



Dr. Babasaheb Ambedkar Technological University

(Established by Government of Maharashtra and Governed by
Dr. Babasaheb Ambedkar Technological University Act No. XXIX of 2014)
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Notification

DBATU/Reg/Adhoc/BoUI/2018/348
Date: 30th August 2018

Subject: Formation of *Ad-hoc* Board of University Departments and Institute (*as per the Section 26(f) of the Act*)

- (1) The Executive Council of the Dr. Babasaheb Ambedkar Technological University in its 14th Meeting held on 4th August 2018 has formed the following Ad-Hoc Board of University Departments and Interdisciplinary Studies of the University to organize the task and activities of the University Departments at the Main Campus. It shall consist of as follows.

S. N.	Position	Name of Member
1	Chairman	Dr. P .V. Vijaya Babu, Chemical Engineering Department
	Heads of University Departments	
2	Chemical Engineering	Dr. Y S Mahajan
3	Civil Engineering	Dr. S. M Pore
4	Computer Engineering	Dr. A W Kiwelekar
5	Electrical Engineering	Dr. K Vadirajacharya
6	E&TC Engineering	Dr. S L Nalbalwar
7	Information Technology	Dr. S M Jadhav
8	Mechanical Engineering	Dr. M. Sadaiah
9	Petrochemical Engineering	Mr. V P Jawanjal
10	Physics	Dr L N Singh
11	Chemistry	Dr. H. Mujawar
12	Mathematics	Dr. B. B Singh
13	English	Dr. A .P. Shesh
14	Principal, Diploma Institute	Dr. M.A. Dabhade
	Invitees(<i>to be inducted by the Board in its first meeting</i>)	
15	Representative of Professors	
16	Representative of Associate Professors	
17	Representative of Assistant Professors	
18	Representative of IoPE Teachers	

- (1) The Board shall call the First meeting as soon as formed, preferably within 10 days of this Notification, and shall select members for specific activities.
- (2) The members shall elect one of the HoDs as Member Secretary of the Board.
- (3) Heads of Departments are *Ex-officio* members. *Ex-officio* members shall cease to be members when they cease to be Heads of the concerned departments.
- (4) The Board shall induct three faculty members from University Departments (S.N. 15-17) and One Faculty member from Diploma Institute (S.N. 18) in their First meeting as per seniority by rotation for a period of two years.
- (5) The Following shall be other invitees for the Board meetings as per the agenda items of the meeting, *only for the issues related to their sections*
 - (a) University Engineer, for infrastructure of University Departments and Institute
 - (b) Store Verification Officer or Store Keeper for Procurement related activities
 - (c) Auditor/Accountant from Finance Section for Accounts related issues
 - (d) One representative each of Establishment Section and Student Welfare Section.
- (6) The Board members shall agree to plan and develop the departments within the University's policies.
- (7) The Board shall look into all issues of the Departments and Diploma Institute.
- (8) The Board shall meet as frequently as possible but at least once every quarter of which one meeting must be in the first week of the Academic Year for Yearly Plan.
- (9) Essential Quorum of the meeting shall be the Chairman, Three HoDs and Two Teachers, other than HoDs.
- (10) The Board shall take decisions by consensus or majority voting, which are as per the guidelines laid down by the Act and Statutes.
- (11) The minutes of the meeting shall be prepared on the same day and signed by the members. The minutes shall be sent to the Registrar to put up before Academic and Executive Councils for information or approval, as the case may be.

Powers and Duties of the Board of University Departments and Interdisciplinary Studies

- (1) The Board of University Departments and Interdisciplinary Studies of the University shall have the following powers and duties, namely—

(A) Academics and Professional Development

- (a) The Board shall assess the University departments to prepare perspective plans of the departments for ensuring academic excellence, research excellence, industry relationships, Innovation and Incubation activities, performance of students of the departments in the University Examinations and competitive examinations such as GATE/ GRE and their placement.
- (b) The Board shall develop quantifiable targets for each activity for all departments, addressing major weak points of each department for improvement. The format of Self-Appraisal of Faculty members as prescribed by the University may be used for the purpose.

