

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

A meeting of all the members of IQAC was convened on 08-12-2011 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. R. S. Pawade (Invited Member - Teacher)
15. Dr. G. M. Deshmukh (Internal Member – Senior Administrator)
16. Dr. R. P. Kate (Invited Member from Administration)
17. Dr. Neeraj Agrawal (Invited Member from Administration)
18. Prof. H. N. Warhatkar (Invited Member from Administration)
19. Shri. S. P. Vaidya (Invited Member from Administration)
20. Prof. V. J. Kadam (Invited Member from Administration)
21. Shri. V. S. Chavan (Invited Member from Administration)
22. 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. M. P. Bhagat

Following points were discussed and decisions were taken:

Item No. 1: To decide about arranging Teacher Training Programme

- According to the decision taken in the previous meeting, a team of following faculty members (who were trained under Mission 10X) was formed:
 - I. Prof. P. K. Katti
 - II. Prof. B. B. Singh
 - III. Prof. L. N. Singh
 - IV. Prof. M. Sadaiah
 - V. Prof. Y. S. Mahajan
 - VI. Prof. S. V. Khobragade
 - VII. Prof. Mrs. M. D. Laddha
- This team will conduct a Workshop for the young faculty members (including those on the Contract-basis) during February 10 – 12, 2012.
- This workshop should have total six sessions. The first four sessions will be for the training of young faculty. In the last two sessions, the faculty being trained will be demonstrating the skills learnt during this workshop.
- Prof. P. K. Katti was asked to coordinate this activity and notify to all the concerned well in advance.

Item No. 2: To discuss about the Allotment of Elective-I (New)

- It was finalized that Department of Computer Engineering and Information Technology will jointly co-ordinate the activity of allocating the Elective-I for the fourth semester B. Tech. students.
- The allocation should be done on the basis of merit (GPA/CPI up to 2nd Semester).
- A format for getting the choices by the students should be designed.
- There would be maximum of 80 students for any Elective subject.
- Every Elective will have 50% students from the parent branch and 50% from the other branches.
- There will be total 8 options available for the students.
- The allocation will be done with the help of a Computer-Programme.

Item No. 3: To decide about keeping the record of drop-outs

- All the Heads of the Departments were requested to identify the drop-out students through Class-Teachers.
- The list of those students who are not attending the classes but whose names are included in the Roll-list should be given to the Students Section.
- A letter should be sent to the parents to confirm the cancellation of admission of the student.

Item No. 4: To decide about imposing Ban on the use of Mobile Phones in the Academic Zone

- It was decided that the use of mobile phones in the academic zone will be banned w.e.f. 27/1/2012.
- This is for all the students and employees.
- It was proposed to take appropriate action against the mobile users found in the academic area.

Item No. 5: To suggest NSS activities

- It was discussed that there are a few locations of empty space within the academic premise.
- It was proposed that these areas can be developed with the help of NSS volunteers.
- Prof. H. N. Warhatkar, the NSS Co-ordinator, was asked to notify this to the students and form different groups for developing empty areas.

Item No. 6: To discuss about arranging the Fresher's welcome and send-off to the final year students

- It was agreed that there will be common functions for the Fresher's welcome and send-off to the final year students.
- Everybody in the University will be invited.
- The dates for these functions should be fixed in the academic calendar itself.

Item No.7: To implement 5S Quality System

- It was discussed that in the quest for quality, it is necessary to adopt and practice certain well-established quality systems.
- One of these quality systems is 5S which ensures place for everything and everything in place.
- It was decided that Department of Mechanical Engineering and Examination Section should initiate the implementation of 5S system.

The meeting ended with thanks to the chair.

The next meeting will be held on 23rd December, 2011.

Dr. V. G. Sargade

Member - Secretary