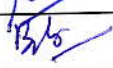


**Hope Foundation's**  
**Finolex Academy of Management and Technology**  
**Minutes of Internal Quality Assurance Cell (IQAC) Meeting**  
**Reference: FAMT/CIR/02/2020 dated 10<sup>th</sup> June 2020**

**Attendees:**

Sr.	Name	Designation	Signature
1.	Dr. Kaushal Prasad	Principal & Chairperson	
2.	Dr. Y. G. Mulye	Coordinator & NAAC Co-coordinator	
3.	Dr. V.A. Bharadi	NAAC Coordinator	
4.	Mr. G. D. Targaonkar	Registrar	
5.	Dr. S. B. Kulkarni	Senior Faculty	
6.	Dr. M.S. Kirkire	Senior Faculty	
7.	Prof. G. G. Bhide	Senior Faculty	
8.	Prof. G. S. Kulkarni	Senior Faculty	

The following points were discussed in the meeting of Internal Quality Assurance Cell (IQAC) on Jun. 23, 2020 at 02:00 PM:

**1. Item No. 1: Review of earlier NAAC meeting**

Principal welcome to IQAC members. IQAC Coordinator presented the action taken report of earlier IQAC meeting.

**2. Item No. 2: Plan of Action for Academic Year 2020-21**

IQAC Chairperson and IQAC Coordinator presented the following plan of action for next academic year (i.e. 2020-21).

- 2.1. To prepare material such as PPTs, Videos, Notes, etc. required for online teaching.
  - 2.2. To motivate faculty members to participate in online FDPs, Workshop, etc.
  - 2.3. To plan for smooth conduct of online Teaching-Learning Process.
  - 2.4. To finalize plan (Calendar) for preparation and submission of Reports and Activities by departments, bodies and employees of the institute.
  - 2.5. To conduct Department Audit
- It was discussed and approved.

**3. Item No. 3: Plan for Implementing the academics in online mode**

Principal has elaborated the plan for smoothly conducting academics in online mode.

**4. Item No. 4: Report preparation status of NAAC-AQAR**

IQAC and NAAC Coordinator updated to the committee that institute will have to submit AQAR of 2018-19 and 2019-20, and the date of submission of AQAR is extended by NAAC. It was also updated to the committee that has the process of preparation of AQAR has been initiated.

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

Prepared by: Dr. Yogesh Mulye, IQAC Coordinator, NAAC & NBA, Co-coordinator  
 Date: July 28, 2020