnaire for student satisfaction survey was finalized by the members and approved by Vice Principal, all IQAC members and IQAC coordinator. The survey will be conducted by the departmental IQAC members through ERP. After conducting analysis, the final report has to be submitted to IQAC coordinator.</p>						
4	Review of	All the department IQAC coordinators have to collect the information						

	Annual Quality Assurance Report 2019-20	<p>related to annual quality assurance report before 30th June 2020. The information has then to be compiled and final AQAR has to be prepared.</p> <p>Actiontaken:All the department IQAC coordinators have to collect the information related to annual quality assurance report before 30th June 2020. The information has then to be compiled and final AQAR has to be prepared.</p> <p>Google sheet share by IQAC coordinator& department IQAC coordinators will fill it.</p>
5	Any other issue raises by IQACmember	<p>Mr. S. M.Gawale,Local Committee Member wants to know that how to conduct the final examination of the student in this COVID-19 pandemic situation. Vice Principal, Prof. N.B.Desale guided the all IQAC member regarding the university external examination.</p> <p>Alumni representative Mr. Pravin P. Shelke told the committee members to take online feedback through the Google Class-room for monitoring the progress.The meeting concluded with thanks to the Chair.</p> <p>Actiontaken:Vice Principal, Prof. N.B.Desale guided the all IQAC member regarding the university external examination.</p>



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Name of Board : Internal Quality Assurance Cell (IQAC), KBT COE, Nashik
Meeting Location : Online Media: Zoom Cloud Meeting. Meeting ID: 9719756331
Date : 29/06/2020
Time : 11:00 am

Members Present

Prof .N.B.Desale	Vice Principal
Mr.D.D.Kulkarni	Coordinator
Ms. S. J. Shinde	Registrar
Dr. S. B. Sonawane	Dean, R & D
Mr.B.J.Pawar	Dean, Student affairs
Dr.A.R.Kulkarni	Dean, Industry-Institute
Mr. S. M.Gawale	Local Committee
Mr. PravinP.Shelke	Alumni
Ms. R.R. Shewale	Member, NAAC
Mr. B. S. Tarle	Member
Ms. S. M. Jagtap	Member
Ms. J.V. Pagar	Member
Mr. L.C. Sontakke	Member
Ms. R. R. Tajanpure	Member
Mr. Y.P. Patil	Member
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Mr. D. D. Kulkarni, IQAC Co-ordinator welcome respected Vice principal Prof. N. B. Desale, all Deans, Mr. S. M.Gawale, local committee member, Mr. PravinP.Shelke alumni representative and IQAC departmental co-ordinators. Mr. D. D. Kulkarni, IQAC co-ordinator brief about agenda of meeting. All the members discuss on various points in the agenda and following discussion were made.

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2	Online teaching policy	<p>IQAC cell developed online teaching policy for the teachers those who are developing online teaching content like E-content, YouTube video, etc. The objectives is promoting generation of e-content in all subjects; Develop teachers and expert's resources in e-content creation; Make available the e-content to teachers and students through various delivery modes for formal and non-formal education, for supplementing and complementing the process of teaching and learning in higher education. Mr. Pravin P. Shelke told the committee members to take online feedback regarding online teaching for monitoring the progress. He also suggested taking revision in this policy after online teaching will start and getting feedbacks from students.</p> <p>Action taken: Inform to all department for developing online teaching content like E-content, YouTube video.</p> <p>Verification of developing online teaching content like E-content, YouTube video by Module coordinator, IQAC Department coordinator & HoD.</p> <p>Online Teaching Policies are finalized by IQAC coordinator.</p>

