

Institute of Chemical Technology, Mumbai

IQAC – Administrative

The minutes of the IQAC Meeting Held on 4/11/2019 at 2.30 PM in the Board Room.

The following Members were Present :

1. Professor S.S Bhagwat
2. Professor R.R. desh mukh
3. Professor C.S Mathpati
4. Shri. Deepak Jadiye
5. Mr. Ravi Raghavan
6. Dr. Satish Mane
7. Mrs. Madhuri Shete
8. Shri. Abhishek Rane (behalf of Shri. Sachin Kadam for Academic section)

The following members were Absent :

1. Shri. Sachin Kadam
2. Shri. Prakash Jadhav (with prior intimation)
3. Shri. Milind Talathi (with prior intimation)
4. Shri. Vijay Mulam
5. Shri. Vikram kurade
6. Mr. Oshal Khairnar (with prior intimation)

Reviews and action taken by responsible authorities for the previous Administrative committee meeting was taken and following points were made:

1. Mr. Jadiye has almost prepared the organogram and is waiting for some approvals before it can be presented to IQAC.
2. Mr. Jadiye informed that the Rules and regulations will be framed after 15 days once the revised statues are approved by UGC and state government.
3. He further stated that rules and regulations and ordinances which were prevalent in the autonomous institute published in (Jan 2008) were not adopted by the deemed university (ICT). Hence, He also informed that there is no set of rules and regulation formally enforced in ICT as of today. He also mentioned that he is helping the registrar to prepare a document for the rules regulations and ordinances which will be approved by BOG.



4. Stores: Dr. Mane informed that he as a current stores in charge reports directly to the registrar instead of AR (adm & Est) Hence, the stores in charge will be an additional regular member of the IQAC from the next meeting and will be held fully responsible for Stores/procurement Activities.
5. Dr. Mane assured to prepare a document before November 15 2019 explaining different types of purchases to be followed including recommended time-lines which can be used by all users including research students, and principle investigators (faculty members) of various projects.
6. Housekeeping: The process of QR code displaying is in progress. This will be used to register queries. In the view of this, it was informed that email id and contact number will not be displayed.
7. Accounts: No one from accounts attended the meeting.
8. Maintenance: Authorities could not attend the meeting with prior intimation.
9. Mr. Jadiye suggested that External PR will not be appropriate to be handled by administrative staff. A suitable new arrangement will be devised in IQAC Apex committee or All functions committee for the purpose.
10. Many members suggested to have a separate committee which will overlook the activities of MIS.
11. The chair took a strong note about members not responding to meeting emails. He also said that it amounts to disregard towards quality assurance.
12. It was agreed by all the members to have the next meeting of the IQAC (administrative) on 6th Jan 2019.

Dr. Mane