

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

A meeting of all the members of IQAC was convened on 21-10-2011 at 4.30 p.m.

Following members attended the meeting:

1. Dr. R. B. Mankar (Chairman)
2. Dr. P.K. Brahmankar (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. L.D. Netak (Internal Member - Senior Teacher)
7. Prof. V. P. Jawanjali (Internal Member - Senior Teacher)
8. Dr. S. R. Bhagat (Representative of 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. R. S. Pawade (Invited Member - Teacher)
15. Dr. G. M. Deshmukh (Internal Member – Senior Administrator)
16. Prof. M.P. Bhagat (Invited Member from Administration)
17. Shri. S. P. Vaidya (Invited Member from Administration)
18. Prof. V. J. Kadam (Invited Member from Administration)
19. Prof. H. N. Warhatkar (Invited Member from Administration)
20. Shri. V. S. Chavan (Invited Member from Administration)
21. Dr. V. G. Sargade (Member Secretary)

Following members could not attend the meeting:

1. Dr. P.V. Vijay Babu
2. Dr. V. J. Bansod
3. Dr. R. P. Kate
4. Dr. S. S. Tanawade
5. Dr. V. J. Bansod

Following points were discussed and decisions were taken:

**Item No. 1: To understand the necessity of IQAC**

The Vice-Chancellor explained the importance and role of IQAC in view of the following:

- The 11<sup>th</sup> Plan Review Committee from UGC is likely to visit our University in December 2011.
- The IQAC would help in preparing for getting NAAC for the entire University which is mandatory for all the Institutes.
- IQAC would help the University to undertake many developmental activities in addition to the routine ones.

**Item No. 2: To discuss about getting the ISO 9001- 2008 Certification**

- It was decided that the University must go for the ISO 9001: 2008: certification as early as possible.
- This would also lay a solid foundation for getting NAAC through highly improved and systematic documentation.
- It was advised that a team from our University should visit North Maharashtra University, Jalgaon for getting the detailed information regarding the implementation of ISO.

**Item No. 3: To decide the Schedule of Meetings of IQAC**

- **Meetings with Internal members:** It was finalized that these meetings will be held every fortnight (every alternate Friday at 4.30 p.m.). This should be taken as a standing instruction so that no circular is required to be issued for attending the meeting.
- **Meetings with External members and Members from Management:** It was decided that the meetings including all the members would be held quarterly in a year. There would be total four meetings in a year and would be adjusted in accordance with the Meetings of Executive Council and Academic council of the University.

**Item No. 4: To inform about the new procedure for the sanction of leave for the Heads of the Department**

- It was decided that Heads of the Departments should get the leave sanctioned by the Vice-Chancellor in person when the duration of the leave is three or more than three continuous days. He/ She should not hand-over the charge to anybody in the Department while going on leave.
- The Vice-Chancellor would decide the acting/ In-charge Head of the Department for that period by issuing an Office Order.

**Item No. 5: To establish the Technology Park at our University**

It was informed that our University has been selected by the Government of Maharashtra for establishing the Technology Park similar to that of Pune University.

**Item No. 6: To upload of Minutes of Meeting on the Website**

It was decided that the minutes of all the meetings of IQAC would be uploaded on the University website.

**Item No. 7: To give advertisement and wide publicity of our University**

- It was emphasized that there should be one-page advertisement of our University through the Association of Indian Universities (AIU).
- Also, the University must have Prospectus and Information Brochure.
- In addition, it was decided that every Department must prepare a Departmental Flyer.

**Item No. 8: To decide about the celebration of National Science Day**

It was decided to arrange a grand celebration of National Science Day on 28<sup>th</sup> of February every year.

**Item No. 9: To prepare Calendar of activities and meetings**

It was decided to prepare a detailed calendar of various activities and meetings to be held in a year.

**Item No. 10: To avail the Work diary**

- A decision was taken to make the work diary available to all from 1<sup>st</sup> January, 2012. This would help in a systematic planning and record of the various activities.

**Item No. 11: To form Broad Working Groups**

The Vice-Chancellor informed that all the activities have been distributed among the following broad groups:

- i. Basic Sciences and Humanities
- ii. Chemical, Petrochemical and Electrical Engg. Depts.
- iii. Cultural, Sports, and Magazine
- iv. Electronics, Computer, and IT Depts.
- v. ISO, Quality Circles, and Publications
- vi. Mechanical and Civil Engg. Depts.
- vii. PG and Research
- viii. Rectors, T & P, NSS, and NCC
- ix. University Engineer, Establishment section, and Stores
- x. Finance Officer, Registrar, and Controller of Examinations
- xi. VC office
- xii. IoPE

The meeting ended with thanks to the chair.

The next meeting would be held on 11<sup>th</sup> November, 2011.

**Dr. V. G. Sargade**

**Member - Secretary**