



SRES/ESTT/2025/1203

July 14, 2025

NOTICE

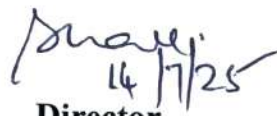
In view of the Academic and Administrative Audit (AAA) checklist for the Academic Year 2025-26, discussion meeting is scheduled on 16.07.2025. All Head of the Department, Registrar, Dean Academics are informed to attend the meeting on the same date.

Venue : Director Office

Time : 03.30 PM – 05.00 PM

Agenda:

1. To review the existing AAA checklist followed in previous two academic years.
2. To include changes as per NBA Tier 1 reforms.
3. To approve final checklist and evaluation guidelines.
4. To seek suggestions from HoDs.
5. Any other matter with the permission of chair.


14/7/25
Director
Dr.M.V.Nagarhalli


14/7/25

Copy to All HoD's

IQAC

Dean Academics

Corporate office





INTERNAL QUALITY ASSURANCE CELL

Academic Year 2025-2026 (Even Semester) Date: 17.07.2025

Minutes of Meeting

Ref.No: SRES/ESTT/2025/1203

Meeting dated 16.07.2025

The IQAC meeting was conducted on 16th July 2025 at the Director's Office in offline mode. The agenda of the meeting included:

1. To review the existing AAA checklist followed in previous two academic years.
2. To include changes as per NBA Tier 1 reforms.
3. To approve final checklist and evaluation guidelines.
4. To seek suggestions from HoDs.
5. Any other matter with the permission of chair.

The following members were in attendees:

S.No	Name of Board Members	Role
1.	Dr.M.V.Nagarhalli	Director
2.	Dr G Vijayakumar	IQAC Coordinator
3.	Dr. B S Agarkar (Prof. & Head ECE)	Teachers Representative
4.	Dr. M A Jawale (Prof. & Head IT & CE)	Teachers Representative
5.	Dr. A S Sayyad (Prof. & Head SE & Civil)	Teachers Representative
6.	Dr B B Pardeshi (Prof. & Head EE)	Teachers Representative
7.	Dr. P.M.Patare (Prof. & Head ME)	Teachers Representative
8.	Dr. Ritesh K. Patel (Prof. & Head MBA)	Teachers Representative
9.	Dr A B Pawar (Prof. & CE)	Academic dean
10.	Mr Y A Pawar	Registrar
11.	Dr N S Naik (Prof. & Structural)	Associate IQAC Dean
12.	Dr. P. N. Kalavadekar (Prof. & OE)	COE
13.	Dr. S. M. Ghumare (Prof. Civil)	Dean EDP

The meeting is started with a welcome address by Dr G Vijayakumar, IQAC Dean, and the following points were discussed briefed by all the members

Points discussed	Suggestion given by members	Remarks
1. To review the existing AAA checklist followed in previous two academic years.		
• Continuation of existing AAA checklist	-Nil-	The checklist used for the past two years was reviewed. It was resolved to retain the same format with minor updates.





2. To include changes as per NBA Tier 1 reforms.		
• Inclusion of SDG Activities	Dr. D B Pardeshi suggested to incorporate an SDG mapping matrix at the department level.	New checklist point (S. No. 42) has been included for SDG activities. Matrix template to be shared by IQAC.
3. To approve final checklist and evaluation guidelines.		
• Summary Dashboard for Audit	Dr. P M Patare suggested a one-page summary dashboard in each department's audit all files.	Accepted. Template for dashboard summary will be circulated by IQAC.
4. To seek suggestions from HoDs.		
• Mandatory SDG-based Projects	Dr. M A Jawale proposed at least one SDG-aligned project per final year batch.	Approved. To be added in the project documentation guidelines.
• SDG Evidence and Geo- tagging	Dr. Ritesh K. Patel suggested using geo-tagged photos and documentation for SDG-related events.	Departments to maintain SDG activity files with geo-tagged photos and SDG mapping.
5. Any other matter with the permission of chair.		
• Initiation of AAA External Audit Process	Dean IQAC Dr. G. Vijayakumar informed that external experts from reputed institutions across India will be invited to conduct the Academic and Administrative Audit (AAA).	All HoDs are requested to submit a panel of 2-3 suggested external experts (Reputed institutions) along with their designation, email, and mobile number by 20th July 2025. Format for submission will be circulated by IQAC.