3	To conduct academic and administrative (AAA) audit	<p>Internal academic and administrative audit of various departments was not carried out in the last week of May 2020 because of the Covid-19 pandemic. All members decided to conduct external audit and internal audit when college will start as per norms given by Government of Maharashtra and HOD will be considered responsible for this audit. The committee for carrying out the internal audit was finalized under the guidance of honorable Vice Principal, Prof. N. B. Desale which was as follows:</p> <table border="1" data-bbox="483 633 1394 1267"> <thead> <tr> <th>Sr. No.</th> <th>Name of Staff members</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dr. A.A. Kapse Dr. A.M.Bhoi</td> <td>Information Technology</td> </tr> <tr> <td>2</td> <td>Mr. Y. P. Patil Mr. S.P.Jadhav</td> <td>Computer Engineering</td> </tr> <tr> <td>3</td> <td>Ms.S.M.Jagtap Ms. R. R. Shewale</td> <td>Civil Engineering</td> </tr> <tr> <td>4</td> <td>Ms. S.A. Dhumane Ms.G. M. Shirsat</td> <td>Instrumentation and Control Engineering</td> </tr> <tr> <td>5</td> <td>Ms. T.S. Pawar Ms. M.C. Aher</td> <td>Mechanical Engineering</td> </tr> <tr> <td>6</td> <td>Mr. P.D. Aher Mr. L.C. Sontakke</td> <td>Applied Science</td> </tr> <tr> <td>7</td> <td>Ms. J.V. Pagar Mr. V.A. Ahirrao</td> <td>Electronics and Telecommunication</td> </tr> <tr> <td>8</td> <td>Mr. B.S. Tarle Ms. D.R. Gatne</td> <td>MBA</td> </tr> </tbody> </table> <p>Departments will submit the information regarding the audit in the format circulated and then the audit committee members will physically verify the information submitted. A detail report has to be submitted to the IQAC coordinator. Discrepancy if any, found in the information has to be complied and acknowledge to IQAC coordinator.</p> <p>Actiontaken:Committees was formed for conducting internal Academic & Administrative Audit (AAA). The senior Staff members was assigned and audit will be carried out after Result of SE, TE, BE.</p>	Sr. No.	Name of Staff members	Department	1	Dr. A.A. Kapse Dr. A.M.Bhoi	Information Technology	2	Mr. Y. P. Patil Mr. S.P.Jadhav	Computer Engineering	3	Ms.S.M.Jagtap Ms. R. R. Shewale	Civil Engineering	4	Ms. S.A. Dhumane Ms.G. M. Shirsat	Instrumentation and Control Engineering	5	Ms. T.S. Pawar Ms. M.C. Aher	Mechanical Engineering	6	Mr. P.D. Aher Mr. L.C. Sontakke	Applied Science	7	Ms. J.V. Pagar Mr. V.A. Ahirrao	Electronics and Telecommunication	8	Mr. B.S. Tarle Ms. D.R. Gatne	MBA
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4	Review of Annual Quality Assurance Report 2019-20	All the department IQAC coordinators have to collect the information related to annual quality assurance report before 30th June 2020. The information has then to be compiled and final AQAR has to be prepared. Vice Principal, Prof N. B. Desale, guided about AQAR and important dates.																											

		<p>Actiontaken:All the department IQAC coordinators have to collect the information related to annual quality assurance report before 30th June 2020. The information has then to be compiled and final AQAR has to be prepared</p>
5	Any other issue raises by IQACmember	<p>Mr. S. M. Gawale, Local Committee Member wants to know that how to conduct the online Lecture of the student in this COVID-19 pandemic situation. Vice Principal , Prof. N. B. Desale guided all IQAC members regarding the online/offline Lecture that they will be conducted as per norms given by Government of Maharashtra and SPPU Pune university. Sir elaborated the importance of quality in the development of the institute. He also stated that we should develop the institute in such a way that it should be a role model for other institutes.The meeting concluded with thanks to the Chair.</p> <p>Actiontaken:</p> <ol style="list-style-type: none"> 1. Online teaching policy are discussed with HoD, All staff members. From 06/07/2020 conduction of online lectures will be done in adherence to policy decided. The lectures will cover the prerequisite of subject first and then teachers will start teaching the syllabus. 2. All E -content verification E- content (PPT, Quality You tube Videos) verification will be done by respective module coordinators of the Department. 3. Use of Online Tools (like mentimeter, moodle, kahot..) for students assessment &to increase effectiveness of online teaching learning process. 4. Preparation and sharing of Blended learning Sheet with all staff members.