

**Venue: Office of the Vice-Chancellor, Dr. Babasaheb Ambedkar Technological University**

A meeting of all the members of IQAC was convened on 17-04-2012 at 4.30 p.m.

Following members attended the meeting:

1. Dr. R. B. Mankar (Chairman)
2. Dr. P. V. Vijay Babu (Internal Member - Senior Teacher)
3. Dr. P. K. Brahmkar (Internal Member - Senior Teacher)
4. Dr. M. A. Dabhade (Invited Member from Administration)
5. Prof. V. P. Jawanjali (Internal Member - Senior Teacher)
6. Prof. A. W. Kiwelekar (Internal Member - Senior Teacher)
7. Prof. S. R. Sutar (Internal Member - Senior Teacher)
8. Dr. S. M. Pore (Internal Member - Senior Teacher)
9. Dr. S. L. Nalbalwar (Internal Member - Senior Teacher)
10. Dr. Neeraj Agrawal (Invited Member from Administration)
11. Dr. L. N. Singh (Internal Member - Senior Teacher)
12. Dr. R. S. Pawade (Internal Member - Senior Teacher)
13. Dr. R. P. Kate (Invited Member from Administration)
14. Lt. M. P. Bhagat (Invited Member from Administration)
15. Shri. S. P. Vaidya (Invited Member from Administration)
16. Shri. V. S. Chavan (Invited Member from Administration)
17. Dr. V. G. Sargade (Member Secretary)

Following members could not attend the meeting:

1. Dr. P. K. Katti
2. Dr. G. M. Deshmukh
3. Dr. M. Sadaiah
4. Dr. H. N. Warhatkar
5. Dr. H. A. Mujawar
6. Prof. V. J. Kadam
7. Prof. A. P. Shesh
8. Dr. V. J. Bansod

Following points were discussed and decisions were taken:

**Item No. 1: To discuss about the submission of proposals for Centre of Excellence (CoE) under TEQIP - II**

- It was decided that three proposals from different interdisciplinary research groups, as decided in the previous meeting, should be prepared.
- These proposals should be presented in the next meeting for discussion.

**Item No. 2: To propose and to consider the Faculty Exchange Program in the University**

- Based on the guidelines given in the 12<sup>th</sup> FYP of UGC, it was proposed that there should be exchange of faculty.
- This is expected to result into overall improvement in the faculty due to refreshing experience and exposure through change of work-place.
- The faculty members were asked to explore the possibilities of exchange with the equivalent faculty from the reputed Institutes.
- The exchange of at least 3 to 4 faculty members for the period of at least one semester was kept as the target.
- This should be finalized by the end of the current semester so that exchange can be effective from the next semester.

**Item No. 3: To implement the Compulsory Industrial Training to the Teachers of the University**

- It was decided that at least one faculty member from each Department should undergo training in the industry.
- Faculty members were asked to identify the industries related to their subjects of interest.
- This would be highly beneficial to the teachers as they can see engineering in practice and correlate the theory with actual practical application.
- All the Heads of the Departments were requested to inform all the faculty members in the respective department and notify the name of the teacher and industry where the training is finalized, before the end of the on-going semester.

**Item No. 4: To review the status of the work done by the Examination Reforms Committee formed by Hon. Vice-Chancellor**

The Committee for suggesting the reforms in the examination system was asked to present its report in the next meeting for discussion.

**Item No. 5: To introduce the Biometric Attendance System for the Students of M. Tech and B. Tech**

- Hon. Vice Chancellor informed that Govt. of Maharashtra is seriously concerned about the students' poor attendance.
- Govt. spends 3000 Crores of rupees on the students' scholarships and tuition fees.
- It is noticed that even the students having less than 75% attendance are given the scholarships.
- Govt. has instructed the Institutes to ensure that students' attendance is more than 75% through biometric system.
- Our University has initiated the process of creating database required for recording the attendance of the students using biometric system.

**Item No. 6: To appoint the mentors for the Contract Basis Teachers and New Teachers**

- It was emphasized that senior teachers should work as mentors for the junior teachers to help them grow and excel as teacher.
- This can result in the improved teaching skill, adequate coverage of syllabus, enhanced quality of question paper, and careful assessment of the answer sheets.
- This can improve the overall quality of engineering education where teachers are appointed without any formal training for teaching.