The meeting was ended with vote of thanks.



AAA Audit checklist suggestion meeting @ 16.07.2025

G. Vijayakumar
 Dr. G Vijayakumar
 IQAC Dean
 17/7/25



M. V. Nagarhalli
 Dr.M.V.Nagarhalli
 IQAC Chairman & Director



SANJIVANI COLLEGE OF ENGINEERING

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited 'A' Grade by NAAC & Affiliated to SPPU University)

Kopargaon - 423 603, Maharashtra.



IQAC ACADEMIC CALENDAR (AY 25-26 SEM I)

Sl. No.	Activity / Plan of Action	Tentative Timeline	Responsibility
1	Commencement of Classes for 2nd, 3rd & Final Year Students	July 2nd week	Academic Dean & HoDs
2	Conduct Review Meeting for Revision of AAA Formats with HoDs	July 3rd week	Dean IQAC & AAA Team
3	Collect Details of External Experts from HoDs and Obtain Approval from Director & Management	July 4th week	Dean IQAC, HoDs & Department Coordinators
4	Review and Update Composition of IQAC Core Committee Members	July 4th week	Director & Dean IQAC
5	Conduct Review Meeting on AQAR Data Collection with SPOC Members	August 1st week	Dean IQAC & SPOC Leads
6	Administer Student Feedback on Faculty 1 (SFF1) for Odd Semester	August 2nd week	Feedback Committee & Class Coordinators
7	Analyze SFF1 Feedback and Prepare Action Taken Report (ATR)	August 3rd week	Feedback Committee & Dean IQAC
8	Collect Course File Completion Reports from AAA Coordinators (Form 2)	August 4th week	AAA Coordinators & Dean IQAC
9	Update IQAC Web Pages for the Previous Academic Year	September 1st week	Web Admin & Dean IQAC
10	Initiate Collection of NAAC AQAR Data for AY 2024-25	September 2nd week	Dean IQAC & Criterion Coordinators
11	Discuss Collection of Supporting Evidences for AQAR with SPOCs	September 3rd week	Dean IQAC & SPOC Members
12	Administer Student Feedback on Faculty 2 (SFF2) for Odd Semester	September 4th week	Feedback Committee & Class Coordinators
13	Analyze SFF2 Feedback and Prepare Action Taken Report (ATR)	October 1st week	Feedback Committee & Dean IQAC
14	Compile Final AQAR Data and Ensure Availability of Evidences	October 2nd week	Dean IQAC & Criterion Coordinators
15	Administer Student Feedback on Infrastructure and Facilities (SFIF)	November 2nd week	Dean IQAC
16	Analyze SFIF Feedback and Prepare Action Taken Report (ATR)	November 3rd week	Director, Registrar, Dean IQAC,
17	Submit NAAC AQAR for AY 2024-25 to NAAC Portal	December 1st week	Director & Dean IQAC
18	Organize Capacity Building Workshop on OBE, NBA, NAAC for HoDs and Coordinators	December 2nd week	Dean IQAC & Dean FDP Resource Team

Contact Persons: Dr. G. Vijayakumar 9894386889 & Dr. N. S. Naik 9960757472


Dr. G. Vijayakumar
IQAC Dean




Dr. M.V. Nagarhalli
IQAC Chairman & Director

Sanjivani Rural Education Society's
Sanjivani College of Engineering, Kopergaon

NOTICE

SCOE/ESTT/2025/

Date: 19/11/2025

The Continuous Internal Assessment (CIA) Audit for Test and Activity components is scheduled to be conducted on, 26th & 27th November 2025, from 10:00 AM to 5:40 PM as per the following schedule in this regard, all Department Examination & CIA Coordinators are requested to thoroughly verify the internal marks for each course prior to their final entry into the ERP portal.

