

Godavari Foundation's

# GODAVARI COLLEGE OF ENGINEERING

(NAAC Accredited)

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## Internal Quality Assurance Cell (IQAC)

Date- 11/10/2024

### Notice

A meeting of IQAC of college will take place on 15/10/2024, in board room.

All IQAC members are requested to kindly attend the meeting.

Agenda of meeting

1. Exam Schedule
2. Academic Calendar
3. Academic Diary Review
4. Discussion on Various Portfolios
5. Timely subject

Prof. Tushar A. Koli

Head, Mechanical & IQAC Incharge



Copy to

IQAC Members

IQAC File

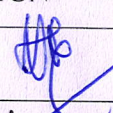





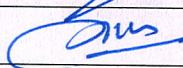

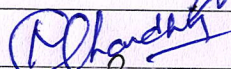
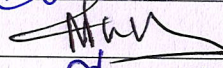
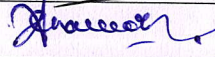
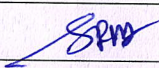

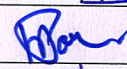
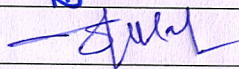

To HOD, Computer for uploading in college website

Dr. Vijaykumar

Principal

Godavari College of Engineering  
and Polytechnic, Jalgaon

Following IQAC members were present in the meeting on 15/10/2024

SR NO.	NAME	SIGN
1	Dr. Vijaykumar Patil Principal & Chairperson, GF's GCOE, Jalgaon	
2	Mr. Tushar A. Koli, IQAC Co-ordinator & HOD of Mechanical Dept.	
3	Dr. Hemant Ingale, Academics Dean & HOD E&TC	
4	Dr. Nitin Bhole, HOD , Basic science & Humanities	
5	Dr. Anil Vishwakarma, HOD of AI&DS	
6	Dr. Ishwar Jadhav ,Registrar	
6	Mr. Mahesh Patil, HOD Electrical	
7	Mr. Nilesh Wani, HOD Computer	
8	Dr. Nilesh Chaudhary, Assist Prof	
9	Mr. Mayur Thakur, Assist Prof	
10	Dr. Vijay D. Chaudhari, ASSIST PROF	
11	Mr .Sachin R.Maheshri, ASSIST PROF	
12	Dr. Saroj Bhole , ASSIST PROF	
13	Mr. Harish A. Patil, ASSIST PROF	
14	Mr. Pravin S. Patil, ASSIST PROF	
15	Mr. Rajendra V. Patil., ASSO PROF.	




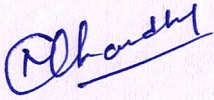
## Minutes of IQAC Meeting held on 15/10/2024

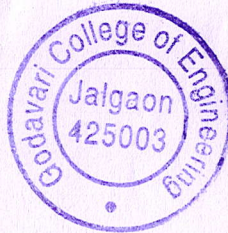
A Meeting of the Internal Quality Assurance Cell (IQAC) of the College took place on 15/10/2024 at 3 pm in IQAC meeting hall to discuss following agenda:

### Minutes Discuss:

1. Exam Schedule
2. Academic Calendar
3. Academic Diary Review
4. Discussion on Various Portfolios

The following IQAC members were present in the meeting

1. Dr. Vijaykumar Patil Principal & Chairperson, GF's GCOE, Jalgaon
2. Mr. Tushar A. Koli, IQAC Co-ordinator & HOD Of Mechanical Dept.
3. Dr. Nitin Bhole, HOD , Basic science & Humanities
4. Dr. Hemant Ingale , HOD E&TC
5. Dr. Anil Vishwakarma, HOD OF AIDS
6. Mr. Rajendra V. Patil., ASSO PROF.
7. Mr. Mahesh Patil, HOD Electrical 
8. Mr. Nilesh Wani, HOD Computer
9. Dr. Saroj Bhole , ASSIST PROF
10. Mr. Mayur Thakur, ASSIST PROF
11. Dr. Vijay D. Chaudhari, ASSIST PROF 
12. Dr. Nilesh Chaudhary, ASSIST PROF
13. Mr. Harish A. Patil, ASSIST PROF
14. Mr. Pravin S. Patil, ASSIST PROF
15. Prof. Sachin R. Maheshri, ASSIST PROF



Resolutions: After through discussion on the different agenda the following resolutions were taken unanimously

Sr. No.	Subject	Resolution
1.	Welcome	Our Principal, Chairman of IQAC welcome the gathering.
2.	Presentation Report on current status by IQAC Co-ordinator	<p>•<b>Exam schedule</b> The house discussed the timeline and preparedness for the upcoming internal and end-semester examinations. It was unanimously resolved that the examination schedule should be finalized in consultation with the Examination Committee and concerned departments. Adequate time for preparation and timely communication to students must be ensured. It was also resolved that invigilation duties and exam-related responsibilities will be circulated well in advance.</p> <p>•<b>Academic Calendar</b> The draft academic calendar for the academic year 2024–25 was presented and reviewed. Suggestions were made to incorporate important academic, co-curricular, and extra-curricular activities in a balanced manner. After deliberations, it was resolved to finalize the calendar with the recommended modifications and circulate it to all departments and upload it on the college website.</p> <p>•<b>Academic Diary Review</b> The committee emphasized the importance of academic diaries in maintaining teaching-learning records. It was resolved that all teaching staff must ensure the regular and accurate maintenance of their academic diaries, including topics covered, attendance, and teaching methodologies used. A mid-semester review of academic diaries will be conducted by the IQAC and the respective Heads of Departments to ensure compliance.</p> <p>• <b>Discussion on Various Portfolios</b> Various academic and administrative portfolios were reviewed. It was observed that a few portfolios required better coordination and clearer delegation of responsibilities. It was resolved to reassign certain</p>

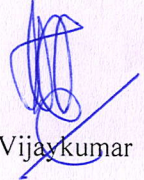


		portfolios based on faculty expertise and availability. A comprehensive list of portfolios with designated faculty in charge will be prepared and circulated. Periodic reporting from each portfolio head will be made mandatory to ensure accountability and progress tracking.
3.	Other suggestions from the IQAC members	<ul style="list-style-type: none"> <li>• Upgrade library resources with latest e-books and journals.</li> <li>• Improve sports, hostel and recreational facilities.</li> </ul>



Prof. Tushar A. Koli

**IQAC Co-ordinator**

Dr. Vijaykumar

**Principal**

**PRINCIPAL**  
**Godavari College of Engineering**  
**and Polytechnic, Jalgaon**