**Item No. 7: To prepare and publish Lesson Plan, Lecture Notes and Laboratory Manuals for all courses**

- All the Heads of the University Departments were requested to ensure that the teaching-learning material for all the courses is ready with the faculty members.
- The teaching-learning material mainly includes lesson plan, lecture notes, and laboratory manuals.

**Item No. 8: To invite experts from the Industry as Teachers and Examiners**

- It was decided to include experts from various industries as teachers as well as examiners.
- All the faculty members were asked to identify the experts from industries who can be invited as teachers and examiners.
- The list of recommended experts should be sent to Controller of Examinations along with their detailed bio-data.

**Item No. 9: To constitute a Vigilance Committee for the University**

- It was decided that a committee should be constituted for vigilance.
- The committee will be working on behalf of the Controller of Examinations.
- The members will be changed by rotation after every semester.

**Item No. 10: To form a Examination Coordination Committee from Summer 2012 Examinations**

- It was unanimously agreed that senior faculty members should be actively involved in the conduct of examination.
- A Examination Coordination Committee should be constituted to facilitate meticulous planning and effective execution of the examination related activities.
- Controller of Examinations was asked to issue office orders to the required number of faculty members for the smooth conduct of the Semester Examination and timely assessment of the answer sheets.

**Item No. 11: To arrange presentations by the Faculty**

- It was decided to arrange the presentations by the faculty members who attend Conference/Seminar/Workshop/Training Programme.
- The presentation should be delivered on the working Saturday immediately after returning back.
- Dr. N. Agrawal, Dr. V. G. Sargade, and Dr. S. L. Nalbalwar will deliver presentations on 19<sup>th</sup> May, 2012.

**Item No. 12: To monitor and ensure the maximum utilization of Research Facilities created from TEQIP – I Funds and DCA Grants**

- It was urged that the utilization of the costly research facilities must be maximized.
- The present utilization factor should be found and analyzed so that corrective measures can be taken to increase the utilization.
- The possibility of sharing the research facilities with appropriate partners can be explored.

**Item No. 13: To review the status of implementation of sending “Letters to Parents” about their performance in Unit Tests and attendance in classes**

- It was reminded that the letters containing students’ performance in both the Unit Tests and percentage attendance should be sent to their parents.
- This is required to make their parents aware of the progress of their wards and help them to take corrective action, if any, at the right time.
- All the Heads of the University Departments were asked to arrange for sending of letters to the parents at the earliest possible.

**Item No. 14: To inform the Registrar and Vice-Chancellor about the activities planned to be conducted at Department Level well in advance**

It was instructed that the information about the departmental activities/events/functions should be given to the University authorities well in advance.

**Item No. 15: To devise a proper mechanism to ensure the Quality of B. Tech and M. Tech Projects**

- It was insisted that the B.Tech. and M. Tech. projects must be of very good quality.
- A Committee will be constituted to formulate the guidelines for assuring good quality B.Tech. and M.Tech. projects.
- The Committee will also recommend the Best Project in each category.

**Item No. 16: To start maximum possible activities for all Departments under a single umbrella of Institution of Engineers (India)**

- Hon. Vice Chancellor explained the need of being the member/Fellow of IEI.
- It was decided to establish a sub-centre of IEI at our University.
- A Committee will be constituted to look after the activities related to IEI.
- The student associate membership can be increased.
- Also, the information about various awards, scholarships, and funding for B. Tech. Projects can be given to the students.

**Item No. 17: To activate the Indian Society for Technical Education (ISTE) Chapter of our University**

- It was unanimously agreed that the ISTE local chapter should be activated.
- A Committee will be constituted to look after ISTE related activities.

**Item No. 18: To start a Quarterly Bulletin of the University from July 2012**

- It was decided to publish a quarterly bulletin of the University in order to ensure that information about various University activities is available to all the concerned.
- Also, this will create an opportunity for the students to exhibit their talent and skills in various forms.
- Dr. B. B. Singh will work as Editor.

The meeting ended with thanks to the chair.

The next meeting will be held on 19<sup>th</sup> May, 2012.

**Dr. V. G. Sargade**  
**Member - Secretary**