



**Date:- 20-06-2021**

The meeting was held on dated 20-06-2021 by Prof. Bere S.S. (Academic Dean) and Prof. Kathale S.S. (IQAC Coordinator) with all department HOD's and with all staff members regarding discussion of academics and finally meeting lasted after two hours. Following are the points discussed in meeting:

### **Minutes of Meeting**

1. In detail review of PR/OR exam which are conducted by all departments taken by Prof. Bere S.S. (Academic Dean) and Prof. Kathale S.S. (IQAC Coordinator).
2. Instructed all faculty members to keep all record (Lab Manual, Attendance, Submission etc.) of OR/PR examination on google drive .
3. In detail review of Seminar/Project exam which are conducted by all departments taken by Prof. Bere S.S. (Academic Dean) and Prof. Kathale S.S. (IQAC Coordinator).
4. Instructed all faculty members to keep all record (Seminar Report, Project Black Book etc.) of Seminar/Project examination on google drive.
5. Strictly instructed all faculty members to do registration of atleast 5 five students and be in contact with them till the end of his/her admission.

6. Instructed to all HOD's and faculty members to complete syllabus of SE, TE and BE on or before 30/06/2021.
7. Instructed all faculty members to be ready with all subjects insem, termwork marks hardcopies and fill all marks after starting online mark filling system.
8. Instructed all HOD's to prepare the Load Distribution, Time Table and other department level documents of next academic year as early as possible .
9. In detail review of fee Collection and Exam Form Submission of all departments taken by Prof. Bere S.S. (Academic Dean) and Prof. Kathale S.S. (IQAC Coordinator) and instructed all faculty members to complete fee and Exam Form Submission work as early as possible.
10. Review of FE syllabus coverage presented by FE incharge and after presentation it has been decided to take Insem exam of FE students as early as possible.

  
IQAC Coordinator

  
Academic Dean

  
Principal  
Dattakala ~~Principle~~ Institutions  
Faculty of Engineering  
Swami-Chincholi, Tal.Daund, Dist.Pune-413130



Dattakala Shikshan Sanstha's  
**DATTAKALA GROUP OF INSTITUTIONS**

Swami-Chincholi (Bhigwan), Tal-Daund, Dist-Pune

Date: 20/06/2021

**ATTENDANCE REPORT**

Sr. No.	Present Staff
1.	Dr. Gavali K.B.
2.	Mr. Gavade N.A.
3.	Mr. Golande A.V.
4.	Mr. Kathale S.S.
5.	Mr. Bere S.S.
6.	Mrs. Kadam S.A.
7.	Mr. Nagare P.H
8.	Mr. Sharma K.M
9.	Miss. Omase N.S.
10.	Miss. Mane S.H.
11.	Mrs. Mahadik S.S.
12.	Mr. Rajput A.
13.	Ms. Mandhare Y.P.
14.	Mr. Ghodake P.A.
15.	Ms. Burungale A.A.

~~IQAC Coordinator~~

*(S/P)*  
Academic Dean

Principal  
Dattakala Group of Institutions  
Faculty of Principal  
Swami-Chincholi, Tal. Daund, Dist. Pune-413130



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