

Sandip Institute of Technology and Research Centre, Nashik

Minutes of Meeting

Date of Meeting : 09/07/2018
 Time : 10:00 A.M.
 Venue : Principal's Board Room
 Chair : Dr. S.T. Gandhe (Principal)
 Agenda : IQAC

Sr. No.	Points	Discussion	Action
1	Preparation & implementation of Academic Calender	Institute and departmental Academic Calender have been prepared. Discussion was done that activities planned in the academic calendar should be properly planned.	Information was exchanged about planning of different institute and departmental level activities.
2	Quality improvement of faculty	Discussion on participation of faculty in Faculty development programs, Workshops, Conferences was done	Identified NPTEL Courses for registration of faculty. Review of previous faculty participation was done.
3	Quality improvement of Teaching learning process	Discussion on updation of Faculty course file as per updated syllabus was held. Use of ICT tools for improving the understanding of difficult topics.	Decided to check the updated course files. Review of availability & use of ICT tools was done.
4	Quality improvement of students	Imparting the knowledge/practice to students of latest technologies/processes was discussed.	VAPs, Workshops, Expert sessions to be organized were identified.
5	Quality maintenance of equipments/tools etc.	Maintenance of existing equipments was discussed	Identification of equipments requiring maintenance was done & maintenance process was initiated.

Members Present :

Sr.No.	Name	Sign.	Sr.No.	Name	Sign.
1	Dr. Sanjay T. Gandhe		7	Dr. Gayatri M. Phade	
2	Prof. Prakash.I. Patil		8	Prof. Jyotiprakash G. Nayak	
3	Dr. Milind M. Patil		9	Mrs. Aruna A. Aher	
4	Dr. Prakash G. Burade		10	Mr. Sanjay Ahire	
5	Dr. Rakesh Patil		11	Mr. Pranav Ostwal	
6	Dr. Prasad R. Baviskar		12	Mr. S.R. Pund	



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