



## Internal Quality Assurance Cell Minutes of Meeting

**Date and Time: 03/01/2023, at 2.00 pm in conference hall**

Sr. No.	Agenda	Minutes of meeting
1	Welcome	The IQAC coordinator welcomed the Principal sir, all the HOD's and other present members for the meeting. Previous meeting points are discussed. With his permission, next agenda are taken up by IQAC coordinator.
2	Academic review of odd semester	Academic review of odd semester presented by HoDs and found as per academic calendar. Syllabus of all subjects are delivered as per course plan. Next semester institute academic calendar is decided in the meeting.
3	University paper setting	Discussion on the paper setting from DBATU received and to submit it within time. Also time bounded online paper checking is suggested by the Principal.
4	National hero Jayanti celebration	As per IIC guidelines, we are planning to conduct Swami Vivekanand Jayanti, Savitribai Phule Jayanti, Rajmata Jijau Jayanti in institute.
5	University exam review.	Review of university examination is taken for smooth conduction. Student's issues related Hall ticket generation and other are resolved by verbal communication with University.
6	Republic day celebration	Principal asked all HoDs to participate in republic day with all department staff and students.
7	Department Library audit	Department library audit is decided to conduct for available books and utilization of books.
8	DBATU Academic Audit	DBATU Academic Audit of the institution has been successfully completed with good points. Suggestions from DBATU Academic Audit Committee is discussed.



**CSMSS**

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9	ISO First Surveillance Audit	First Surveillance of ISO Audit was completed and the Suggestions from the committee was discussed
10	Green Audit	Green Audit as per ISO standards was done successfully and discussed in the meeting. The suggestion from the committee was discussed.
11	Vote of Thanks	The IQAC Coordinator proposed the vote of thanks and mentioned that the next meeting would be in the first week of April 2023.

**Dr R P Chopade**  
IQAC Coordinator



**Dr U. B. Shinde**

**Principal**  
**Principal**  
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