

**Dr. Rajendra Gode Institute of Technology and Research Amravati**

**Internal Quality Assurance Cell**

**Date: 24-10-2018**

All members are requested to attend the meeting as per following details

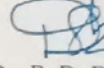
Date: 25-10-2018

Time: 3.00 pm

Venue: Board Room

**Agenda**

1. Formation of music club.
2. Workshop on Aptitude Development for students.
3. Formation of Art Gallery for students.
4. Awareness programme on use of Sanitary Napkin.
5. Workshop on Communication Skills.
6. Discuss about the AQAR 2018-19 format.

  
24/10/18  
Dr. P. B. Deshmukh  
IQAC Coordinator

To,

**Dr. P. B. Patil**

Prof. P. B. Deshmukh

Dr. R. M. Deshmukh

Prof. A. A. Shahade

**Prof. S. C. Tawlare**

Prof. S. K. Kitukale

Prof. S. M. Tondre

Prof. S. S. Dandage

Prof. Kamlesh Patil

Prof. S. D. Thakre

Prof. S. S. Mahalle

**Principal**

Head, BEFY Department

Head, EXTC Department

T & P Officer

Head, CSE Department

Head, Civil Engg. Dept.


Head, Mechanical Engg. Dept.

Dean, R & D

Librarian

Criterion Incharge

Director of Physical Education

  
24/10/18  
**PRINCIPAL**

Dr. Rajendra Gode Institute of  
Technology & Research, Amravati.

# Dr. Rajendra Gode Institute of Technology and Research Amravati

## Internal Quality Assurance Cell

### Minutes of the Meetings of Internal Quality Assurance Cell

#### • Minutes of the meeting held on 25-10-2018

Minutes of the special meeting of IQAC held on 25-10-2018, at 3.00 p.m. in Board Room of Dr. Rajendra Gode Institute of Technology and Research Amravati.

Following members were present.

<b>Dr. P. B. Patil</b>	<b>Principal</b>	<b>Chairman</b>
Prof. P. B. Deshmukh	Head, BEFY Department	Coordinator
Dr. R. M. Deshmukh	Head, EXTC Department	Member
Prof. S. C. Tawlare	Head, CSE Department	Member
Prof. S. K. Kitukale	Head, Civil Engg. Dept.	Member
Prof. S. M. Tondre	Head, Mechanical Engg. Dept.	Member
Prof. S. S. Dandage	Dean, R & D	Member
Prof. Kamlesh Patil	Librarian	Member
Shri. Akshay Pote	Alumni	Member
Shri. Sanjay Jadhav	Industry Expert	Member

At the outset the Coordinator welcomed the Hon'ble Chairman and the members present in the meeting and requested the Hon'ble Chairman to commence the business of the special meeting of IQAC. Hon'ble Chairman also welcomed all the members and started the business of the meeting.

First of all, the Hon'ble Chairman congratulated to newly appointed coordinator and members. Also congratulated to all for our institution had been NAAC Accredited with CGPA of 2.71 on a seven point scale at B+ Grade. He appreciated the efforts and the support extended by the all criterion incharges, head of the departments, Training and and placement officer, librarian, faculty and supporting staff members that were directly and indirectly part of NAAC Accreditation.

**Item No.1.**

To discuss about the formation of music club.

Prof. S. D. Thakare will have to establish music club including students and some teachers.

**Item No.2.**

To discuss about workshop on Aptitude Development for students.

**Item No.3.**

To discuss about formation of Art Gallery for students.

Prof. P. S. Thakare [FY] appointed as a incharge of Art Gallery.

**Item No.4.**

To discuss about awareness programme on use of Sanitary Napkin and establishment of Sanitary Napkin Bank at Diwankhed and at Indala village at the occasion of Womans Day.

**Item No.5.**

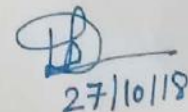
To discuss about the organizing the workshop on Communication Skills.

To discuss about MS-office training programme for First Year students.

**Item No.7**

Discuss about the AQAR 2018-19 format.

Meeting ended with vote of thanks to the Chair.

  
27/10/18

**Dr. Rajendra Gode Institute of Technology and Research Amravati**

**Internal Quality Assurance Cell**

**Minutes of the Meetings of Internal Quality Assurance Cell**

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Prof. P. B. Deshmukh	Head, BEFY Department	Coordinator
Dr. R. M. Deshmukh	Head, EXTC Department	Member
Prof. S. C. Tawlare	Head, CSE Department	Member
Prof. S. K. Kitukale	Head, Civil Engg. Dept.	Member
Prof. S. M. Tondre	Head, Mechanical Engg. Dept.	Member
Prof. S. S. Dandage	Dean, R & D	Member
Prof. Kamlesh Patil	Librarian	Member
Shri. Akshay Pote	Alumni	Member
Shri. Sanjay Jadhav	Industry Expert	Member

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**Item No.7**

Discuss about the AQAR 2018-19 format.

Meeting ended with vote of thanks to the Chair.

