

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

A meeting of all the members of IQAC was convened on 02-02-2012 at 4.00 p.m.

Following members attended the meeting:

1. Dr. R. B. Mankar (Chairman)
2. Dr. V. S. Sathe (Representative of Dr. P.V. Vijay Babu , Internal Member - Senior Teacher)
3. Dr. P.K. Katti (Internal Member - Senior Teacher)
4. Dr. S. L. Nalbalwar (Internal Member - Senior Teacher)
5. Prof. S. R. Sutar (Internal Member - Senior Teacher)
6. Prof. V. P. Jawanjali (Internal Member - Senior Teacher)
7. Dr. S. M. Pore (Internal Member - Senior Teacher)
8. Dr. L.N. Singh (Internal Member - Senior Teacher)
9. Dr. H.A. Mujawar (Internal Member - Senior Teacher)
10. Dr. M. A. Dabhade (Invited Member - Teacher)
11. Dr. M. Sadaiah (Invited Member - Teacher)
12. Dr. R. S. Pawade (Invited Member - Teacher)
13. Dr. H. N. Warhatkar (Invited Member from Administration)
14. Dr. Neeraj Agrawal (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. Brahmanekar
2. Prof. M.P. Bhagat
3. Prof. A.P. Shesh
4. Dr. V. J. Bansod
5. Prof. V. J. Kadam
6. Prof. L. D. Netak

Following points were discussed and decisions were taken:

**Item No. 1: To decide about keeping the record of Attendance and Performance of the students**

- It was decided to distribute the printed booklets for keeping the Record of Attendance and Performance of the students.
- It was requested to follow the instructions given in those booklets.
- It was agreed to enter the record for the current semester in these booklets w.e.f. the commencement of the classes of the on-going semester.

**Item No. 2: To discuss about getting the feedback from stakeholders and its analyses**

- It was noticed that feedback from students has been taken on Course contents and Teacher. One more feedback is to be taken after the results of the previous semester examination are declared. The format for this is available with the undersigned.
- Also, it is necessary to get the feedback from Alumni, Employers, and Parents. The formats for all these are available with the undersigned. All the Heads of the Department are requested to arrange for getting these feedbacks at the earliest possible.
- It is also required to analyse the feedback obtained from all the stakeholders. The detailed analyses (finding average weightage for each index) of the obtained feedback should be kept ready with the Heads of the Department.

**Item No. 3: To know the status of arranging the Teacher Training Programme**

- Prof. P. K. Katti was asked to notify the modified period of the Teacher-Training Programme.
- The guidelines for conducting this programme have already been given in the previous minutes of IQAC meetings.

**Item No. 4: To know the status of arranging the Presentations by Faculty**

- Dr. Neeraj Agrawal was asked to prepare the detailed schedule for the Presentations to be given by the faculty.

**Item No. 5: To take a review of the compliance with the previous minutes of IQAC meeting**

- All the concerned were reminded regarding the following:
  - a. Submission of final work load
  - b. Submission of final Time-Tables (Dept.- wise, Teacher-wise, and Class-room-wise)
  - c. Preparation of Course-file
  - d. Submission of Lesson-Plan
  - e. Preparation of Laboratory Manuals
  - f. Submission of Fact-Sheets for Academic Audit
  - g. Formation of Parent-Teacher Association
  - h. Formation of Student-Counselling and Guidance Cell
  - i. Getting feedback from all the stakeholders and analyzing it
  - j. Preparation of AQAR
  - k. Submitting utilization factor for Lecture Halls and Laboratories
  - l. Organization of Teacher-Training Programme
  - m. Implementation of Best/Innovative Practice(s)
  - n. Design and printing of Department flyer (Information Brochure)

The meeting ended with thanks to the chair.

The next meeting will be held on 24<sup>th</sup> February, 2012.

**Dr. V. G. Sargade**

**Member - Secretary**