



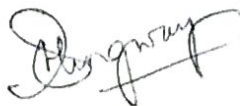
**MINUTES OF THE FOURTH MEETING OF INTERNAL
QUALITY ASSURANCE CELL (IQAC DATED 20/12/2013, TIME
4.00 PM)**

VENUE: CONFERENCE ROOM

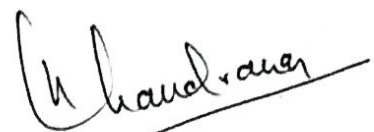
Members Present:

Sr. No.	Name & Designation	Designation in IQAC
1.	Dr. V.K. Chandrakar, Principal, GHRIETW	Chairperson
2.	Dr. S.P. Hingway, Professor, GHRIETW	Coordinator & Member Secretary
3.	Dr. K.K. Dhote, Executive Director, RGI	Member from Management
4.	Mr. Sunil Hajare, Parent of Student	Member from Society (External Expert)
5.	Dr. U.M. Gokhale, H.o.D., Electronics Engg.	Member
6.	Prof. M.J. Katira, H.o.D., Electrical Engg.	Member
7.	Dr. V.S. Kinikar, H.o.D., First Year	Member
8.	Prof. P.S. Mohod, H.o.D., Computer Science & Engg.	Member
9.	Prof. A.N. Jaiswal, Associate Professor	Member
10.	Prof. K.S. Mankar, Assistant Professor	Member
11.	Prof. S.S. Mahajan, Assistant Professor	Member
12.	Prof. M.R. Ugale, Assistant Professor	Member
13.	Prof. A. Bhattacharya, Assistant Professor	Member
14.	Mr. S.B. Jagdale, Administrative Officer	Member (Senior Administrative Official)
15.	Mr. K. Palkanwar, Accounts Officer	Member
16.	Mr. A. Nair, System Analyst	Member
17.	Mr. N. Dhirde, Incharge, Student Section	Member

1. Meeting started with the welcome note.
2. All departmental Heads presented the data regarding various activities of previous semester.
3. Prof. M.J. Katira said that some skills development programmes should be conducted for non teaching staff.
4. Prof. U.M. Gokhale said that training on MS Office application is necessary for all non teaching staff.
5. Prof. A.N. Jaiswal said that communication skills training was required for faculty as well as non teaching staff.
6. Principal Dr. V.K. Chandrakar said that in the past training on English writing and speaking skills was conducted during the summer vacation.
7. Dr. Kinkhikar said that Internal Academic Audit dates & timing should be decided in consultation with the Heads of Department so that teaching is not hampered. Note of this suggestion was taken and assurance was given for the implementation.
8. Prof. A. Bhattacharya said that more students should participate in co-curricular activities and benefit of attendance should be given to them. The faculty should encourage the students to participate with greater dedication.
9. Prof. P.S. Mohod said that practical journals should be corrected more meticulously and a few viva questions should be asked at the time of correction. The grade should depend on the performance of Viva.
10. The Internal Audit Reports were to be submitted within 15 days of the actual audit.
11. Separate notice will be issued regarding the schedule for academic audit.
12. *Dr. K.K. Dhote suggested to start activities related to IPR and Career Counseling for students.*
Meeting ended with the vote of thanks from the IQAC Coordinator.



Dr. S.P. HINGWAY
IQAC Coordinator



Dr. V.K. CHANDRAKAR
PRINCIPAL