

*Venue: Conference Hall*

A meeting of all the members of IQAC was convened on 15-11-2011 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. 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
4. Prof. V. J. Kadam
5. Shri. V. S. Chavan

Following points were discussed and decisions were taken:

**Item No. 1: To constitute the Committee for preparing AQAR**

- Hon. V.C. explained the importance of preparation of AQAR in view of the following:
  - The 11<sup>th</sup> Plan Review Committee from UGC is likely to visit our University any time during December 2011 to March 2012. The first document that is asked and supposed to be checked by that committee is AQAR.
  - The AQAR would help in systematic documentation of various activities and important information related to students and employees.
- A five-member committee was constituted for the preparation of AQAR as below:
  - i. **PROF. DR. P.K. BRAHMANKAR – Convener**
  - ii. **DR. S. L. NALBALWAR – Member**
  - iii. **DR. M. SADAIAH – Member**
  - iv. **PROF. V. P. JAWANJAL – Member**
  - v. **PROF. H. N. WARHATKAR – Member Secretary**
- The committee will prepare the AQAR for the last academic year 2010-11 (1<sup>st</sup> July, 2010 to 30<sup>th</sup> June, 2011) by 15<sup>th</sup> December, 2011.
- This committee will also prepare the quarterly report for the current academic year (2011 – 12) by 15<sup>th</sup> February, 2012.

**Item No. 2: To decide about the submission of question papers along with model answers**

- It was decided that the University faculty members should submit the question papers along with the model answers to the Controller of Examinations w.e.f. the current semester. The detailed notification in this regard would be issued by CoE.

**Item No. 3: To take feedback from the stakeholders**

- It was agreed that the feedback from stakeholders of the University should be taken in the prescribed format.
- This would include feedback from students, parents, employers, and alumni.
- The formats for students' feedback should be taken from website of NAAC. The formats for getting the feedback from other stakeholders should be designed by the IQAC.
- The task of getting the feedback from students for the ongoing semester should be completed before the start of end semester examination for the first year students. However, for the students from other classes, it can be taken up during the examination immediately after the examination is over for that particular subject.
- It was decided that HoDs should coordinate the activity of taking the feedback. Moreover, the analyses of the feedback obtained from the students should also be carried out.

**Item No. 4: To include Training and Placement Officer in IQAC**

- It was decided that TPO of the University should be included in the team of IQAC for getting the important information regarding T & P activities. The views of TPO would be of great help in the functioning of IQAC.
- A letter to Dr. Neeraj Agrawal, TPO should be issued regarding his inclusion in IQAC.

**Item No. 5: To form Guidance and Counseling Unit**

- It was noticed that faculty members have been guiding and counseling of the students informally as and when students approach them for some guidance or help.

- It was proposed that this activity should be taken up at the Department -level by formally displaying the convenient slots for guidance and counseling of the students. The teachers should be available in given slot as per allotments made by the Head of the Department.
- A log-book must be maintained to record the interactions.

**Item No. 7: To take care of IoPE related activities**

- It was decided to open a separate office of Hon. Vice-Chancellor in Institute of Petrochemical Engineering (IoPE).
- Hon. Vice-Chancellor will be available in that office in the first half on all the working Saturdays.
- A similar IQAC should be formed in IoPE. The Principal would work as the Chairman of that cell.
- The Principal will notify the formation of IQAC for the Institute of Petrochemical Engineering on or before 25<sup>th</sup> November, 2011.

The meeting ended with thanks to the chair.

The next meeting will be held on 25<sup>th</sup> November, 2011.

**Dr. V. G. Sargade**

**Member - Secretary**