

### Minutes of Meeting

**Date of meeting:** 03/10/2017

**Time:** 10:00 A.M.

**Venue:** Principal Cabin

**Chair:** Dr. S.T.Gandhe (Principal)

**Faculties Present:** Dr.Rakesh Patil      Dr.Prasad R Bawiskar      Dr.G.M.Phade  
Dr.Amol Potgantwar      Dr.Sudhir N. Patil      Dr.Milind Patil  
Dr.R.V. Kherde      Dr.Prakash G. Burade      Dr. Sanjeev Sharma  
Mrs. Aruna A. Aher      Mr. Pranav Ostwal

**Agenda of meeting:** IQAC body formation

The body of IQAC is formed as per the guidelines of NAAC.

In the meeting following points were also discussed

1. Framing the academic plan as per the university syllabus structure and ensure quality conduction of theory and practical sessions.
2. To improve overall personality of student through co-curricular and extra co-curricular activities were discussed.
3. Establishment of new labs and purchase of lab equipments.
4. All HOD's were instructed to submit the requirement of faculty members as per University standard.
5. UGC interviews scheduled on second week of December 2017.
6. Along with University curriculum all to HOD's were instructed to plan value added programs/expert sessions/bridge courses.
7. Striving for social cause, faculty members are instructed to focus on solutions for social problems.
8. To identify foreign universities for student exchange programs.

  
**Prof. (Dr.) S. T. Gandhe**  
Principal  
Sandip Institute of Technology  
& Research Centre, Nashik

**SANDIP FOUNDATION'S**

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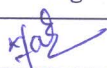






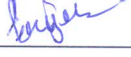


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Agenda of meeting: IQAC

Sr. No.	Points	Discussion	Action
1	Composition of IQAC Committee for Quality Assurance	In this meeting the guidelines laid down by NAAC were circulated to all the members present. Discussion on various post in IQAC Committee was held.	Inputs were given by all members and the committee was constituted.
2	Academic formats review for teaching learning process enhancement	Discussion was held over NAAC IQAC guidelines for improvement of the teaching learning process.	Identified academic formats for improvement and circulated the formats to the department
3	Design of the Academic Calendar of the college and departments	The members discussed over the compliance of department academic calendar with college academic calendar.	The IQAC along with the other members need to prepare the academic calendar.
4	Students Attendance and monitoring the irregular students	Discussion on attendance muster format that is already existing and enhancing the same.	Preparation of attendance muster format.
5	Feedback Analysis	Discussion was held on process and strategies for obtaining feedback from students about the teaching and learning.	IQAC need to prepare a feedback system and implement the same for analyzing the teaching learning feedback of courses.

### Faculties Present:

Sr. No.	Name	Sign.	Sr. No.	Name	Sign.
1.	Dr.Rakesh Patil		7.	Dr.Prakash G. Burade	
2.	Dr.Prasad R Baviskar		8.	Dr.R.V. Kherde	
3.	Dr.Sudhir N. Patil		9.	Mrs. Aruna A. Aher	
4.	Dr.G.M.Phade		10.	Dr. Sanjeev Sharma	
5.	Dr.Amol Potgantwar		11.	Mr. Pranav Ostwal	
6.	Dr.Milind Patil				



  
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