

Dr. Babasaheb Ambedkar Technological University, Lonere
Internal Quality Assurance Cell (IQAC)

**Minutes of Meeting of IQAC held on 23-12-2022 at 11:30 am in the Meeting Hall of
the University near VC Secretariate**

Attendance:

Following members have attended the meeting:		
1.	Prof. Karbhari V. Kale	Chairman
2.	Dr. B. F. Jogi	Member
3.	Dr. S. L. Nalbalwar	Member
4.	Dr. V G Sargade	Member
5.	Dr. V S Sathe	Member
6.	Dr. M. Sadaiah	Member
7.	Dr. Neeraj Agrawal	Member
8.	Dr. S M Pore	Member
9.	Dr. L D Netak	Member
10.	Dr. Shivajirao Jadhav	Member
11.	Dr. S.R. Sutar	Member
12.	Dr. A.R. Chavan	Member
13.	Dr. S.S. Metkar	Member
14.	Dr. S.G. Dahotre	Member
15.	Dr. A.P. Shesh	Member
16.	Dr. D B Waghmare	Member
17.	Mr. Ajay Palkar	Member
18.	Ms. Siddhi Chaudhari	Member
19.	Dr. M.S. Tandale	Coordinator
Following Members could not attend the meeting and the leave of absence was granted to them:		
1.	Dr. S V Khobragade	Member
2.	Prof. MFAR Satarkar	Member
3.	Dr. S R Bhagat	Member
4.	Dr. P B Lokhande	Member
5.	Dr. N S Jadhav	Member
6.	Dr. V J Kadam	Member
7.	Dr. Mandar M Mehta	Member
8.	Dr. Munir Sayyad	Member
9.	Mr. Ramji N Shinde	Member
10.	Mr. Sachin Sangamnerkar	Member
11.	Mr. Yogesh Patil	Member

Following agenda points were discussed in the meeting and resolved.

1. Approval of Minutes of the last meeting and ATR:

The minutes of the last meeting were placed in the meeting and discussed. There was no comment received on it by any member. Hence, minutes of the last meeting held on January 20, 2021 were approved. Action Taken Report (ATR) was also placed in the meeting and it was discussed. Dr. Nalbalwar has pointed out a few points which are missed out from the ATR. All the members have agreed to include them in ATR.

2. Approval of AQAR for 2021-22:

The IQAC Coordinator told the members that the information has been received from academic departments and other sections like Estate, Accounts, Students section, Establishment etc. to respective coordinators of criteria. This information has been consolidated by the coordinators and draft has been prepared. The draft of AQAR for 21-22 was discussed and deliberated in the meeting. The committee has recommended it with a few suggestions and minor changes. The changes will be incorporated in draft AQAR before taking it to the Academic Council for discussion & approval in its meeting which is scheduled next week.

Audit Reports: The Registrar has informed in the meeting that the committee was already in-place for various university audits like energy, structural, fire, safety & measure, green, environment, and water etc. The respective Departments/Heads, in-charge for the audit, will submit the audit reports to concerned criteria coordinator/IQAC coordinator at the earliest. Dr. Pore will coordinate and help in this work. The audit reports are required every year for AQARs.

3. Plan of Activities of IQAC for 2021-22:

- **Submission of IIQA by December 31, 2022:** The committee formed for SSR is also working on IIQA. The draft is almost ready for submission immediately after the submission of AQAR 21-22. It is necessary to submit IIQA before December 31, 2022 for getting the continuation for the previous cycle of accreditation.
- **Submission of SSR by February 15, 2023:** A separate committee has been constituted for SSR. The coordinators of criteria and members of SSR committee have formed sub-groups for criteria-wise division of work for parallel processing. The work has been already started.
- **Workshop for Teachers on Accreditation /NAAC:** This workshop and several other quality related activities will be initiated by IQAC after the completion assessment for Cycle - II of accreditation.

4. Following points were discussed & resolved under any other point of business (AOB):

Following items were discussed in the meeting and resolved accordingly:

- **Separate space for IQAC Office:** There is no presentable space for IQAC at present. Our activities are carried out at temporary space offered in the computer center. This issue is most important for IQAC in view of several ongoing activities/meetings of IQAC and expected visit of NAAC peer team in March 2023. All the members agreed that there should be a permanent space for IQAC. The Head, Department of IT was requested for space in their department for the period of six months or till the accreditation process is over. He

promised to discuss this issue in his department and communicate decision on December 26, 2022. The members were happy and thankful to Dr. Sutar for showing the concern about the requirement of presentable space for IQAC on urgent basis.

- **Space for Meeting:** Hon'ble Vice-Chancellor has offered the present meeting hall for carrying out meetings of IQAC till we get separate meeting hall. This hall is convenient for IQAC due to its proximity with CC where IQAC office is located at present.
- **Training programs/Workshops for Faculty Members:** Several workshops and training programs to be organized and initiated by IQAC after the accreditation process is over. Following areas will be covered:
 - RF Technology
 - Accreditation/Assessment for NAAC/NBA
 - Data management
- **Software for Data Management:** Lot of information and documents are required from various academic departments and other sections of the University for various reasons like NAAC/NBA/NIRF/AISHE, etc. It is wasting time and efforts due to repetitive efforts each time. Hence, there is need to purchase/develop software for data management. The budget provision can be made for this in the next financial year. Moreover, the software for analysing the NBA related data like getting the percentage attainment of POs etc. should be made available to the faculty members along with proper training. A team of following faculty members should identify and recommend suitable software for this:
 1. Dr. V. G. Sargade...Convener
 2. Dr. Neeraj Agrawal... Member
 3. Dr. L. D. Netak.... Member
 4. Dr. S. R. Sutar.... Member
- **Encouragement to faculty members for Organizing/ Attending Workshops / Conferences related NAAC/NBA/Quality of Education:** It was decided that university should train more faculty members on NAAC/NBA accreditation. For this, IQAC can provide financial support from its budget for one faculty member per department for attending workshop/conference. HoD will recommend name of a faculty member from his/her department to IQAC coordinator.
- **Invitation of NAAC-Accreditation Experts/Mentors for Consultation:** It was proposed in the meeting that the experts/mentors can be invited to the campus of the university for consultation on NAAC accreditation. The travelling expenses and hourly basis honorarium can be given to them as a consulting charges per visit. The honorarium can be decided as per AICTE /UGC/NAAC guidelines related to this. Approval can be taken as and when we require consultation of Mentor; case-to-case basis.

The meeting ended with vote of thanks to the Chair.

Dr. Madhukar S. Tandale
Coordinator, IQAC