

Institute of Chemical Technology

IQAC - Academic

The minutes of the IQAC Meeting held on 24/7/2019 at 2:30 PM in the Board Room.

The following Members were present:

1. Professor S.S. Bhagwat
2. Professor R.V Jayaram
3. Professor R.V Adivarekar
4. Ms. K.V Marathe
5. Dr. Ajit Kumar
6. Dr. A.P Pratap
7. Dr. D.D Sarode
8. Professor G.S Shankarling
9. Professor S.V Joshi
10. Professor V.D Deshpande
11. Mr. Vinayak Marathe
12. Ms. Madhavi Wadkar
13. Mr. Oshal Khairnar

The following Members were Absent:

1. Dr. C.S Mathpati (with prior intimation)
2. Professor U.S Annapure
3. Dr. S.T Mhaske
4. Mr. K. Sahasranaman (With prior intimation)

Professor S.S Bhagwat Dean-IQA welcomed the members of the committee for the meeting and highlighted the points discussed in Administrative meeting.

1. Various activities coordinated and carried out by the academic departments were discussed and the following suggestions were made.
 - I. All the students must get academic timetable 15 days before the start of a semester. It was observed that even after the start of semester time tables are still not finalized owing to various changes being made.
 - II. The teacher allocation for various courses including elective courses to be conducted in the forthcoming semester must be informed to the Dean AP by all the departments 15 days before the end of teaching in the current semester.

- III. The list of elective courses to be offered in the forthcoming semester should be made known to the students 15 days before teaching of current semester ends. As of now this process is often delayed till the start of the actual semester.
 - IV. The list of students who wish to take these electives (including credit/audit students) should be ready before the start of the semester.
 - V. Faculty members conducting a course (elective as well as core) should be provided the list of students officially registered for the course at least a day before the start of the semester.
2. It was observed that the availability of classrooms is less especially at peak hours in the timetable. This results in difficulty in conducting any extra classes. This can lead to negative quality parameter for the institute.
 3. Budgetary requirement for each department should be made known before the start of financial year and allocation of funds should be made accordingly.
 4. As per regulations of UGC each higher education institution must have an Institute Academic Integrity Panel (IAIP) to prevent plagiarism in research. It was suggested that the committee should be consist of Sr. faculty members from institute chaired by Dean IQA and Sr. faculty members from some department. The procedure for verification of complaints of plagiarism will be decided by this committee with due consideration to UGC recommendations.
 5. It was decided that exam audit should be conducted after each end semester exam. It should include scrutiny of quality of question papers. Further, it was suggested that a committee can be framed by the departmental quality assurance cell and should include opinions from recent alumni, employers, Sr. faculty members from other department/institutes.
 6. It was decided that academic audit should be conducted for measuring and improving the quality of syllabus and its implementation in our institute. This committee can be framed by the departmental quality assurance cell and should include recent alumni as well as faculty members from other department/institute.
 7. It was suggested by Mr.Vinayak Marathe that for each role, we should list all the steps and current methods which we use. It may be possible to eliminate some unwanted things and simplify and standardize procedures.



8. The GS, students suggested introduction of Inplant/Alternate training at the end of second year.

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