# Institute of Chemical Technology

## IQAC - Administrative

The minutes of the IQAC Meeting Held on 24/7/2019 at 11.30 AM in the Board Room.

**The following Members were Present :**

1. Professor S.S. Bhagwat
2. Dr. C.S Mathpati
3. Shri. Deepak Jadiye
4. Professor D.D Sarode
5. Shri Sachin Kadam
6. Smt. Madhuri Shete
7. Mr. Oshal Khairnar
8. Shri.M.M Talathi
9. Shri. Prakash G. Jadhav

**The following members were Absent :**

1. Professor R.R Deshmukh
2. Mr. Ravi Raghavan

Prof. S.S Bhagwat Dean-IQA welcomed the members of the committee for the meeting and highlighted the importance of IQAC committee for maintaining and improving various quality parameters.

He further explained different wings of the administrative setup at ICT for maintaining quality such as,

1. Academics
2. Admin and establishment
3. Finance
4. Procurement
5. Laboratory staff
6. House keeping
7. External PR
8. Maintenance
9. MIS
10. Safety

Following are the points were considered as action points.

| Sr. No | Admin wing | Points discussed |
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| 1 | Administration | It was observed that a set of complete rules and regulations on the basis of current statutes of the institute is not ready. The new statutes came into existence in 2014 and therefore it is high time that these rules and regulations be ready. AR. (adm & est) committed to prepare rules and regulations on the basis of statutes by December end and also prepare a provisional list of rules and regulations base on the 2008 rules and regulations within a week. |
| | | The AR, (adm & est) informed that the admin wing recently has started introducing systems for record keeping and notes for timely delivery of requirement. It was decided that a feedback survey |

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| | | will be conducted from students, faculty and support staff to judge the satisfaction levels about various activities conducted by the admin wing. The AR (adm & est) agreed to provide a list of appropriate questions for such a survey within a week. |
| 2 | Academics | Various activities coordinated by carried out by this wing were discussed and based on some of the glaring issues which came up the following suggestions were made<br><br>1. All students must get the time table 15 days before the start of a semester. It was observed that even after the start of semester time tables are still not finalized.<br><br>2. The list of elective courses offered in the forthcoming semester should be made known to the students 15 days before teaching of previous semester ends as of now this process is often delayed till the start of the actual semester.<br><br>3. The list of students who wish to take these electives (including credit/audit students) should be ready before the start of the semester.<br><br>4. Faculty members conducting a course (elective as well as core) should have the list of students officially registered for the course at least a day before the start of the semester. |
| | | It was decided that a feedback survey will be conducted from students and faculty members to judge the satisfaction levels about various activities conducted by the academic wing. The AR. (Acad) agreed to provide a list of questions for such a survey within a week. |
| 3 | Procurement | It was not clear whether the procurement activity comes under the jurisdiction of AR. (adm &est). The AR. (adm &est) agreed to define the organogram for the institute including the stores (procurement) wing as well as a line of approval for procurement. It was observed that there are several delays likely to be caused by the absence of such a clear organogram and line of approval for various modes of procurement. It was also thought necessary to ensure that the procurement process implemented through MIS is in accordance with the institute rules and is CAG compliant. |
| | | It was thought appropriate to specify timelines for various activities of procurement process and a subsequent survey will include adherence to these timelines as a quality parameter. |
| | | For the time being it was assumed that procurement wing reports to the AR.(adm&est). It was decided that the feedback survey will be conducted from research students, faculty, support staff and vendors to judge the satisfaction levels about various activities conducted by the procurement wing. The AR. (adm & est) agreed to provide a list of questions for such a survey within a week. |
| 4 | House Keeping | It was decided to have a display of contact number and email address at various places so that anyone who finds anything unsatisfactory can report with least efforts. It is also possible to keep survey questionnaire at these locations through a QR code designed for these purpose. |
| | | It was felt by all the members that it is equally important to take the follow up on regular basis by taking surveys from student, faculty, staff, and visitors. |
| 5 | External PR | It was felt necessary to appoint an official person designated for responding to external queries by email and phone. Such a mechanism is currently not present and will be discussed with the registrar. External PR will look into giving the prompt responses to any queries raised. |
| | | A feedback of this activity will then be taken from public at large and alumni of the institute. |
| 6 | Safety | There should be a separate email address or a website where any students/staff/faculty member can report any safety related issues. This should include near misses as well as actual incidents. |
| | | The safety will include buildings, handling of chemicals amongst other aspects. |

| | | It was agreed and accepted by all the members that safety aspect related to trees and buildings will be looked after by the university engineer. Safety committee mentioned in the diary would be responsible for materials/chemical handling related issues. This activity and its impact will also be surveyed amongst students, faculty members, staff members, alumni and other visitors. |
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| 7 | Maintenance | It was seen that various roles for maintenance in the institute are unclear. The University engineer, Head department of GE, AR. Admin, workshop superintendent and Dean Infrastructure should have a meeting at the earliest to decide the roles regarding maintenance in the institute. |
| 8 | MIS | Institute MIS Coordinator must ensure that all the modules are implemented satisfactorily. |
| | | It was decided that a feedback survey will be conducted from students, faculty members, vendors and support staff to judge the satisfaction levels about various activities conducted in the MIS. Smt. Madhuri Shete agreed to provide a list of questions for such a survey within a week. |
| 9 | Finance and accounts | It was observed that various delays and difficulties are faced by users at different stages of financial procedures. It is possible that some of these difficulties arise because of lack of awareness amongst the users while some can be avoided by the F&A. |
| | | It was thought appropriate to specify timelines for various activities of F&A process and a subsequent survey will include adherence to these timelines as a quality parameter. |
| | | It was decided that the feedback survey will be conducted from students, faculty and support staff to judge the satisfaction levels about various activities conducted by the F&A wing. The AR. F&A agreed to provide a list of questions for such a survey within a week. |
| 10 | Laboratory staff | The laboratory staff reports to the heads of various departments. Hence the activities of laboratory staff will be included in departmental academic surveys. In case there are difficulties regarding availability of appropriate number of laboratory staff the department heads should bring this to the notice of the AR.(adm&est) |