Hope Foundation's

Finolex Academy of Management and Technology

Minutes of Internal Quality Assurance Cell (IQAC) Meeting

Reference: FAMT/CIR/ 03 /2021 dated 10th June 2021

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 June 25, 2021 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 2021-22**
   IQAC Chairperson and IQAC Coordinator presented the following plan of action for next academic year (i.e. 2020-21).
   2.1. To update material developed 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 and implement plan (Calendar) for Preparation and submission of Reports, documents and planning by departments, bodies and employees of the institute
   2.5. To strengthen Training and Placement related activities
   2.6. To conduct Department Audit
   It was discussed and approved.

3. **Item No. 3: Plan for Implementing the academics in online mode**
   Principal and IQAC Chairperson has elaborated that the plan for online teaching plan of last year was implemented successfully and the same will implemented for academic year 2021-22.

4. **Item No. 4: Revised Documentation Templates**
   IQAC Coordinator presented the revised documentation templates for organized and participated events. It is approved for implementation from academic year 2021-22.

5. **Item No. 5: Presentation on Revised system for Slow and Fast Learners**
   Prof. Milind Kirkire, Dean Academics has presented the draft of revised system for

identification of slow and fast learners and efforts taken on them. During discussion it was shared that for FE, university has given guidelines for identification and efforts to be taken for slow and fast learners in some subjects. Accordingly, it was decided to implement for all classes except FE.

Further, it is decided that HoD, FE will prepare draft of revised system for identification of slow and fast learners and efforts taken on them by considering this revised system as well as guidelines given by university and propose it to IQAC.

6. **Item No. 5: 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: June 28, 2021