

**Institute of Chemical Technology, Mumbai**

**IQAC- Administrative**

The minutes of the IQAC meeting held on 7<sup>th</sup> July 2020 at 10.00AM.

The meeting was held via Google-Meet plus in person.

**The Following Members were Present**

1. Professor S.S Bhagwat
2. Professor R.R Deshmukh
3. Professor C.S Mathpati
4. Mr. Ravi Raghavan
5. Mr. Ashish Sathe
6. Mrs. Madhuri Shete
7. Mr. Sachin Kadam
8. Mr. Milind Talathi
9. Mr. Prakash Jadhav
10. Mr. Oshal Khairnar

**The following Members were absent**

1. Mr. Deepak Jadiye
2. Mr. Satish Mane

1. It was decided that the feedback survey will be conducted from students and faculty members to judge the satisfaction levels about various activities conducted by academic Wing. The AR (Acad) agreed to provide a list of questions for such a survey within a week.
2. The Institute organogram is pending for some approvals due to which we haven't received it yet. However, The Registrar has confirmed that this will be completed and ready for review within next two weeks
3. Currently We have a set of rules and regulations which were prevalent in the autonomous institute published in (Jan 2008). The registrar informed that these were adopted as a transition arrangement by the Board of Governors of the deemed university (ICT). The Registrar has further stated that his office is working to combine and prepare a single document regarding the rules and regulations.
4. According to the set of rules and regulations Stores In charge reports to AR (Adm) in all cases. Hence, we won't need to separately call Dr. Mane for this

meeting unless specifically required as invitee. Also, to avoid such confusion the Registrar has assured that the new organogram will have the required clarity.

5. Dr. Mane has prepared a document 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 and is waiting for some approvals. The registrar agreed to take follow-up and get it approved from concerned authorities within a week.

6. The Registrar confirmed that the institute has mechanism regarding external queries for calls as the receptionist is aware about the answers related to any query as well as the connections to be made. For Emailing mechanism, Mr. Ravi Raghavan suggested having a separate and specific section for contacts on the website as for an outsider there should be a single email id for common information/communication channel.

7. The Registrar has agreed to put up a page on our website clarifying various points of contact for any queries raised from students and a single email ID for common information regarding our institute. This is expected to be completed in a month.

8. Housekeeping: The QR Code has been displayed in the institute and Mrs. Madhuri agreed to send the emails to faculty members, support staff regarding the instruction manual to make it publicly known. This may be required to be done frequently and also informed to new recruits and students at the time of joining.

9. Currently the new admitted students are not specifically informed regarding all the procedures such as opening ictmumbai email id, using QR codes for complaints, other mechanisms for redressing grievances etc. AR (Acad) agreed to co-ordinate with Mrs. Madhuri for preparing the Admission document for students.

10. Maintenance: The admission document should include the different ways to lodge complaints regarding maintenance, if any



11. It was decided that the feedback survey will be conducted from students, faculty members and staff to judge the satisfaction levels about maintenance activities. Mr. Milind Talathi & Mr. Prakash Jadhav agreed to provide a list of questions for such a survey within a week.

12. MIS: The registrar suggested to have a lecture for students regarding the usage of MIS in the orientation/Induction program for newly admitted students. It was also decided to, have a document made and displayed on our intranet in order to avoid problems/confusion faced by student

13. Dean IQA also suggested creating a common email ID for MIS queries so that students will not face issues.

14. Mr. Ravi Raghavan suggested to improve the delivery of work discussed in the meeting on a timeline decided by members.

15. The meeting concluded with thanks to the chair.

*Handwritten signature: Prakash Jadhav  
19/12/20*