

Finolex Academy of Management & Technology, Ratnagiri

Minutes of Meeting of Internal Quality Assurance Cell

Reference: FAMT/CIR/411/2016 dated November 23, 2016

Attendees:

Sr. no	Name	Designation	Signature
1	Dr. Kaushal Prasad	Principal, IQAC Chairperson & Director	
2	Mr. Saikrishna B.	Management Representative	
3	Mr Naresh Kher	FIL- Assistant General Manager, Environment	
4	Mr. Y. B. Bhongale	BSNL- Senior Divisional Engineer (Ex- Student of FAMT)	
5	Dr. Y.G. Mulye	Associate Professor & NAAC Co-coordinator	
6	Dr. S. B. Kulkarni	Professor	
7	Prof. G. G. Bhide	Associate Professor	
8	Prof. G. S. Kulkarni	Associate Professor	
9	Prof. V. Muralimohan	Associate Professor	
10	Mr. G. D. Targaonkar	Registrar	

The following points were discussed in the meeting of Internal Quality Assurance Cell on November 25, 2016 at 05:30 pm in the Conference room:

1. Progress of the NAAC Work:

The NAAC Co-coordinator updated the progress of NAAC work and action taken on decisions of earlier IQAC meeting.

2. Appointment of NAAC Co-coordinator:

The chairperson informed IQAC about the appointment of Dr. Y. G. Mulye as NAAC Co-coordinator to look after the preparation of NAAC and related issues.

3. Modification in Criteria Committees:

As few faculty members who were the part of NAAC Criteria Committees left the institute, they were replaced by new members nominated by respective HoDs. It was approved by IQAC.

4. Formation of Admission & Career Counseling Cell:

As suggested by the principal, IQAC approved the formation of Admission & Career Counseling Cell to promote and assist in admission and career counseling across various Jr. Colleges.

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5. Formation of NAAC Criteria Report Review Committee:

NAAC Report Review Committee was formed to review the criteria wise reports prepared by the Criteria Core Committees. IQAC approved it and directed to complete the work and take necessary action by December 2016.

6. Presentation by Committees:

The conveners of following committees presented the reports and templates:

- a. Academic Planning
- b. Result Analysis
- c. Feedback
- d. Academic Diary
- e. Course Enrichment
- f. Mentorship

The IQAC discussed and shared few suggestions. It also approved reports and templates aforesaid committees.

7. Any other point:

NAAC Co-coordinator suggested the need of formulating instructions, specifications and guidelines for organize/participating programs. The proposal was accepted and Dr. Yogesh Mulye was asked to formulate it in consultation with Principal.

No other issue was raised and the meeting ended with thanks.

Prepared by: Dr. Kaushal Prasad, Principal, IQAC Chairperson & Director

Date: November 28, 2016