

**Sandip Foundation's
Sandip Institute of Technology & Research Centre, Nashik
Department of Electronics & Telecommunication**

Date: 20/07/2013

ISO AWARENESS PROGRAM

Name of the Resource person : Prof. A K Mishra, E & TC , SITRC , Nashik

Venue : NPL Laboratory.

Objective :

To aware newly joined staff with ISO documentation.

Session :

The session was conducted by Prof. A K Mishra & following Staff has participated in the Program :

1. Prof. Kundan Saraf,
2. Prof. Yogesh Gaikwad,
3. Prof. Vaibhav Joshi,
4. Prof. (Mrs) Yashashree Jadhav .

Minutes of Meeting :

1. Discusssion on Attendance Muster , Teaching Plan , Syllabus Coverage Report & Consolidated Student Record ,
2. How to prepare Tutor / Mentor report and Counselling Form ?
3. Discussion on Various contents of Course File,
4. Shown the formats of Portfolio , Feedback report & Undertaking ,
5. Quality Policy of our College.

Session was over with the vote of thanks.

Photos :



