

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

Notice of Meeting

Date:10/06/2020

Dear IQAC members,

IQAC meeting is scheduled on 12th June 2020 at 12pm in conference hall. The agenda of the meeting is as follows:

Meeting Agenda:

Sr.No.	Points to discuss
1	IQAC formation for 2020-21
2	Academic planning by College
3	Staff committee formation/Department Allocation
4	Orientation to SY and TY students
5	Online teaching learning platform in COVID-19 pandemic
6	Educloud utilization
7	Establishment of ESD cell
8	Admissions 20-21
9	Counselling session for staff (In COVID scenario)

Rupali
IQAC Coordinator:
Prof.Rupali Saraf



Swati
IQAC Chairperson
Dr.Swati Sayankar

Principal (O)

Maharshi Karve Stree Shikshan Samstha
K. B. Joshi Institute of Information Technology
5th Floor, Rama Purushottam Vidya Sankul,
Karvenagar, Pune - 411052.

IQAC Coordinator
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Meeting Name: IQAC 2020-21: Meeting 1

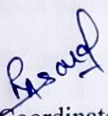
Meeting Date: 12/06/2020

Meeting Time:12pm

Location: KBJIIT, Conference Hall

Minutes of Meeting:


1.Principal Swati Sayankar welcomed the members of IQAC committee formed for Academic Year 2020-21.Ms.Revati Deshmukh(TYBCA) was added as Student representative
2.College decided to start academic year for SY and TY students from 2 nd July 2020. Due to COVID pandemic, the planner from University is delayed.
3. It was decided to conduct online meeting for subject allocation to staff.
4.It was decided to keep department responsibility with same staff
5.As directed by Principal, Orientation for SY and TY classes was planned on 29 th June 2020
6.Considering COVID-19 pandemic, it was decided to use virtual class (Via Google meet) feature of Educloud for conducting online lectures.
7.It was decided to formally established ESD cell which was proposed in academic year 2019-20
8.Principal guided all staff for admissions. Also told to make use of SMS facility. Updating of website.
9.Principal Madam conducted google form survey on " Recourses available with students for attending online lectures" .
10.It was decided to conduct Counselling session for all staff


IQAC Coordinator:
Prof.Rupali Saraf

IQAC Coordinator
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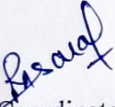

IQAC Chairperson
Dr. Swati Sayankar
Principal(O)

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Action Taken Report


Principal madam shared analysis of Survey conducted on "Recourses available with students for attending online lectures" .Accordingly staff communicated with students to know their difficulty.
Online zoom meeting was conducted on 15 th June to discuss agenda of Orientation (to be held on 29 th June 2020) and subject allocation of staff
Orientation program for SY and TY students was conducted using Google meet. Principal and staff shared admission and online learning methodology with students. 163 participants were present.
Proposal for Renewal for Educloud software was put forward in LMC dated 3 rd July. LMC approved continuation of Educloud software.
CDC dated 23 rd September 2020 approved Objectives proposed by ESD cell. Principal shared establishment and objectives of Entrepreneurship skills development cell with students on 21 st October 2020 via google meet. Also a google form is shared with students to get to know their ideas on start ups
Counselling session for staff was conducted on 20 th July 2020. Also proposal sent by Baya Karve Stree Abhyas Kendra was approved in LMC dated 11 September 2020


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Prof.Rupali Saraf

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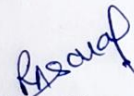
Date:04/11/2020

Dear IQAC members,

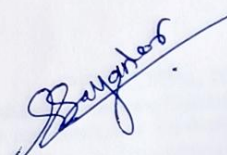
IQAC meeting is scheduled on 9th November 2020 at 2pm in conference hall. The agenda of the meeting is as follows:

Meeting Agenda:

Sr.No.	Points to discuss
1	AQAR 2019-20 submission
2	Criteria wise review
3	SSR for Cycle II :Documents
4	Website Updating
5	Academic Planning
6	Motivational Lecture on "Start Up & Innovations"
7	Workshops for students
8	MSc Semester-I orientation
9	Foreign language course overview
10	Cognitive Exchange activity


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Dr. Swati Sayankar
Principal(O)

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Meeting Name: IQAC 2020-21: Meeting 2

Meeting Date:09/11/2020

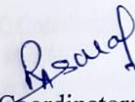
Meeting Time:2pm

Location: KBJIIT, Conference Hall/ Google Meet

Minutes of Meeting:

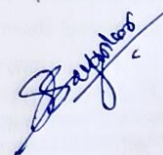
Mrs. Reshma Ladda attended meeting in virtual mode.

