

Minutes of IQAC Meetings held on 22<sup>nd</sup> March 2016

FAMT/Cir/96/2016

Date- 7<sup>th</sup> April 2016

Venue: Conference Hall (Admin Building)

Following Members were present

IQAC Member	Designation	Signature
Dr. S. S. Goilkar	Principal, FAMT	
Mr. Saikrishna B.	Management Representative	
Mr. NareshKher	FIL- Assistant General Manager, Environment	
Mr. Y. B. Bhongale	BSNL- Senior Divisional Engineer (Ex- Student of FAMT)	
Dr. Kaushal Prasad	Vice-Principal, FAMT	
Dr. S. B. Kulkarni	Professor, FAMT	
Prof. G. S. Kulkarni	Associate Professor, FAMT	
Prof. G. G. Bhide	Associate Professor, FAMT	
Mr. G. D. Targaonkar	Registrar, FAMT	

IQAC meeting started with introduction of IQAC framework, objectives and functions by Dr. Kaushal Prasad. In his presentation he summarized in brief about flow of NAAC preparation since June '15. He also highlighted in brief about various academic committees of the institute. Following suggestions were made during presentation

- Newly admitted students should be made aware of all facilities available in institute and hostel by providing handbooks and through orientation programs. It was also advised to include code of conduct for students in student's handbook and undertaking on the same should be taken by students and parents at the time of orientation program.
- To explore the possibility of starting add-on courses in association with industry.

This was followed by presentations of various academic committees. Objective of these presentations was to introduce function of the committees and receive suggestions from IQAC members for improvement. Accordingly, the presentations were carried out and summary of the same is highlighted below

1. Dr. S. B. Kulkarni presented student's feedback system along with the time to time modifications done in the feedback system. Thereafter, feedback system was open for the discussion.

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Mr. Saikrishna suggested to add number of faculties teaching in particular class in the feedback form. The revision of attribute score scale was also suggested by Mr. Saikrishna, Mr. N A Khare & Mr. Yogesh Bhongle. Accordingly, it is decided to update the student's feedback form.

2. Prof. Nalage presented placement scenario on behalf of Training & Placement cell. Mr. Saikrishna, Mr. N A Khare & Mr. Yogesh Bhongle have given useful hints for further improvements in placements. Training & Placement cell elaborated that FAMT provides training to students through external vendors / agencies. In certain cases, few vendors asked FAMT for signing MOUs so it was asked to finalize MOU format with the vendors providing training to FAMT Students.

Further, Training & Placement cell elaborated that FAMT provides training to students through their in-house designed 100 point programme. It was also suggested to implement 100 point programme from second year onwards instead of present implementation from first year. They also asked to put Alumni Feedback links on institute's website. However, in the discussion it was brought to the notice of all members that it is already a followed practice in FAMT and institute have internet support with good capacity.

In connection to internet support, a discussion was held on the presently used internet lease line in FAMT and its capacity and Mr. Yogesh Bhongle have provided information that, recently BSNL has cut down its charges to 50 % for 40 Mbps connection. He advised to take benefit of the same for FAMT. Accordingly, in the meeting it was suggested to registrar to look into it.

3. Prof. T. V. Joshi presented details of Enrichment Courses conducted in FAMT. Mr. Saikrishna suggested in this case that, different events organized in institute even at the department level are required to be uploaded on Institute website.
4. Prof. U. D. Gulhane presented details of Mentorship & counselling process and it was suggested that Mentor should provide attendance and exam records of mentee to his/her parents regularly. Further it was also suggested by IQAC members that Professional counsellor /Psychiatrist should be made available & the concerned student & his / her parents should be advised to meet them.
5. Dr. R. S. Bhande presented functioning of RDCC (Research, Development & Consultancy Committee). He has also highlighted various activities done earlier, present status & planned activities in future at FAMT. Further, planning of highlighting facilities available for doing Research & Consultancy activities through website was elaborated. Prof. Kaushal Prasad suggested to prepare policies of RDCC.
6. Prof. D. D. Joshi presented result analysis details. He also highlighted that he would be collecting results from nearby colleges for comparison as decided in NAAC/NBA meetings.



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7. Prof. P. S. Soman presented format prepared for incorporating planned Academic activities. It was suggested that Academic calendar should not only incorporate the planned date but it should also highlight the execution date of planned activities.
8. Prof. V. S. Chougule & Prof. V S Pandit demonstrated Academic Diary system they have designed in Microsoft Excel which needs to be maintained by Faculty members. Committee members suggested that, full-proofing of academic diary is needed and the changes should be incorporated in next revision which is planned at the beginning of next semester.
9. Faculty appraisal committee composition was suggested by Mr. Saikrishna to all IQAC members. The suggestion was like, committee will consist odd number of members as Principal, Vice Principal, One HoD of other department, Dean Academics, Dean R&D, Registrar and one subject expert related to concerned department from other institute (i.e. Total 7 Members).

In connection to faculty appraisal, IQAC Chairperson shown a copy of Faculty Appraisal Sheet provided earlier by Honorable President Madam. It was also clarified that the same sheet was already circulated amongst all the faculty members and all are aware of it. Thereafter, discussion was held on the Faculty Appraisal Sheet to be followed in FAMT. IQAC Chairperson suggested Mr. Saikrishna to finalize the Faculty Appraisal Sheet only after the approval of President Madam and accordingly it was decided and Mr. Saikrishna mentioned that, he will provide finalized copy of Faculty Appraisal Sheet to be followed after consultation and guidelines from President Madam.

**Prepared by: Dr. Kaushal Prasad, IQAC Director**