Ext.: 2120

AIT/0097/Adm/2005

15 April 2005

OFFICE OF PRINCIPAL
IQAC MEETING

1.   Meeting of the IQAC is scheduled on Tuesday, 19th Apr 2005 at 11:00 am in the Conference Room.

2.   All members of the committee are requested to please attend the meeting positively.

SR Ghate

(Dr SR Ghate)
Principal

Director

Jt Director

For your information please

All HODs

Mr VR Nanivadekar

Mr OS Vaidya

Ms Shradha Oza

Mr Shitalkumar Jain

Dr (Mrs) Sujata Marathe

Registrar

Librarian

Mr BS Padekar

Mr Devendra More

Staff I/C (Extra Curricular Activities)

Training & Placement Officer

HOD (Mech)

HOD —

HOD IT

10:00 a

Minutes Of The Meeting

Internal Quality Assurance Committee

(19 Apr 2005, 10.00 am)

1.   Principal permitted and the meeting commenced.

2.   Prof AM Ghatpande read the minutes of the last meeting.

3.   After discussion all agreed 100% to be the benchmark for equipment working. Principal suggested to have a surprise check to enhance the equipment functioning.

4.   Details of workshop and seminars attended by the staff need to be submitted to Registrar's office by 30 Apr 2005.

5.   Principal asked to classify the required books in library in the category as vital, essential, and desirable. He also added to reach the benchmark of 15000 books in the library.

6.   Trial ejournal is viewed by some of the staff members and is found satisfactory.

7.   Principal added to give importance for the collection of data for workshop/seminars attended and collection of prizes. He also added to be ready by NBA accreditation annexure files. At the same time information related to scholarships received by student (in respect of university scholarship, merit cum means scholarship, TATA/Indian Express Scholarship)

8.   Mr Quazi to process the unit cost of education.

9.   Consideration of benchmarking for the seminar and workshops to be conducted for the non-teaching staff is done. Prof RB Patil added not to consider any financial contribution from non-teaching side to attend the workshop/seminar/course.

10.   All admitted the need for the decision of budget and policy for the continuing education of non-teaching policy.

11.   In the community services NSS related activities need to be added.

12.   Prof Auradkar commented the need of computerization of administrative works, specially admission process etc.

13.   Pro Ghatpande added to increase the infrastructural facilities and also to keep ready with the upto date records of present infrastructural facilities.

14.   Lt Col Sharma is ready to prepare a report on computer and internet access and training to staff.
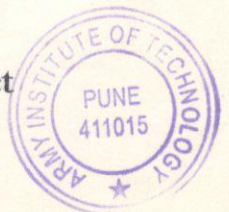
Army Institute of Technology
Dighi Hills, Pune 411 015

INTERNAL QUALITY ASSURANCE COMMITTEE

RECORD OF ATTENDANCE   Date.: 19 Apr 2005

Sr	Name	Signature
1	P R Songwane	*(signed)*
2	R.S. Verma	*(signed)*
3	R. S. Desai	*(signed)* 19/04/2005
4	LT Col Sanjay Sharma	*(signed)*
5	D. G. Awradkar	*(signed)*
6	Devendra Y. More	*(signed)*
7	Ajit S. Sarawane	*(signed)*
8	Mrs Sangeeta Jadhav	*(signed)*
9	Dr R. L. Prasad	*(signed)*
10	V. R. Namivadekar	*(signed)*
11	A. M. Ghatpande	*(signed)*
12	R B Patil	*(signed)*
13	R. P. Ambike	*(signed)*
14	B. S. Padekar	*(signed)*
15	O. S Vaidya	*(signed)*
16	*(signed)*	*(signed)*
17	Uma Gajendragadkar	*(signed)*
18	V. R Kulkarni	*(signed)*
19	DINESH CMAHALE	*(signed)*
20		
21		