



ATS SBGI Miraj  
Faculty of Engineering, Management and Polytechnic  
NAAC A Grade Institute

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**IQAC**

Date:-11/11/2019

The meeting has been scheduled for IQAC internal members on The agenda for the meeting is as follows

**Agenda item 1** Planning for the current academic year FDP /conference /guest lectures

**Agenda item 2** Finalization of standard formats.

**Agenda item 3** Discussion about Academic Audit

**Agenda item 4** Teacher's diary formation

**Agenda item 5** Self-appraisal form of Dbatu

**Agenda item 6** Planning for the Documentation of AQAR II

  
IQAC Coordinator

  
IQAC Head

  
Director



(Dr. A. C. Bhagati)  
DIRECTOR  
ATS, Sanjay Bhokare Group of Institutions  
Faculty Of Engineering and Management, &  
Polytechnic, Miraj.



ATS SBGI Miraj

Faculty of Engineering, Management and Polytechnic

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## IQAC

## Minutes of Meeting

Date:-11/11/2019

The meeting was scheduled for IQAC internal members on 09/1/2020 in IQAC Hall

The points were discussed are

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8. The discussion held regarding planning for the current academic year FDP /conference /guest lectures ,AICTE proposals each department has to be carry on event during each semester
9. Documentations proof which have been submitted in AQAR have to be submitted IQAC upto 27/11/2019 ,it should be according to criteria .
10. As per external Academic audit some points are discussed are for strengthening academic which are
  - a) Industrial Visit documents have to be prepared by mechanical department which includes request letter ,thanking letter ,summary report, feedback from students, feedback analysis report ,observations on summary report
  - b) Mentor File have to be prepared by first year department which includes Order of mentor, meeting record with students ,suggestions feedback from students, action taken against report , roles and responsibilities of mentor etc Each mentor have to be report with file to HEAD IQAC
  - c) Every file should start with summary report and ends with closure report with details

- d) Result analysis must be in DBATU Formats which will be prepared by civil department with guidance of Registrar
- e) MOU file which includes request letter , acceptance letter , Bond paper document ,roles of both parties etc all this will be prepared by electrical department
- f) Fort night report have to submitted to IQAC regularly
- g) Research publication of each department have to strengthened and file have to submitted to IQAC
- h) Training /placement file have to submitted by TPO
- i) Students feedback form will be revised by HEAD IQAC
- j) Department library month wise summary reports and formats have to be prepared by civil department
- k) Students feedback have to be taken during written exam
- l) Remedial lecture file have to be prepared by each department which includes notice, time table , attendance ,topics covered in each plan
- m) Department file have to prepared by each department which includes notice, agenda ,minutes of meeting ,analysis of meeting ,sign of faculties
- n) Academic diary have to modified which will by done by M.A. Bote

*MAP*  
IQAC Coordinator

*gms*  
IQAC Head



*Dr. A. C. Bhagali*  
Director

**(Dr. A. C. Bhagali)**  
**DIRECTOR**

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