Sl. No.	Date & Day	Name of the department	Name of the Auditor	Sig.
1	26.11.2025 & Wednesday	Civil engineering <i>civil</i>	Mr. N. L. Shelake AP/IT ✓ Prof. S. A. Shivarkar AP/CE	<i>[Signature]</i>
2	26.11.2025 & Wednesday	Structural engineering <i>str</i>	Dr. K. C. Bhosale Asso.Prof/Mech ✓ Mr. P. W. Ingle AP/Mech	<i>[Signature]</i>
3	26.11.2025 & Wednesday	Electrical Engineering <i>EE</i>	Dr. S. V. Bhaskar Professor/Mech ✓ Mr. P. A. Bojage AP/Mech	<i>[Signature]</i>
4	26.11.2025 & Wednesday	Electronics and Computer Engineering <i>EC</i>	Mr. G. A. Bhatane AP/Mechtrix ✓ Ms. P. S. Kawle AP/MBA	<i>[Signature]</i>
5	27.11.2025 & Thursday	Information Technology <i>IT</i>	Dr. D. G. Lokhande AP/ECE ✓ Dr. D. P. Mahurkar AP/ECE	<i>[Signature]</i>
6	27.11.2025 & Thursday	Computer Engineering <i>Comp</i>	Dr. P. V. Thokal AP/EE ✓ Mr. S. K. Agrawal AP/EE	<i>[Signature]</i>
7	27.11.2025 & Thursday	Mechanical Engineering <i>Mech</i>	Dr. B. M. Shinde AP/Structural ✓ Prof. H. N. Wagh AP/Structural	<i>[Signature]</i>
8	27.11.2025 & Thursday	Mechatronics Engg. <i>ME</i>	Dr. V. V. Sasane AP/Civil ✓ Dr. V. S. Chaudhari AP/Civil	<i>[Signature]</i>

As part of the audit process, the following must be ensured:

1. Verification of CIA Test Data

- Ensure that two CIA tests have been conducted for each course.
- Ensure the Result Analysis:
 - Individual course performance or Class performance, List of failed students, Identification of slow learners
 - Indicate whether remedial classes were conducted for the above students. Attach supporting documents if applicable.

2. Mandatory Evidence Collection for Each CIA Test

- Test Notification / Circular / Notice
- Test Schedule, Question Paper
- Attendance Sheet, Sample Answer Scripts
- Final Mark Sheet (Approved by HoD)

3. Documentation for CIA Activities (Assignments, Presentations, etc.)

- CIA Activity Schedule, Attendance Sheet
- Rubrics Assessment Sheet
- Final Mark Sheet (prepared as per the rubric, and approved by HoD)

4. Format for Submission

Kindly use the **attached format** for compiling and submitting your report and evidences.

Prepare the list as per the curriculum structure only before the audit

[Signature]
DEAN IQAC
DR. S. V. VAYAKUMAR

Copy to - All HOD's, All Department Faculty, All Auditor, Registrar

[Signature]
(Dr. M. V. Nagarhalli)
Director



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Kopergaon - 423 603, Maharashtra.

CIA Audit Academic year 2025-26 Semester I

Date of Audit:[illegible]

*(Please put 'Tick Mark only')

Department Exam / CIA Co-Ordinator Signature	:		Department HoD Signature	
Internal Auditors Signature	1.		2.	

CIA opening

Meeting ::

date: 25.11.25

Auditors sign.

