MKSSS's
K.B.Joshi Institute of Information Technology
Karvenagar,Pune-52

Meeting Name: IQAC 2018-19: Meeting 1
Meeting Date: 13/07/2018
Meeting Time:2pm
Location: KBJIIT, Conference Hall

Minutes of Meeting:

*Principal Swati Sayankar welcomed the members of IQAC committee formed on 11/06/2018
*Academic planner is prepared by referring University Academic schedule
* According to subject allocation, time table is to be prepared
*It was decided to form department wise committees of staff and students
*AQAR for academic year 2017-18 should be verified and placed before LMC
*It was finalized to conduct Aptitude and Interview technique training for TYBCA by Skill Gurukul for better placements
*IQAC decided to conduct a survey among all four units under MKSSS on current BCA syllabus to check its potential for employability
*As decided in LMC meeting on 03.02.2018, short throw projectors are purchased and implemented in four classrooms to promote ICT based education.

Action Taken Report

Tentative lesson plans were prepared by staff members and have been approved by Principal
Semester wise time table was prepared
Principal formed different committees and accordingly respective staff chose student heads
Aptitude and Interview technique training was conducted in the month of June and July by Skill Gurukul for TYBCA
Survey on current BCA syllabus was collected using Google form

Prof.Rupali Saraf
IQAC Coordinator:

MKSSS's K.B. JOSHI INSTITUTE OF IT BCA COLLEGE Karvenagar Pune - 52.

Prof.Swati Sayankar
IQAC Chairperson, Principal(O)

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Meeting Name:IQAC 2018-19:Meeting 2

Meeting Date:15/09/2018 Meeting Time:2pm

Location:KBJIIT, Conference Hall

Minutes of Meeting:

*Considering semester examination in October 2018, review on subject coverage is taken from all faculties. It was directed by principal to Exam department to prepare internal marks and display for student information
*It was decided to get permission of LMC to start MCA and B Sc (IT) courses considering good demand from Industry
*It was decided to conduct HB check-up and Blood donation Camp on 25.09.18
* It was decided to conduct an annual Alumni Meet in the month of October. The objective of the meet is to appeal the Alumni for maximum fund raising for needy students, to serve as a resource person for current students.
*Placement report of placement drives conducted in July 2018

Action Taken Report:

*Internal Marks displayed on notice board.
*Proposal for new courses MCA & B Sc(IT) is drafted in Perspective plan of University
*It was decided to conduct HB check-up and Blood donation Camp on 25.09.18
* Alumni Meet is organised on 20th Oct 2018.
*To increase placement percentage more trainings are provided

Prof.Rupali Saraf
IQAC Coordinator:

Prof.Swati Sayankar
IQAC Chairperson, Principal(O)

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Meeting Name:IQAC 2018-19:Meeting 3

Meeting Date:05/12/2018 Meeting Time:1pm

Location:KBJIIT, Conference Hall

Minutes of Meeting:

*Considering need of the society and to spread awareness amongst students it was decided to organized one day state level seminar on topic "Cyber Security"
*Staff is motivated to present research paper in National Conference at Indira college in Dec 18
*It has been decided to start admission campaign in the month of Dec only
*To fulfil the objective of women empowerment, IQAC decided to give admission to needy, underprivileged student without denying for education
*under social connect , it was decided to conduct cleanliness drive by NSS volunteers at seva vasti adopted by MKSSS
*With reference to Damini event in Jan 2019, it was decided to provide coach and adequate practice opportunities to sport participants

Action Taken report:

State level Seminar on topic "Cyber Security- Challenges and Opportunities in Cyber World" is organised in the month of February 2019.
*Staff submitted papers for National and Conference and all selected papers are published in Journal. Prof.Rupali Saraf, Prof.Reshma Ladda, Prof Kalyani Namjoshi, Prof Nilima Patil, Prof Aparna Kale and Prof Asawari Sawant
*Staff started admission campaign by conducting session on "Career Opportunities in IT" to 12th students of Mahilashram High School and Shri Siddhivinayak College.
*College is going to give admission to needy bright students with donation from Samstha
* NSS volunteers does cleanliness drive @ Seva Vasti on 21st and 22nd January 2019. Also one black board and Two dustbins are donated.
*Considering Damini-2019, coach for chess (Mr.Makarand Velankar)and court for badminton practice are provided

Prof.Rupali Saraf
IQAC Coordinator:

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Dr..Swati Sayankar
IQAC Chairperson, Principal(O)

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Meeting Name:IQAC 2018-19:Meeting 4

Meeting Date:05/03/2019 Meeting Time:1pm

Location:KBJIIT, Conference Hall

Minutes of Meeting:

*All members congratulated Principal Swati Sayankar for completing PhD in Computer Management from Tilak Vidyapeeth
*Members welcomed new Administrative staff member in IQAC Mr.Girish Moghe(Librarian)
*To promote smooth functioning of Examination, It was decided by IQAC to display internal marks in advanced and teachers should mentor week students
*It has been decided to conduct awareness session for staff to understand guidelines on new online AQAR submission process. The date is finalized in first week of April by Prof. Parag Shah (Modern college, Founder IQAC Cluster India).
*IQAC suggested conducting FDP for faculties on new trends by Industry expert.
*Principal directed all staff members to present committee wise report at the end of academic year.
*Considering the forthcoming shifting of college, it has been decided to arrange University committee visit.

Action Taken Report:

*Staff prepares Internal Marks for all semesters in second week of March.
*Awareness session for staff to understand guidelines on new online AQAR submission process is organised on 8th April 2019 by Prof. Parag Shah (Modern college, Founder IQAC Cluster India).
* FDP for faculties on "Data Science" is taken by Mrs.Sujata Kolekar from Cognizant on 24th April 2019
*All staff members gave presentation in second week of April 2019(15th April to 20th April)
*College informed University about shifting of college, accordingly University committee will visit college in the month of June 2019

Prof.Rupali Saraf
IQAC Coordinator:

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Dr..Swati Sayankar
IQAC Chairperson, Principal(O)