

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

A meeting of all the members of IQAC was convened on 25-11-2011 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. P.K. Katti (Internal Member - Senior Teacher)
5. Dr. S. L. Nalbalwar (Internal Member - Senior Teacher)
6. Prof. S. R. Sutar (Internal Member - Senior Teacher)
7. Prof. V. P. Jawanjali (Internal Member - Senior Teacher)
8. Dr. S. M. Pore (Internal Member - Senior Teacher)
9. Dr. L.N. Singh (Internal Member - Senior Teacher)
10. Dr. H.A. Mujawar (Internal Member - Senior Teacher)
11. Prof. A.P. Shesh (Internal Member - Senior Teacher)
12. Dr. M. A. Dabhade (Invited Member - Teacher)
13. Dr. M. Sadaiah (Invited Member - Teacher)
14. Dr. G. M. Deshmukh (Internal Member – Senior Administrator)
15. Dr. R. P. Kate (Invited Member from Administration)
16. Prof. M.P. Bhagat (Invited Member from Administration)
17. Shri. S. P. Vaidya (Invited Member from Administration)
18. Prof. H. N. Warhatkar (Invited Member from Administration)
19. Prof. V. J. Kadam
20. Shri. V. S. Chavan
21. Dr. V. G. Sargade (Member Secretary)

Following members could not attend the meeting:

1. Dr. V. J. Bansod
2. Dr. S. S. Tanawade
3. Prof. L. D. Netak

Following points were discussed and decisions were taken:

Item No. 1: To form Parent – Teacher Association (PTA)

- It was decided to form Department-wise PTA.
- The PTA will comprise of minimum of eleven members out of which at least 5 – 6 should be parents. HoD will act as Chairman and one of the Teacher members should work as Member Secretary.
- Parents of the students from each class should be included. Moreover, at least three parents should be those of the girl students.
- All the HoDs should inform the formation of PTA to the Chairman, IQAC on or before 12/01/2012.
- PTA should have meetings thrice in a semester. The minutes of the meetings should be recorded in a separate meeting-register.

Item No. 2: To discuss about keeping the record of Attendance and Performance of the students

- It was agreed to appoint the Class-Teachers for the first-year classes to co-ordinate the activity of compiling Record of Attendance and Performance of the students.
- The list of Class – Teachers is as follows:

Department	Class Teacher for the First year
Mechanical Engg.	Prof. G. S. Warkhade
Chemical Engg.	Dr. A. R. Chavan
Petrochemical Engg.	Prof. V.P. Jawanjali
Computer Engg.	Prof. L. D. Netak
Information Technology	Prof. Mrs. Hivre
Electronics and Telecomm. Engg.	Prof. S. V. Khobragade

Civil Engg.	Dr. S. M. Pore
Electrical Engg.	Dr. P. K. Katti

- It was emphasized that the % Attendance and Marks obtained in the 1st and 2nd Test should be informed to the parents of the first year students. The format of the letter to be sent to the parents will be given by IQAC.
- It was decided to get the booklets printed for maintaining the record of attendance and performance of the students uniformly all across the Departments.
- Every teacher will be given this printed booklet in the beginning of each semester.
- The Class-Teachers will co-ordinate the activity of compiling the record.
- Each teacher will submit the record to the concerned HoD.
- All the above-mentioned activities should be followed for all the classes. The appointment of Class-Teachers for all the classes should be done and notified on or before 12/01/2012.

Item No. 3: To discuss about the formalization of continuous assessment of the Laboratory Courses

- It was decided to carry out Continuous Assessment of the Laboratory Courses scrupulously.
- The detailed guidelines for this will be prepared by Prof. Dr. P. K. Brahmkar and Prof. Dr. P. V. Vijay Babu on or before 15/12/2011.
- The distribution of marks for the Lab. Course will be included in the booklet which is to be printed for keeping the record of Attendance and Performance of the students.

Item No. 4: To decide about conducting Internal Academic Audit

- It was decided that a three-member Team of faculty members from outside the department should be formed.
- This team will be provided with the formats for conducting the audit.

Item No. 5: To ensure the preparation of Laboratory Manuals

- It was urged that the Laboratory Manuals for the Lab. Courses included in the next semester must be kept ready before 09/01/2012.
- HoDs will submit the list of Lab. In-charges/Subject-Teachers (who are assigned the task of preparing the Lab. Manual) to Hon. V.C.
- The provision for plotting the graphs should be made in the Lab. Manual itself wherever necessary.

Item No. 6: To inform about finding out the utilization factors for Lecture Halls and Laboratories

- HoDs were asked to prepare a comprehensive chart showing the utilization of the Lecture Halls as well as Laboratories during the working hours of both the semesters for their respective departments.
- The detailed information in this regard should be submitted to Hon. V.C. on or before 25/01/2012.

Item No. 7: To take a review of outcome of Mission 10X

- A few faculty members have undergone the training programme called Mission 10X.
- It was proposed that five members from those trained faculty should be given the role of Trainers.
- This team of Trainers will conduct a 3-day workshop for training the young faculty members as well as the faculty on contract-basis in January 2012.

Item No. 8: To get suggestions for preparing Section 'A' of AQAR

- It was felt that suggestions for preparing Section 'A' of AQAR should be obtained from all the members of IQAC.
- The draft contents of Section A should be sent to all the members through e-mail for avoiding the repetitions as well as serving as guidelines.

The meeting ended with thanks to the chair.

The next meeting will be held on 8th December, 2011.

Dr. V. G. Sargade

Member - Secretary