

Agenda of IQAC Meeting

Place: Directors cabin, IMCD Nigdi, Pune.
Main Agenda: IQAC & Academic meeting.
Day & Date: 3rd January 2019
Time: 11am To 2pm
Chairperson: Dr. Surya Ramdas

Agenda of Meeting:

1. Review of Academic Plan.
2. Work Allotment to different committees.
3. Planning and Budgeting of Activities
4. Review of Placement and Training.
5. Review of Contribution to research by Faculty Members.

MOM of IQAC

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Present Members for the Meeting:

Sr. No.	Name	Designation
1	Dr. Mrs.Surya Ramdas	Director
2	Dr. Mrs. Mandakini Bhosale	Assistant Professor
3	Mr. Sachin Hatole	Assistant Professor
4	Mr. Sudam Tekawade	Accountant
5	Mr. Kuldeep Mokashi	Alumnus
6	Mr. Devendra Mali	Alumnus
7	Ms. Deepali Devraye	Student
8	Ms. Karishma Kuchekar	Student
9	Mr. Rajesh Pawar	Student

Following points were discussed in the meeting:

1. Academic calendar and according time-table was prepared under the guidance of Dr. Surya Ramdas.
2. Work allocation is done among all Teaching Faculty members and also staff members of the Institute.
3. Activities planned for new academic semester and instructions are given to prepare plan and budget of activities before one month of the activity and to submit the same to IQAC for review.
4. Director Madam gave instructions to prepare and maintain documentation of all the activities and events to be conducted.
5. Director Madam reviewed Training and Placement Activities and also the practices being conducted in the institute.
6. It was discussed that Faculty and Students should be encouraged to write research papers.