

Institute of Chemical Technology, Mumbai
IQAC

The minutes of the 3rd IQAC meeting held on 8th May, 2018 at 11:00 am in the Board Room.

The following members were present:

Professor A. W. Patwardhan, Professor G. S. Shankarling, Professor S. V. Joshi, Professor P. R. Vavia, Professor R. R. Deshmukh, Professor R. V. Adivarekar, Professor U. S. Annapure, Professor S. S. Lele, Dr. V. G. Habbu and Dr. S. P. Deshmukh

The following member were granted leave of absence:

Professor G. D. Yadav, Dr. S. B. Kale, Dr. S. S. Sakhalkar and Mrs. Anjali Hari

Prof. P. R. Vavia suggested that Prof. S.S. Lele should chair for today's meeting in the absence of Prof. G. D. Yadav.

Prof. S. P. Deshmukh read out the minutes of the meeting held on 21st Jan, 2017 and 13th Nov, 2017 assigning the specific activities to various coordinators and requested to start working on these activities. Minutes were approved.

Dr. V.G. Habbu after going through the minutes of meeting held on 13th Nov, 2017 listed out the points to be considered as action points as given below:

Sr. No.	Activity/ Agenda	Decisions	Co-ordinators
1)	Circulation of minutes	Minutes of the meeting to be circulated immediately on the same day of the meeting to the members	S. P. Deshmukh
2)	Annual Quality Assurance Reports (AQAR) to be submitted to NAAC	a) AQAR to be prepared by 15 th Oct of every year and to be circulated to committee members for the review. b) The above report to be approved by all the committee members by 10 th Nov c) Report to be discussed and approved on 1 st Dec. d) Submission of the report to the NAAC incorporating all suggestions/ changes	A.W. Patwardhan S. P. Deshmukh

Minutes of 3rd IQAC Meeting 08-05-2018

3)	Quarterly meetings	Sat, 1 st Sep, 2018 and Sat, 1 st Dec, 2018 at 11:00 am	S. P. Deshmukh
4)	Seminar on quality in education for the ICT Faculty	Seminar will be conducted on Sat, 7 th July, 2018, involving outside experts and faculty members of ICT who are expert team members of NBA and NAAC accreditation and assessment team.	U. S. Annapure
5)	Initiate proper feedback mechanism a) Student b) Alumni c) Parents Feedback d) Industry/University	MIS UAA Function Convocation HOD/ Placement coordinators of individual department and Training and Placement officer	R. V. Adivarekar
6)	Departmental level IQAC committee	Every department should have IQAC committee and constitution of department level IQAC will be circulated.	S. P. Deshmukh
7)	Development and application of quality benchmarks/parameters	A brief write up will be prepared and circulated to all IQAC members by 11 th May, 2018	A W Patwardhan
8)	Creation of a learner-centric environment • Creation of Road map with timelines	By 1 st June, 2018 email to all IQAC members. The suggestions to be received from the members by the 15 th June, 2018. The road map with timeline to be frozen by 30 th June, 2018	S. V. Joshi
9)	Dissemination of information on the various quality parameters of higher education	Brief note on quality benchmark to be email by 30 th Jun, 2018 to IQAC members	Professor G. S. Shankarling
10)	Organization of inter and intra University workshops, seminars on quality related themes and promotion of quality circles	An assessment to be planned and submitted by 30 th June, 2018	Professor U. S. Annapure
11)	Documentation of the various programmes/activities of the University, leading to quality improvement	First proposal to be submitted by 30 st Jun, 2018. Help of Institutes Librarian sought for collection and documentation of articles related to quality education. Reference can be made to Quality Circle of India (QCI). Abstract of quality related issues in have education can be created and information related to academic and non-academic activities of the institute can be published in Institutes e-patrika.	Dr. S. P. Deshmukh

Minutes of 3rd IQAC Meeting 08-05-2018

		First proposal for documentations of above program should be made by 10 th June, 2018.	
12)	Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices	Appointed	Dr. S. P. Deshmukh
13)	Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality	A brief report on MIS enhancement to be submitted on 30 th June, 2018.	Professor P. R. Vavia
14)	Development of Quality Culture in University	Creation of Road map with time line by 30 th Jun, 2018	Dr. S. S. Sakhalkar
15)	Preparation of the Annual Quality Assurance Report(AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body(like NAAC, NBA, AB)in the prescribed format	AQAR to be prepared for the institute by Sat, 1 st Sep, 2018 and finalization of this report by IQAC committee on Sat, 1 st Dec, 2018. Submission of the report to NAAC by December end.	Prof. A. W. Patwardhan and Dr. S. P. Deshmukh,
16)	Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of HEIs based on the AQAR	Presenting the first understanding by 1 st Jun, 2018	Dr. S B Kale, Professor A. W. Patwardhan
17)	Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours	Presenting the first understanding by 1 st Jun, 2018	Dr. V. G. Habbu, Mrs. Anjali Hari, Dr. S. P. Deshmukh, Prof. R.R. Deshmukh

Period for all AQAR is 1st July to 30th June. All persons against whose names activities are marked are required to send their documents to Director IQAC by 1st June, 2018. Director IQAC submitted to 2nd Jun, 2018. By 15th Jun, 2018 suggestions to be send to Director, IQAC. The Director IQAC will freeze the suggestions and present to the member on 1st July, 2018.