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3	Section 3
4	Section 4
5	Section 5
6	Section 6
7	Section 7
8	Section 8
9	Section 9
10	Section 10
11	Section 11
12	Section 12
13	Section 13
14	Section 14
15	Section 15
16	Section 16
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Department

Co-Ord

International
Signature

Signature _____



INTERNAL QUALITY ASSURANCE CELL
Academic Year 2025-2026 (Odd Semester 1)

Date: 02.12.2025

WhatsApp Invitation



Respected Professors,

This is to inform you that a meeting is scheduled today at 3:00 PM 25th November 2025 in the Director's Office. All auditors are hereby instructed to attend the meeting

CIA AUDIT SEM 1 - Minutes of Meeting

Ref.No: SRES/ESTT/2025
25.11.2025

Meeting dated

The IQAC meeting was conducted on 25th November 2025 at the Director's Office in offline mode. The agenda of the meeting included:

1. To brief auditors on the upcoming CIA Audit for AY 2025-26 (Semester 1).
2. To discuss the verification process for CIA Test and Activity components.
3. To ensure uniform implementation of CIA practices across all course categories.
4. To review documentation and evidence requirements for the audit.
5. To finalize the submission format and preparatory responsibilities for departments.

1. Audit Focus Areas

- The audit is intended to verify whether departments are following a Uniform CIA methodology for the following:
 - Theory Courses, Laboratory Courses, NPTEL Courses, Honours Courses and Elective Courses

2. Verification Requirements (As per Guidelines)

2.1 CIA Test Data Verification

- Confirm that two CIA tests have been conducted for each course.





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- Ensure availability of result analysis, including:
 - Overall class performance, List of failed students, Identification of slow learners
- Verify if remedial classes were conducted; attach supporting documents if applicable.

2.2 Mandatory Evidence for Each CIA Test

- Test Notification / Circular, Test Schedule, Question Paper, Attendance Sheet
- Sample Answer Scripts, Final Mark Sheet (approved by HoD)

2.3 Documentation for CIA Activities (Assignments, Presentations, etc.)

- CIA Activity Schedule, Attendance Sheet, Rubrics Assessment Sheet, and Final Mark Sheet (rubric-based and HoD approved)

3. Submission Format

- All departments must use the attached format for preparing reports and evidence.
- Course-wise lists must be prepared strictly as per the curriculum structure prior to the audit.



Meeting Discussion on 25.11.2025 @ 3.20 PM

G. Vijayakumar
Dr G Vijayakumar 2/12/25

Dean IQAC



M V Nagarhalli
Dr.M V Nagarhalli

Director
DIRECTOR
SANJIVANI COLLEGE OF ENGINEERING
KOPARGAON



INTERNAL QUALITY ASSURANCE CELL
Internal Audit AY 2025-26 Semester 1

Report on Continuous Internal Assessment (CIA)

Date of Audit: 26, 27.11.2025

Report prepared: 02.12.2025

As part of the ongoing Academic Quality Assurance Plan, an internal audit of the Continuous Internal Assessment (CIA) documentation was carried out across all departments for Semester 1 of the Academic Year 2025–26. The audit focused on verifying the availability, completeness, and compliance of records related to CIA-1, CIA-2, and Activity components. This included a thorough review of question papers (QP), solutions, attendance records, sample answer booklets, analyses, rubrics, and supporting evidence.

We are pleased to note that the majority of departments have complied with the prescribed documentation standards. The audit observed well-structured and consistent practices, demonstrating the institution's strong commitment to maintaining academic quality. The Civil Engineering Department deserves special mention for its exemplary documentation practices, effectively linking CIA activities to measurable academic outcomes such as patents, project work, and publications, supported by clear Course Outcome (CO) mapping.

At the same time, a few minor non-conformities and observations were identified for corrective action. A department-wise summary of findings is provided below:

Department	CIA 1	CIA 2	Activity	Auditor Remarks
	Documents as per guidelines			
Civil	Available	Available	Available	Documentation is commendable. Minor Observation: Faculty not available for verification of courses PCCE202 and Solid Mechanics .
Mechanical	Available	Available	Available	Documentation is satisfactory. However, ISO formats were not followed in a few cases. Documents need better organization. HoD authentication is missing in several places.
CE	Available	Available	Available	Good documentation. Notably strong evidence observed in software consultancy work and patents .
IT	Available	Available	Available	Good documentation maintained.
Electrical	Available	Available	Available	Good documentation maintained.
ECE	Available	Available	Available	Documentation is satisfactory.



