

Ext.: 2120

AIT/0097/Adm/2005

25 February 2005

**OFFICE OF PRINCIPAL**  
**FORMATION OF IQAC**

1. As a post NAAC accreditation requirement, it is proposed to create (IQAC) consisting of following members:

- a. Principal - Dr S R Ghate - Chairman
- b. All HsOD ✓
- c. One teaching faculty from each dept:
  - i. Mr VR Nanivadekar
  - ii. Mr OS Vaidya ✓
  - iii. Ms Shradha Oza ✓
  - iv. Mr Shitalkumar Jain ✓
  - v. Dr (Mrs) Sujata Marathe
- d. Registrar
- e. Librarian
- f. Technical & Non-Teaching staff Representative
  - i. Mr BS Padekar ✓
  - ii. Mr Devendra More ✓
- g. Staff I/C (Extra Curricular Activities)
- h. Training & Placement Officer

2. First Meeting of the above IQAC is scheduled on 28<sup>th</sup> Feb at 11.00 am in the Conference Room.

3. All above members are requested to please attend the meeting positively.

*S R Ghate*  
(Dr SR Ghate)  
Principal

**Committee Members**

CC:

Director  
Jt Director

} For your information please

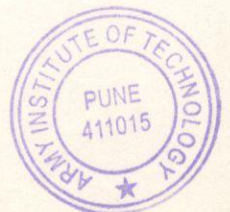




**Minutes of the  
Internal Quality assurance Committee meeting**  
(28 Feb 2005 at 11:00 am)

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1. Meeting of the Internal Quality Assurance Committee was held on Monday, 28 Feb 2005 at 11.00 am in the conference room of the Institute. Principal chaired the meeting.
2. Names of the members who attended the meeting are attached herewith.
3. Principal informed to all members that Prof AM Ghatpande will be the coordinator of the IQAC.
4. Prof Ghatpande explained the need of benchmarking of our institute with that of other accredited institutes who successfully got through.
5. Some benchmarks discussed are:
  - (i) continuous assessment of non-teaching persons in department and administration,
  - (ii) 100% placement of students and ensurance of registration to all students above 55%.
  - (iii) All equipment in the laboratory must be repaired and must be functioning properly.
  - (iv) Proper arrangement of lesson plans of every teaching faculty.
  - (v) Continues assessment
6. Some suggestions from the committee members received were:
  - (i) Mr BS Padekar - Setting up of Quality Circle in every department.
  - (ii) Prof VR Kulkarni - Combination of Internal and External benchmarking need to be done.
  - (iii) Prof DG Auradkar - Appointment of a coordinator & others will follow the coordinators instructions.
  - (iv) Mr D More - Internal development first and then the benchmarking with outside institutes.
  - (v) Mr DC Mahale - Visit to other institutes will help improvements.
  - (vi) Mr S Jain - Is it necessary to achieve all points at once or can we work on it part by part.
  - (vii) Mr AG Jirgale - Can we setup benchmarks on library matters?
7. After continuous discussion the benchmarks decided were:
  - (i) Students' attendance need to be more than 75%.
  - (ii) Goal of continuous assessment decided to be 100%.
  - (iii) Maintenance of all equipments used in laboratories





- (iv) Conduct of minimum one seminar per semester by internal staff member and two seminars by external speakers in every department in every semester.
- (v) Details of attendance of meetings, seminars, workshops and conferences by staff members will be submitted to co-coordinator for records.
- (vi) Every staff member in the Institute will have a separate email-id.
- (vii) Proper distribution of IT resources.

8. Meeting was adjourned at 12:30 pm.

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11:00 am to 1:00 pm

DOAE COMMITTEE MEETING

22 FEB 05

SRNO	NAME OF STAFF	SIGN
1.	B.S. Padekar	<u>BSPadekar</u>
2.	V.R. KULKARNI	<u>V.R. Kulkarni</u>
3.	R.P. Ambilce	<u>R.P. Ambilce</u>
4.	D.G. Anandkar	<u>D.G. Anandkar</u>
5.	Ltcol D BALAS	<u>D.B.</u>
6.	Devendra More	<u>Devendra More</u>
7.	DINESH CM	<u>D. CM</u>
8.)	Ajy. S. Sonawane	<u>Ajy. S. Sonawane</u>
9.)	Dr R. K. Prasad	<u>R.K. Prasad</u>
10)	R.S. Veera	<u>R.S. Veera</u>
11)	A.M. Ghatpande	<u>A.M. Ghatpande</u>
12)	Dr. S. Marathe	<u>S. Marathe</u>
13	O.S. Vaidya	<u>O.S. Vaidya</u>
14	S.A. Jain	<u>S.A. Jain</u>
15	Dr. S.D.	<u>S.D.</u>
16	Mrs. Kavita B.	<u>Kavita B.</u>

