

## Institute of Chemical Technology

### IQAC – Apex Institutional Quality Assurance Cell

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 R.S Singhal
3. Ms. K.V Marathe
4. Professor S.V Joshi
5. Dr. A.P Pratap
6. Professor U.S Annapure
7. Dr. S.T Mhaske
8. Professor G.S Shankarling
9. Professor R.R Deshmukh
10. Mr. Oshal Khairnar

#### The following Members were Absent :

1. Professor P.R Vavia
2. Professor S.V Joshi (with prior intimation)
3. Professor C.S Mathpathi (with prior intimation)
4. Mr. Vinayak Marathe (with prior intimation)

Professor S.S Bhagwat Dean-IQA welcomed the members of the committee for the meeting and reported the points which were discussed in the previous meetings of Academic committee, Administrative committee and All functions committee.

1. As per the requirement of NAAC/NBA, It is mandatory to conduct a meeting of Departmental Internal quality assurance committee at earliest in accordance to the general guidelines of departmental IQAC Cell.
2. There are ten different wings in administrative setup at ICT such as Academics, Admin and establishment, Finance, procurement, laboratory staff, Housekeeping, External PR, Maintenance, MIS and safety. It was decided that a feedback survey will be conducted to judge the satisfaction levels of various activities conducted by these wings.
  - I. For Academic wing surveys will be conducted from student and faculty
  - II. For Admin and establishment as well as Finance surveys will be conducted from Faculty, students, and support staff
  - III. For Procurement surveys will be conducted from student, faculty, support staff and vendors
  - IV. For Laboratory staff surveys will be conducted from Student and faculty
  - V. For housekeeping surveys will be conducted from student, faculty, support staff and visitors
  - VI. For External PR surveys will be conducted from public at large and alumni
  - VII. For maintenance surveys will be conducted from students, faculty and support staff.
3. It was felt necessary in administrative meeting 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.
4. 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.
5. In terms of Admin and establishment 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.
6. 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.
7. 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.

8. In Academic meeting 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. (circulation to be ensured by AR Academic) 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. (Assistance to be provided by AR Academic)
  - 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.(to be circulated by AR Academics in discussion with Dean AP)
  - IV. The list of students who wish to take these electives (including credit/audit students) should be ready before the start of the semester.( to be ensured by general secretary/technical secretary/UG representative from TA)
  - V. Faculty members conducting a course (elective as well as core) should be provided with the list of students officially registered for the course at least a day before the start of the semester.( to be ensured by AR Academics)
9. 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.(to be looked into by Dean Infrastructure and registrar)
10. Budgetary requirement for each department should be made known before the start of financial year and allocation of funds should be made accordingly.( to be ensured by AR F&A)
11. 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.
12. 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.
13. 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. (to be initiated by Dean IQA/VC)
14. Quality of institute's performance depends on three aspects which are Quality of intake, Quality of inputs to student, Quality of hard work by the students. The results of this are evident from the performance by our product (students) during their job and can be judged by feedback from employers.(feedback to be taken annually by the departments coordinating these UG and PG Programmers)

*for the same*