



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

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.



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Faculty of Engineering, Management and Polytechnic

NAAC A Grade Institute

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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



*ACB*  
Director  
**(Dr. A. C. Bhagali)**  
**DIRECTOR**  
ATS, Sanjay Bhokare Group of Institutes  
Faculty Of Engineering and Management, &  
Polytechnic, Miraj.

**Action Taken Report of Internal Quality Assurance Meeting dated 11/11/2019**

Item No.	Item	Resolutions/Action Points	Action Taken Report
01	Planning of current academic year FDP/conference/guest lecture	The minutes of the last meeting were read and confirmed unanimously.	--
02	Finalization of standard formats	Noted	Completed
03	Discussion about academic audit	Noted	Planned in next month
04	Teachers diary formation	Dean Engg	Correction incorporated and distributed
05	Self appraisal form of DBATU	Registrar	Each department asked to submit self appraisal form to IQAC
06	Planning of documentation of AQAR	Noted	Completed

*MAP*  
Coordinator

Internal Quality Assurance Cell (IQAC)  
Sanjay Bhokare Group of Institutes, Miraj.



*[Signature]*  
Director

Shri Ambabai Talim Sanstha's  
Sanjay Bhokare Group of Institutes  
Faculty of Engineering & Management, Miraj.





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**Faculty of Engineering, Management and Polytechnic**  
**NAAC A Grade Institute**






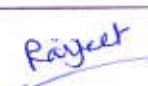


**IQAC Meeting Attendance**

Date: -11/11/2019

Time: -

Venue: - Conference Hall

Sr. No.	Name of Members	Designation	Signature
1	Mr. Siddharth Bhokare	Managing Director	
2	Mr. Parag Inamdar	Administrative Director	
3	Dr. Annasaheb. C. Bhagali	Director	
4	Mr. A. S. Mulla	Registrar	
6	Mr. D. S. Bhangari	Head of Department Electrical Engineering	
7	Mr. Chirag Kokane Pawar	Head of Department Computer Engineering	
8	Mrs S. A. Chougule	Head of Department Civil Engineering	
9	Mrs. S. N. Hublikar	Head of Department Mechanical Engineering	
10	Mrs. V. V Bhiungade	Head of Department Electronics and Telecommunication Engineering	
11	Dr. Paul Madhale	Head MBA Department	

12	Prof V.J. Sawant	Head of Department First Year Engineering	
13	Mr. Sandip A. Mahadik	Central Examination Coordinator	
14	Mr. S S Koli	Librarian Central Library	
15	Mr. S. M. Gramopadhye	Training and Placement Officer	
16	Mr. Chandrashekhav Marathe	Industrialist	Marathe
17	Mr. Sourabh Patil	Students Representatives	
18	Mr Ranjeet Desai	Alumni Representative	
19	Mr. Vishwesh Joshi	Jagdeesh Foundry	
20	Dr. P.S. Gawali	Professor WCE Sangli	
21	Dr. N.D. Salkar	Professor WCE Sangli	N.D.Salkar
22	Dr S S Joshi	IQAC Coordinator	