

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

A meeting of all the members of IQAC was convened on 20-1-2012 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. 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. V. P. Jawanjil (Internal Member - Senior Teacher)
7. Dr. S. M. Pore (Internal Member - Senior Teacher)
8. Dr. L.N. Singh (Internal Member - Senior Teacher)
9. Dr. H.A. Mujawar (Internal Member - Senior Teacher)
10. Prof. A.P. Shesh (Internal Member - Senior Teacher)
11. Dr. M. A. Dabhade (Invited Member - Teacher)
12. Dr. M. Sadaiah (Invited Member - Teacher)
13. Dr. R. S. Pawade (Invited Member - Teacher)
14. Dr. H. N. Warhatkar (Invited Member from Administration)
15. Dr. Neeraj Agrawal (Invited Member from Administration)
16. Prof. V. J. Kadam (Invited Member from Administration)
17. Prof. M.P. Bhagat (Invited Member from Administration)
18. Shri. S. P. Vaidya (Invited Member from Administration)
19. Shri. V. S. Chavan (Invited Member from Administration)
20. Dr. V. G. Sargade (Member Secretary)

Following members could not attend the meeting:

1. Dr. P.K. Brahmanekar
2. Dr. G. M. Deshmukh
3. Dr. R. P. Kate
4. Dr. V. J. Bansod

Following points were discussed and decisions were taken:

**Item No. 1: To inform about preparation of Lesson Plan and Course file**

- It was decided that all the teachers should prepare the Lesson Plan and Course file for the concerned subjects.
- Also, it was agreed that the copy of Lesson Plan should be uploaded on the University Website.
- All the teachers should send a soft copy of Lesson Plan to [vgsargade@dbatu.ac.in](mailto:vgsargade@dbatu.ac.in) on or before 3<sup>rd</sup> February, 2012.

**Item No. 2: To appoint Class-Teachers**

- The appointment of Class-Teachers for all the classes should be done and notified on or before 02/02/2012.

**Item No. 3: To take a review of preparation of Laboratory Manuals**

- It was urged that the Laboratory Manuals for the Lab. Courses included in the ongoing semester (for all the Even Semesters) must be kept ready.
- It was also decided that the Laboratory Manuals for the Lab. Courses included in the last semester (for all the Odd Semesters) must be kept ready.
- This decision was already taken in the previous IQAC Meetings.
- Heads of all the Departments should take serious note and start monitoring and speed up this process which has been delayed too much in spite of repeated reminders and appeals from the Vice-Chancellor.

**Item No. 4: To arrange the presentations by Faculty**

- It was decided that a 45 minutes presentation should be given by the faculty members who presented their papers in the foreign countries and in India as well.
- This presentation will be related to the topic of the research paper which was presented/ published in the International and National Conferences/Journals.
- Two presentations should be arranged on all working Saturday at 3.00 pm sharp.

- Dr. Neeraj Agrawal will coordinate this activity and will prepare and announce the schedule for the calendar year 2012 on or before 15<sup>th</sup> February, 2012. First presentation will be given by the Vice-Chancellor on 3<sup>rd</sup> March, 2012.

#### **Item No. 5: To implement Best Practices and Innovative Practices**

- It was agreed that each Department should implement at least one best practice and one innovative practice.
- Heads of the Departments may get a lot of information on these practices on NAAC web site.
- The details regarding this should be informed to the Vice-Chancellor on or before 22<sup>nd</sup> February, 2012.

#### **Item No. 6: To inform about conducting the Academic Audit**

- It was informed that Fact Sheets required for conducting the Internal Academic Audit have been sent to all the Heads.
- Heads of the University Departments should keep these Fact Sheets ready with all the information filled on or before 2<sup>nd</sup> February, 2012.

#### **Item No. 7: To know the status of sending Letters to parents regarding attendance and performance of their wards**

- The Vice-Chancellor expressed his displeasure over the non-compliance of the instructions given about sending letters to the parents of First Semester students. This was treated as a pilot project to study the feedback from the parents and students. It was asked to implement this initiative for the students of first semester to begin with.
- It was decided that parents should be informed about the attendance and performance of their wards for all the semesters. The Vice-Chancellor once again appealed to all the Heads to comply with the instructions in this academic term.
- A letter should be sent in the prescribed format to the parents after the Second Unit Test.

- Heads should arrange for sending the letters through Class-Teachers.

**Item No. 8: To ask for submitting the Final Time-Table and Work-load**

- A copy of Time-Table was sent to all the Heads on 9<sup>th</sup> January, 2012.
- It was requested for the following:
  - a. Displaying the Final Time-Table (after making the necessary changes in consultation with University Time-Table Coordinator)
  - b. Submitting Final Work-Load distribution in the prescribed format.
  - c. Preparing Teacher-wise and Class-room-wise Time-Table.
- It was noticed that most of the Heads have not yet submitted the Final Time-Table and Work-Load distribution. The Vice-Chancellor once again appealed to all the Heads to comply with the instructions in this academic term.
- This is the necessary requirement for preparing the Master Time-Table of the University.
- All Heads were requested to arrange for the submission of the above-mentioned information to University Time-Table Coordinator on or before 1<sup>st</sup> February, 2012.

**Item No. 9: To decide about purchasing the Display Boards**

- It was accepted that Display Boards (having black perforated background and white letters) should be purchased.
- Every Department Office should display one board (in the office of the Head) containing the statistical information about students and faculty.
- Two bigger size boards giving complete statistical information should be displayed in the Offices of the Vice-Chancellor and Registrar.
- Store Verification Officer was asked to arrange for purchasing of these boards at the earliest possible.

The meeting ended with thanks to the chair.

The next meeting will be held on 2<sup>nd</sup> February, 2012.

**Dr. V. G. Sargade**  
**Member - Secretary**