

## Institute of Chemical Technology

### IQAC – All functions

The minutes of the IQAC Meeting Held on 26/7/2019 at 2.30 PM in the Board Room.

#### The following Members were Present :

1. Professor S.S Bhagwat
2. Professor B.M Bhanage
3. Professor R.S Singhal
4. Professor A.B Pandit
5. Professor S.P Deshmukh
6. Professor V.R Gaval

#### The following Members were Absent :

1. Professor P.R. Vavia
2. Professor V.K Rathod
3. Professor C.S Mathpati (with prior intimation)

Prof. S.S Bhagwat Dean-IQA welcomed the members of the committee for the meeting and highlighted the points which were discussed in the previous meetings of Academic committee and Administrative committee. Some of the shortcomings faced by The Deans were discussed and following points were made.

1. Dean (ICD) agreed to organize a meeting regarding various unclear roles of maintenance in the institute with The University engineer, Head department of GE, AR. Admin and workshop superintendent.
2. It was not clear whether the procurement activity comes under the jurisdiction of AR. (Adm&Est). The Dean HRD Agreed to provide assistance to the AR. (Adm & Est) to define the organogram for the institute including the stores (procurement) department. 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.
3. It was seen that the procurement processes followed in MIS have not been verified to be compliant with institute purchase rules. 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.
4. It was mentioned that implementation of certain purchases which requires legal documentation (especially civil construction activities) is not possible in MIS.
5. There is no assistance available in the institute for the preparation of MOU's. It was felt necessary by the Dean RCRM, to appoint a legal expert for such a documentation.

6. 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 recommendation.
  
7. 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 that particular Dean. All the Members agreed to provide list of questions for such a survey within a week.

13/11/2017