Sanjivani Rural Education Society's
Sanjivani College of Engineering,
Kopergaon

SCOE/EST/2025-26/3003

Date - 23/02/2026

Office Order

NBA PROPOSED SCHEDULE

Date	Participants	Work Theme	Responsible Authority	Venue
Day 1 (06.03.2026): Morning Session: 9:00 AM to 1:00 PM				
9:00 AM to 9:15 AM	Entire team	Peer Team Arrival and Welcome	Director Registrar NBA Coordinator	Entry gate
9:15 AM to 10:00 AM	Entire team and management /Institution representatives	Principal's / Director presentation about the Institute	Director Registrar NBA Coordinator	Director Office
10:00 AM to 11:00 AM	Chairman	Visit central facilities such as library, digital library, internet center, etc	Registrar Infrastructure Incharge Security Officer	Respective location
1 Central Library - Dr.D.B.Kolharaga - 9890472165, Prof.S.D.Kumbhar - 9607386550, 2. T&P Cell - Dr. V.M.Tidake - 9881046784, 3. G1 Girls Hostel - Prof.P.N.Patil - 9422370964, 4. Gymkhana - Dr.G.P.Narode - 9975242944, 5. Boys A6 Hostel - Prof.P.N.Patil - 9422370964, 6. Dispensary - Dr.Rohith Parvate - 7661919631, 7. Chemistry lab - Dr.M.V.Kulkarni - 9850053055, 8. Exam cell - Dr.S.V. Bhaskar - 9923607460, 9. FY class rooms -Dr.B.R.Shinde - 9822118520, 10. Physics lab - Dr.S.R.Dandwate - 8378995507, 11. Language lab -Dr.D. Jayavelu - 9607398863, 12. BEE lab - Prof.B.B.Kadam -7020447673, 13. Registrar office - Mr.Y.A.Pawar - 9850909004, 14. Student section - Mr.S.M.Chine - 9860857666, 15. Director office - Prof.P.D.Daunde - 9637978596.				
11:00 AM to 12:00 PM	Chairman	Study all evidence related to initiatives towards sustainable development goals and outreach activities	Respective file incharges	Director Office
12:00 PM to 1:00 PM	Chairman	Examine the evidence of the mentoring system and feedback process	Respective file incharges	Director Office
1:00 PM to 2:00 PM	Working lunch at the College		Registrar	Society Office
Day 1 (06.03.2026): Afternoon Session: 2:15 PM to 5:30 PM				
2:15 PM to 3:15 PM	Chairman	Examine the evidence of the institutional strategic plan and its effective implementation, as well as innovative educational initiatives and their implementation	Respective file incharges	Director Office
3:15 PM to 4:15 PM	Chairman	Study all evidence related to training, placement, and entrepreneurship activities and their outcomes	Respective file incharges	Director Office
4:15 PM to 5:15 PM	Chairman	Examine the evidence of statutory and non-statutory	Respective file incharges	Director Office

Circular

Form

1.1.2026

Date	Participants	Work Theme	Responsible Authority	Venue
4 15 PM to 5 15 PM	Chairman	administrative committees Examine the evidence of statutory and non-statutory administrative committees	Respective file incharges	Director Office