1.Considering the submission date of AQAR as 31 st December 2020, for timely submission it was decided to finalized AQAR in the presence of Principal and IQAC coordinator.
2.All NAAC criteria heads were directed to review contents in the write ups and quantitative data.
3.Principal madam directed that NAAC SSR cycle II documentation to be completed in 2 months.
4. It was decided to allocate Website update responsibility to staff
5. As per the Academic Planner received by SNDT University dated 2 nd November 2020, it was decided to revised college academic calendar
6. For motivating students entrepreneurs, it was decided to conduct Google form to know interest in start-Up and also to organise guest lecture
7.Organization of various workshops/guest lectures/session
8.Considering the extension for admission, it was decided to start MSC SEM I in January 2021
9.Responsibility of handling foreign language course is given to Vidya Dole Madam. Overview of course was taken on telephonic call with Rajashree Phatak Madam(SDFLI)
10.Considering the extension for FY admissions, It was decided to start Cognitive exchange activity for first Year in the Month of January.


IQAC Coordinator:
Prof.Rupali Saraf

IQAC Coordinator
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IQAC Chairperson
Dr.Swati Sayankar

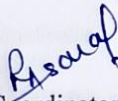
Principal(O)
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Meeting Name: IQAC 2020-21 Meeting 2

Action Taken Report:

1.All criteria heads sent updated AQAR to IQAC coordinator for final review on 24 th December 2020.
2.All faculties collected and prepare documents for SSR submission
3.Digital Team was formed to look into Website Updating. Mrs. Shilpa Yadav, Mr. Girish Moghe, Mrs. Manali Sapkal and Mr. Umesh Waghmare were allocated to Digital team.
4. Academic calendar was updated as per revised SNTD University planner.
5.Principal madam gave introduction of ESD cell, formed and approved during CDC, to all students and Mrs. Aparna Kale shared Google form and collected student's ideas in start-Ups
6.Counselling sessions were conducted in January 2021
7.Guest Lecture on "Employability opportunities in Japan" was conducted on 21/12/2020
8.MSC C.S Sem I orientation was conducted on 4 th Jan 2021.
9. Foreign language certificate exam was conducted in offline mode on 16 th January 2021 with all COVID guidelines.
10.Cognitive Exchange basic Speech batch and Basic debate batches started in 11 th January 2021.


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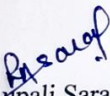
Date:05/01/2021

Dear IQAC members,

IQAC meeting is scheduled on 8th January 2021 at 2 pm in conference hall. The agenda of the meeting is as follows:

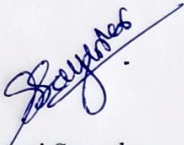
Meeting Agenda:

Sr.No.	Points to discuss
1	Appointment of new members in IQAC
2	Online examination guidance to students
3	Counselling sessions for students
4	Foreign Language certificate examination
5	TCS collaboration


Prof. Rupali Saraf
IQAC Coordinator:



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Meeting Name: IQAC 2020-21 Meeting 3

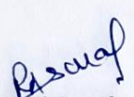
Meeting Date: 08/01/2021

Meeting Time: 2pm

Location: KBJIIT, Conference Hall

Minutes of Meeting:

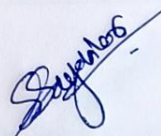
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|---|
| 1. At the beginning of the meeting, Principal and IQAC coordinator wished a new year to all members.
Considering the resignation of Mrs. Reshma Laddha and transfer of Ms. Trupti Balwadkar, two new members were added in IQAC. |
| 2. It was decided to conduct online exam guidance to all students of BCA and BSC IT programme for the examination to be held in the month of Feb/Mar 2021. |
| 3. Considering the mental and social pressure on students, it was decided to conduct counselling sessions by Baya Karve Stree Abhyas Kendra |
| 4. College decided to conduct foreign language certification examination for students who have enrolled and successfully completed the course. Mrs. Vidya Dole madam was appointed to coordinate the exam in association with Foreign Language Department |
| 5. Chairman of IQAC Dr Swati Sayankar directed IQAC coordinator to conduct programs under TCS collaboration. Also to initiate activities through Placement cell. |


Prof. Rupali Saraf
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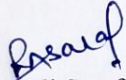
Meeting Name:IQAC 2020-21 Meeting 3

