

**Hope Foundation's
Finolex Academy of Management and Technology**

**Minutes of Meeting of Internal Quality Assurance Cell
Reference: FAMT/CIR/ 02 /2017 dated June 01, 2017**

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 June 9, 2017 at 06:00 pm in the Conference room:

1. Progress review and recent developments about NAAC:

The NAAC Co-coordinator presented the progress of NAAC work and action taken report of last meeting and also informed about the New NAAC framework to the committee.

2. Presentation of checklist of documents to be maintained:

The NAAC Co-coordinator presented the checklist of proofs to be maintained for the organized, participated and resourced programs by departments, committees, office or an individual.

3. Presentation of Instructions and Guidelines for Organizing/Participating Programmes:

The NAAC Co-coordinator and the principal had prepared a set of instructions and guidelines along with minimum specifications stating number of programs to be organized and participated by the departments. The NAAC Co-coordinator presented the same.

IQAC Coordinator proposed some modifications in it as per new NAAC Framework.

4. Presentation of Academic Audit Report:

Dean Academics Dr. S.B. Kulkarni presented the Academic Audit Report which was discussed and approved by the IQAC.

5. Any other point:

- a. Efforts of IQAC Chairperson and NAAC Co-coordinator about point nos. 2 & 3 were appreciated by the IQAC and all were approved.

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- b. Mr. Y.B. Bhongale suggested to prepare instructions and guidelines for organizing and participating in programs for committees. The suggestion was accepted and IQAC Chairperson gave this responsibility to NAAC, Co-coordinator.

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

Date: 13th June 2017