- (c) The Board shall review performance of each faculty member on quantitative basis and submit the reports with recommendations to the Vice-Chancellor.
- (d) The Board shall co-ordinate with the Students Section for admissions in the Departments and their Scholarships, Teaching and Learning activities of the UG and PG students in the Departments, including continuous assessment, e-Content generation, online courses, e-resources for students and other resources such as MOOCS and SWAYAM.
- (e) The Board shall coordinate conduct of the examinations in the University Departments, and Institute and recommend measures for situations where no Statutes, Ordinance or Rule have been made and bring it to the notice of Academic Council and Executive Council
- (f) The Board Chairman shall recommend necessary measures to the Academic Council for academic matters and to the Executive Council, for other matters, whenever applicable and necessary. The Board shall keep the best interests of the students in mind but without compromising the quality of the graduates from the Departments.
- (g) The Board shall conduct the Training Need Analysis and organize training programmes for the benefit of University Departments and Institute teachers and non-teaching employees to improve their competence and participation to achieve the targets review on quarterly basis the achievements of the targets by departments, correct course if necessary and to help departments lagging in the process.
- (h) The Board shall interact with industries in the region and elsewhere and other bodies for creating opportunities for the students of the Departments and the Institute for internships, placement and incubation and shall make provision from financial support for scholarships to students, if available, through industry donations, endowments and projects.
- (i) The Board may review best practices of University Departments/colleges, other reputed institutions and adopt them suitably in Departmental functioning.
- (j) The Board shall ensure participation of all University departments in the Government supported and Government promoted schemes such as RUSA, RGSTC, UMA, UBA, etc.
- (k) The Board shall be responsible for Academic Audit of the Departments and timely submission of AQAR to IQAC every year.
- (l) The Board should suggest steps to overcome barriers in getting NBA accreditation of courses conducted in the Departments in stepwise manner.
- (m) The Board shall be responsible for meeting the norms of the regulatory bodies such as AICTE, MHRD, UGC and NBA through the resources available to the Board and submit necessary documents on regular basis to the said bodies.
- (n) The Board shall plan and supervise programs for Students' Development on the campus, training and placement of the students, provide essential facilities to the students, and address the students' grievances in time bound manner.
- (o) The Board shall plan and supervise cultural activities, and extracurricular activities of the students and staff in the Departments.

(B) Financial Management


- (a) The Board shall prepare annual financial estimates (budget) for the financial year after getting budget requirements from all departments, considering the funds available with the University and submit it to Budget Committee of the University.
- (b) The Board shall ensure that the budget requirements prepared by the Departments are realistic.
- (c) The Board shall prepare allocation of funds given to the University Departments to different headings.
- (d) The Board Chairman can give approval to the funds utilization once approved by the Finance Committee and Executive Council of the University.
- (e) The Board will monitor utilization of the allocated funds by departments, recommend course corrections, if necessary, reallocate the funds among the departments by consensus or to different headings, as per the requirements and inform the same to Finance and Stores Sections with appropriate approvals from competent Authorities of the University.
- (f) The Board will be responsible for generation of funds for the development of the departments by the way of project proposals and development grants and cooperation between different departments, by conducting activities such as training programmes, testing jobs and consultancy. The earnings of a department by the way of extensional activities shall be used for development of the same department, with involvement of the faculty who have generated the said funds.
- (g) The Board shall be responsible for the audit of the funds allotted to the Departments and shall give full cooperation as and when the audit is conducted.
- (h) The Board will collaborate with other funding agencies such as Rajiv Gandhi Science and Technology Commission, and Higher and Technical Education Department and Skill Development Ministry of Government of Maharashtra, for promotion of research and innovation activities in the University Departments.
- (i) The Board will work with other Institutes for collaborative projects in order to strengthen the research activities and Incubation activities at the University Departments.
- (j) The Board will develop relationships with the alumni and bring them to the University's activities
- (k) The Board will actively participate in developing synergistic relationships with industry and industry organizations in phased manner
- (l) The Board will put in efforts for placement of the students with the objective of minimum 50% campus placement.

(C) Administration Reforms

- (a) The Board shall have powers for the discipline and welfare of the faculty members, Students and Staff in the Departments and shall address all pertaining activities in the

Departments and the Diploma Institute. The Board will scrutinize all Departments related documents and recommend necessary action to the Authorities, if any.

- (b) The Board shall oversee the implementation of all decisions of the authorities of the University at the Departments and the Institute.
 - (c) The Board will be responsible for overall development of the University Departments and the Diploma Institute at the Main Centre in administrative practices, and execution of the developmental projects at the Departments.
 - (d) The Board will take measures for simplification of administrative processes and their implementation at the Departments including approvals and e-Governance.
 - (e) The Board will facilitate inter-departmental information exchange to bring uniformity of the functioning within the Departments, upload and update regularly the data of the departments and Institute on Intranet/ Departmental website and to share e-resources
 - (f) The Board will prepare Annual Planning of activities of the University Departments at the beginning of the Academic year and monitor them for any deviation
 - (g) The Board will prepare research and development plans, Department's infrastructure development plans and increasing fund raising activities for the Departments and Institute,
 - (h) The Board will raise requisite funding from appropriate funding agencies or industries and implement various schemes in the departments.
 - (i) The Board will ensure that all departments maintain and update relevant data of the departments, on intranet and University website and Government's and Regulating bodies' portals.
 - (j) The Board will work with the Campus Development Committee to utilize the available space, reallocation and/or alteration of space, creation of new space and exchange of space, refurbishing space, and laboratory space, and up-gradation of Space and corresponding facilities.
 - (k) The Board should maintain the Departments clean, and equipped with essential facilities for students, faculty and staff.
 - (l) The Board should plan infrastructure development of the Departments to update it in all respects for ambience and working environment.
 - (m) The Board shall look into grievances of the faculty ,students and staff member in the Departments and recommend requisite action to the University Authorities.
 - (n) The Board may form appropriate Committees for guidance, and cooperation between the Departments.
- (2) The Board shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.


(Dr. Sunil S. Bhamare)
Registrar

Copy Submitted to: Hon'ble Vice-Chancellor, Dr. BATU, Lonere

Copy to: All above concerned