

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

A meeting of all the members of IQAC was convened on 24-02-2012 at 4.00 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. S. L. Nalbalwar (Internal Member - Senior Teacher)
4. Prof. V. P. Jawanjali (Internal Member - Senior Teacher)
5. Dr. S. M. Pore (Internal Member - Senior Teacher)
6. Prof. A. W. Kiwelekar (Internal Member - Senior Teacher)
7. Dr. L.N. Singh (Internal Member - Senior Teacher)
8. Dr. H.A. Mujawar (Internal Member - Senior Teacher)
9. Dr. G. M. Deshmukh (Invited Member from Administration)
10. Prof. M.P. Bhagat (Invited Member from Administration)
11. Dr. Neeraj Agrawal (Invited Member from Administration)
12. Shri. S. P. Vaidya (Invited Member from Administration)
13. Shri. V. S. Chavan (Invited Member from Administration)
14. Prof. V. J. Kadam (Invited Member from Administration)
15. Dr. V. G. Sargade (Member Secretary)

Following members could not attend the meeting:

1. Dr. P.K. Brahmanekar
2. Dr. P.K. Katti
3. Prof. S. R. Sutar
4. Dr. M. A. Dabhade
5. Dr. M. Sadaiah
6. Dr. H. N. Warhatkar
7. Prof. A.P. Shesh
8. Dr. V. J. Bansod

Following points were discussed and decisions were taken:

**Item No. 1: To know the status of getting the feedback from stakeholders and its analyses**

- It was once again brought to the notice of all the Heads of the Depts. that feedback from students has been taken on Course contents and Teacher. Two more feedbacks are to be taken. The formats for these will be distributed to all the Departments by March 2, 2012.
- Also, it is necessary to get the feedback from Alumni, Employers, and Parents. The formats for all these will also be distributed by March 2, 2012. 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 Departments for further processing and information as and when required.

**Item No. 2: To discuss about the preparations for NAAC/NBA**

- It was decided that the preparations for NBA must be started by all the concerned departments.
- Also, it was agreed to apply for accreditation by NAAC, which is for the entire University.
- A Committee of the following members was formed to take care of the activities related to accreditation by NBA/NAAC:
  - i. Dr. V. G. Sargade
  - ii. Dr. S. L. Nalbalwar
  - iii. Dr. M. Sadaiah
  - iv. Dr. V. S. Sathe
  - v. Dr. K. Vadirajacharya
  - vi. Dr. S. M. Pore
  - vii. Prof. A. W. Kiwelekar
  - viii. Prof. V. P. Jawanjal
  - ix. Prof. S. V. Khobragade

**Item No. 3: To inform about the TEQIP-II activities**

- The various activities related to TEQIP-II were distributed among different groups.
- The Coordinators and Nodal Officers were advised to conduct meetings and act upon various requirements demanded by State Project Facilitation Unit.

**Item No. 4: To get the compliance with the previous minutes of IQAC meetings**

- 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. Finalization of the schedule of Presentations to be made by the faculty
  - n. Implementation of Best/Innovative Practice(s)
  - o. 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**