Date	Participants	Work Theme	Responsible Authority	Venue
Day 2 (07.03.2026): Morning Session: 9:00 AM to 1:00 PM				
9:00 AM-10:30 AM	Chairman	Examine the evidence of institutional budget and actual expenditure incurred for past 3 years	All respective file incharges	Director Office
10:30 AM to 11:45 AM	Chairman	Examine the evidence of library resources, e-resources, and internet facilities.	All respective file incharges	Director Office
11:45 AM to 1:00 PM	Chairman	Meeting with 1st year faculty members as determined by the chairman	Dean Academics	Director Office/025
1:00 PM-2:00 PM	Working lunch at the College		Registrar	Society Office
Day 2 (07.03.2026): Afternoon Session: 2.15 PM to 5.30 PM				
2:15 PM to 3:15 PM	Chairman	Study a few course files especially non-engineering (H&S) for the 1st year	All FY Faculty	025
3:00 PM to 3:30 PM	Chairman	Meeting with alumni, parents, employers	Dr NK Darwante Dr P V Thokal S C Bhangale Dr V M Tidake Dr Atul Mokal	025
3:30 PM onwards	All team members	Report writing	Head System Incharge + Team	Director Office

Day 3 (08.03.2026): Morning Session: 9:00 AM to 1:00 PM				
10:00 AM to 12:00 PM	Entire team and management /Institution representatives and faculty members	In exit meeting, chairman presents exit comments	Director Registrar NBA Coordinator	Director Office
12:00 PM	Entire team and management /Institution representatives and faculty members	Visit Concludes	Director Registrar NBA Coordinator	Director Office


Dr. R. A. Kapgate
Director

Copy to - All HOD, Registrar, Corporate Office, Security Officer, HAG

Sanjivani Rural Education Society's
Sanjivani College of Engineering
Kopergaon

SCOE/ESTT/2025/2266

March 24, 2025

Revised Office Order

Dr. G. Vijayakumar, Dean IQAC & Professor, Electrical Engineering Department is appointed as overall NBA Coordinator for the following departments.

- Civil Engineering
- Mechanical Engineering
- Information Technology

It is proposed to submit pre-qualifier in the month of April 2025 and SAR to be submitted in the last week of June 2025. Regarding this the following faculty members are assigned different responsibility for Institution level preparation of SAR.

Sub-Criterion	Marks	Assigned To
9.1. First Year Student-Faculty Ratio (FYSFR)	05 marks	Mr N S Abale
9.2. Mentoring System	05 marks	Dr S S Ingle
9.3.1. Feedback on Teaching and Learning Process	05 marks	Dr N S Naik
9.3.2. Feedback on Academic Facilities	05 marks	Dr N S Naik
9.4. Training and Placement Support	10 marks	Dr V M Tidke
9.5. Start-up and Entrepreneurship Activities	05 marks	Dr S M Ghumare
9.6.1. Strategic Plan and Implementation	10 marks	Dr D B Kshirsagar Dr D G Lokhande
9.6.2. Governance Structure	10 marks	Mr Y A Pawar
9.6.3. Transparency	05 marks	Mr Y A Pawar
9.7. Budget Allocation, Utilization, and Public Accounting	12 marks	Dr A S Sayyad Mr Praful Barahate
9.8. Program Specific Budget Allocation and Utilization	08 marks	Respective HOD
9.9. Quality of Learning Resources	05 marks	Dr B R Shinde
9.10. E-Governance	05 marks	Dr H E Khodake
9.11. Initiatives on Sustainable Development Goals (SDGs)	10 marks	Dr S V Chaudhari Mr. R N Hajare Dr Jayavelu
9.12. Innovative Educational Initiatives (Policy - Dr A B Pawar Project related - Department Project coordinators Related R&D Activities, projects - Dean R&D Entrepreneurship activities - Dean EDP Outreach Programs - Mr Surner)	05 marks	Dr A B Pawar, Dr M.A. Sayyad Dr. Pooja Kawale
9.13. Faculty Performance Appraisal and Development System (FPADS)	10 marks	HR
9.14. Outreach Activities	05 marks	Mr. N S Surner

HOD's are informed to allocate Criterion 9 department coordinator for further collection of data.

Dr. M. V. NAGARHALLI
DIRECTOR
Corporate Office

Copy to :- All above members

All HOD's, for n.a.

Registrar