



**G.K. Gujar Memorial Charitable Trust's
Dr. Ashok Gujar Technical Institute's
Dr. Daulatrao Aher College of Engineering, Karad.
Internal Quality Assurance Cell (IQAC)**

DATE: 23.10.2018

CIRCULAR

Meeting of IQAC committee members is scheduled as per following

Date & Time: 19/11/2018 (11.00 am)

Venue: Conference Room

Agenda:

1. Review of minutes of last meeting
2. Academic Calendar
3. Time Table
4. Teaching Learning Process
5. Research and Development Activity
6. Faculty Feedback and Students Attendance
7. Stake Holder meeting
8. Industries Institute Interaction
9. Suggestions for Improving Placements of Students
10. AQAR 2017-18
11. Gathering and Sports
12. Academic Audit Report 2018-19 SEM I
13. Career Guidance Program

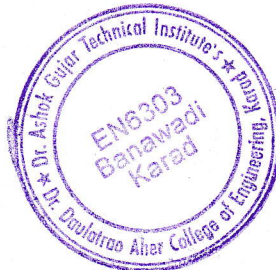
All concerned are informed to attend the meeting.



Dr. A. M. Mulla

Principal

Copy to:

1. **The Secretary**
2. **The Chairman**
3. IQAC Committee / HODs
4. Office copy




Principal
Dr. Ashok Gujar Technical Institute's
Dr. Daulatrao Aher College of Engineering, Karad

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Minutes of Meeting held on 19/11/2018

A meeting of I.Q.A.C was held on **19/11/2018**. The meeting was presided by Hon'ble principal and attended by IQAC committee members.

The minutes of the meeting are as follows:

1. Review of minutes of last meeting - The Minutes of the previous meeting was confirmed.
2. Academic Calendar – All HOD's are informed to prepare the academic calendar of their department before commencement of the semester.
3. Time table - All HOD's are informed to prepare the time table of their department before commencement of the semester in well advance.
4. Teaching Learning Process
 - a. Load Distribution – All HOD's are informed to submit load distribution before 01/12/2018.
 - b. Course File - Prepare course file before commencement of the semester.
5. Research and Development Activity – All are informed to motivate faculty and students for publishing their research work in Quality Publications
6. Faculty Feedback and Students Attendance– Review of faculty feedback is taken. From coming semester new feedback software is handled by CSE department. This software also having the students attendance module, for this each department depute one faculty coordinator for the same.
7. Each department conduct the meeting of stake holders in each academic year.
8. Industries Institute Interaction. – It has been decided to improve the Industries Institute Interaction through industry visits, expert lectures and signing MOU's etc.
9. Suggestions for Improving Placements of Students – Students are not attending pool campus. HOD,s make awareness among students to attain the pool campus drive.
10. AQAR 2017-18 – Discussed the among committee members AQAR 2017-18. It is decided submission of AQAR 2017-18 before 15.10.2018.
11. Gathering and Sports – Sports from 18 Dec 2018 to 22 Dec 2018. 24 Dec 2018 – Annual Gathering.
12. Academic Audit Report 2018-19 SEM I – Submit the academic audit report after deceleration of exam result of Nov- Dec 2018.
13. Career Guidance program for Improving the Admission arranged in the Institute campus as well as in different Institutes.




Principal
Dr. Ashok Gujar Technical Institute's
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14. Parents Meet - Arrange the parents meet by each department in Jan 2019.

The meeting ended with thanks to the Chair.

List of members present for meeting held on **19/11/2018**

Sr. No.	Name	Designation	Sign
1	Dr. A. M. Mulla, Principal	Chairman	
2	Mr. H. M. Kumbhar	Member	
3	Mr. R. C. Badgajar	External Member	
4	Mr. Udaysinh Gaikwad	External Member	
5	Mr. A. P. Adsule	Member	
6	Mr. S. A. Lokare	Member	
7	Mr. P. J. Chorge	Member	
8	Dr. A. M. Zende	Member	
9	Mr. H. K. Shete	Member	
10	Mr. A. N. Patil	Member	
11	Mr. V. V. Rangate	Member	
12	Mr. S. D. Bagade	Coordinator	



Principal
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