Meeting Date:08/01/2021

Meeting Time:2pm

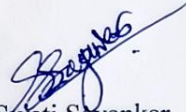
Action Taken report:

1. Two members Mrs. Asawari Sawant (Teacher Representative) and Ms.Sujata Shinde(Admin Reprsenatative) were added in IQAC
2. Teachers attended Webinar on "MCQ Orientation for paper setters". Teacher guided students about paper pattern and MCQ paper
3. Counselling session was organised on 11 th January 2021 to help students to come out of mental and social pressure. To build confidence amongst themselves.
4. Mrs. Vidya Dole Madam coordinate with Mrs. Rajashree Phatak (Head, SDIFL) for organization of certificate examination in German & Japanese. German Language test conducted on 16 th January 21 & Japanese language test conducted on 12 th February 21.
5. Placement coordinator Ms. Kalyani Namjoshi coordinated with TCS team. TCSgoIT program was conducted for SY students. TAAP session was conducted for final Year students to make them employment ready


Prof. Rupali Saraf
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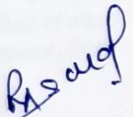
Date:05/04/2021

Dear IQAC members,

IQAC meeting is scheduled on 7th April 2021 at 10:30am on Google Meet platform. The agenda of the meeting is as follows:

Meeting Agenda:


Sr.No.	Points to discuss
1	Result of online examination Feb/Mar 21
2	New AQAR submission guidelines
3	NAAC Documentation
4	Academic Year 2020-21 Term II
5	Lecture on IPR and Start-up(ESDC)
6	Work from home status
7	Green Audit of Campus
8	COVID-19 health and safty
9	Feedback and SSS


Prof. Rupali Saraf
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Meeting Name: IQAC 2020-21 : Meeting 4

Meeting Date:07/04/2021

Meeting Time: 10:30am

Location: Google meet

Minutes of Meeting:

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|---|
| 1.IQAC Coordinator & Exam coordinator Mrs. Rupali Saraf shared result of online examination held in Feb/Mar 2021. |
| 2. Principal and IQAC coordinator discussed the new AQAR submission guidelines with other members.
Chairman of IQAC directed all criteria heads to prepare AQAR 2020-21 as per new format. |
| 3.Considering NAAC cycle II SSR submission , it was decided to conduct a session on effective documentation for all teaching and non-Teaching staff in association with IQAC Cluster India. |
| 4.With reference to rising cases of COVID-19, Work from home policy was made applicable to teaching staff. Principal madam directed that Teaching for Term II would be started in online mode. And further mention to conduct subject allocation through virtual meeting. |
| 5. It was discussed in the meeting that Lecture on "IPR" can be arranged on occasion of IPR day. Also to strengthen ESDC , organization of guest lecture on Start-Up |
| 6.Principal madam directed all faculties to maintain proper record of WFH status including Lectures, NAAC work etc. |
| 7.It was decided to get Green Audit/Environmental Audit done |
| 8. Considering the health and safety of staff in Covid-19 pandemic, it was decided to organised vaccination drive for staff members. |
| 9. It was decided to conduct a feedback by students and staff at the end of Academic Year. Also Student Satisfaction Survey has to be taken as per NAAC directives. |

Rupali Saraf
IQAC Coordinator
MKSSS's



Rupali Saraf
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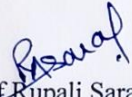
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Meeting Name: IQAC 2020-21: Meeting 4

Action Taken Report:


1. Online examination results for BCA and BSc IT students were shared on social media platform by Digital Marketing Team
2. All criteria heads started collecting information and documents as per new AQAR guideline
3. A guidance session on "NAAC documentation" was conducted by IQAC. Mr. Peeyush Pahade (IQAC Cluster India) was the resource person for online session.
4. All teaching staff maintained WFH record in prescribed format. Also reported to Principal.
5. On occasion of IPR day, an online session was organised for TYBCA students on topic "IPR & Patent". Mrs. Pradnya Kashikar Madam delivered the lecture.
6. Enterprenurship Skills Development cell under the guidance of IQAC organised informative session of "Start-Up" by Mr. AnandSagar Shiralkar on 20 th May 2021.
7. Green Audit/Environmental Audit done by Third Wave Environmental Design
8. MKSSS organised vaccination drive for all employees working in different units and their relatives
9. Feedback from students and staff was taken and Analysis was discussed.


Prof. Rupali Saraf
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