  
27/10/18

**Dr. Rajendra Gode Institute of Technology And Research Amravati**

**Internal Quality Assurance Cell**

Minutes of IQAC Meeting held on 25-10-2018

S.N.	Agenda Point	Details of discussion and conclusion	Responsibility
1	Formation of Music Club	Discussion of programme schedule of club.	Prof. S. D. Tahkare
2	Workshop on Aptitude Development	The schedule of workshop discussed.	Dr. P. D. Dolas
3	Formation of Art Gallery	Discussion of programme schedule of gallery.	Prof. P. S. Thakare
4	Awareness programme on use of Sanitary Napkin for village women	Discussion of schedule of programme and establishment of Sanitary bank at Diwankhed and Indala villages.	Prof. A. D. Nakhale
5	Workshop on Communication Skills	Decided that to organize workshop in summer vacations of students.	Prof. R. H. Popali
6	Training programme on MS-Office	Discussion on contents and schedule of training programme	Prof. N. E. Karale
7	AQAR 2018-19	Discussion of criterion wise points	All Criterion Incharges



Dr. P. B. Deshmukh  
IQAC I/C

**Rajendra Gode Institute of Technology and Research Amravati**  
**Internal Quality Assurance Cell**

**Date: 25-02-2019**

All members are requested to attend the meeting as per following details

Date 25-02-2019

Time: 3.00 pm

Venue: Board Room

Agenda

1. Formation of readers club.
2. Discussion of self appraisal form of all staff members.
3. Discussion about the Academic and Administrative Audit of institute.
4. Discussion of organization of an international conference.
5. Discussion of MS office workshop for supporting staff.
6. Formation of Nature club
7. Dr. Rajendra Gode Foundation Scholarship Examination.
8. Review of AQAR 2018-19 formats



Dr. P. B. Deshmukh  
IQAC Coordinator

To,

**Dr. P. B. Patil**  
Prof. P. B. Deshmukh  
Dr. R. M. Deshmukh  
Prof. A. A. Shahade  
Prof. S. C. Tawlare  
Prof. S. K. Kitukale  
Prof. S. M. Tondre  
Prof. S. S. Dandage  
Prof. S. D. Thakre  
Prof. K. M. Pimple  
Prof. Kamlesh Patil  
Prof. S. S. Mahalle

**Principal**  
Head, BEFY Department  
Head, EXTC Department  
T & P Officer  
Head, CSE Department  
Head, Civil Engg. Dept.  
Head, Mechanical Engg. Dept.  
Dean, R & D  
Criterion Incharge  
Criterion Incharge  
Librarian  
Director of Physical Education

*Handwritten note:*  
25/02/2019

# Dr. Rajendra Gode Institute of Technology and Research Amravati

## Internal Quality Assurance Cell

### Minutes of the Meetings of Internal Quality Assurance Cell

#### • Minutes of the meeting held on 25-02-2019

Minutes of the special meeting of IQAC held on 25-02-2019, at 3.00 p.m. in Board Room of Dr. Rajendra Gode Institute of Technology and Research Amravati.

Following members were present.

<b>Dr. P. B. Patil</b>	<b>Principal</b>	<b>Chairman</b>
Prof. P. B. Deshmukh	Head, BEFY Department	Coordinator
Dr. R. M. Deshmukh	Head, EXTC Department	Member
Prof. S. C. Tawlare	Head, CSE Department	Member
Prof. S. K. Kitukale	Head, Civil Engg. Dept.	Member
Prof. S. M. Tondre	Head, Mechanical Engg. Dept.	Member
Prof. S. S. Dandage	Dean, R & D	Member
Prof. Kamlesh Patil	Librarian	Member
Shri. Akshay Pote	Alumni	Member
Shri. Sanjay Jadhav	Industry Expert	Member

At the outset the Coordinator welcomed the Hon'ble Chairman and the members present in the meeting and requested the Hon'ble Chairman to commence the business of the special meeting of IQAC. Hon'ble Chairman also welcomed all the members and started the business of the meeting.

#### Confirmation of the Minutes -

Confirmed the minutes of the meeting of IQAC held on 25-10-2018.

#### **Item No.1**

To discuss about the formation of readers club.

Prof. K. R. Patil, Librarian will have to establish readers club including students and some teachers

#### **Item No.2**

To discuss about the self appraisal form of staff members.

#### **Item No.3**

To discuss about the Academic and Administrative Audit of institute.

#### **Item No.4**

To discuss about the organization of an international conference.

#### **Item No. 5**

To discuss about MS-office training programme for supporting staff.

#### **Item No. 6**

Formation of nature club.

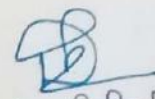
#### **Item No.7**

To discuss the Dr. Rajendra Gode Foundation Scholarship Examination.

#### **Item No. 8**

Discuss about the progress of AQAR 2018-19 format.

Meeting ended with vote of thanks to the Chair.

  
Dr. P. B. Deshmukh

# Dr. Rajendra Gode Institute of Technology And Research Amravati

## Internal Quality Assurance Cell

Minutes of IQAC Meeting held on 25-02-2019

S.N.	Agenda Point	Details of discussion and conclusion	Responsibility
1	Formation of Readers Club	Discussion of programme schedule of club.	Prof. K. R. Patil
2	Self appraisal form of staff members.	Designing of appraisal form of staff.	Dr. P. D. Dolas
3	Academic and Administrative Audit of institute.	Conduction of Academic and Administrative Audit of institute in May.	Dr. P. D. Dolas
4	Organization of an international conference.	Organization of an international conference in December 2019.	Convener- Prof. K. R. Gawande
5	MS-office training programme for supporting staff.	Organization of MS-office training programme in May for supporting staff.	Prof. N. E. Karale
6	Formation of nature club.	Activities under the nature club - Daana Khaa- Paani Pi for birds. Preparation of bird houses and water pots.	Prof. V. A. Fulari
7	Dr. Rajendra Gode Foundation Scholarship Examination.[online]	Schedule and examination pattern.	Prof. S. D. Thakare
8	AQAR 2018-19.....	Discussion of criterion wise points	All Criterion Incharges



Dr. P. B. Deshmukh