

Institute of Chemical Technology, Mumbai

IQAC- Academic

The minutes of the IQAC meeting held on 7th July 2020 at 12.00PM

**The following members were
present**

1. Professor S.S Bhagwat
2. Professor G.S Shankarling
3. Professor S.T Mhaske
5. Dr. C.S. Mathpati
6. Dr. Mohan Narayan
7. Professor S.V Joshi
8. Professor A.P. Pratap
9. Professor B.M Bhanage
10. Dr. D.D. Sarode
11. Dr. Ajit Kumar
12. Dr. P.D Vaidya
13. Dr. Parag Gogate
14. Mr. Dilip Udas
15. Professor Sanjay Mahajani
16. Professor V.R Gaval
17. Mr. Aditya Aher

The following members were absent

1. Professor U.S Annapure
2. Professor R.V. Adivarekar
4. Professor Laxmi Ananthanarayan

Dean-IQA Welcomed the new members in the committee and read the minutes of the previous meeting. Some of the shortcomings faced by the department heads were discussed and following points were made.

1. The feedback survey will be conducted from all the stake-holders - students, alumni to judge the satisfaction level of various activities conducted by academic department beside the academic course wise feedback. Department heads agreed to provide a list of questioners for such a survey within a week.



2. Dean, IQA requested all the department heads to constitute a suitable department academic integrity panel (DAIP) as per the regulations given by UGC and the emails regarding the composition guidelines has been sent to all the Heads.
3. It was decided in previous meeting that all the student must get academic timetable 15 days before the start of a semester. It was observed that even after the start of a semester time tables are not finalized for about two weeks in 2019-2020
4. The teacher allocation for various courses including elective courses to be conducted in forthcoming semester must be informed to Dean AP by all the departments 15 days before the end of teaching in the current semester. Dean, IQA Suggested that if certain department has not given information about electives it should be taken as that the department is not offering an elective this year and it was agreed by all the members of the committee
5. The list of elective courses to be offered in the forthcoming semester should be made known to students 15 days before the teaching of the current semester ends. As of now it was confirmed by the students representative that the students have not received the list of elective courses offered in forthcoming (Jul-Dec) semester from AR (Acad)
6. The faculty members conducting a course (elective as well as core) should be provided the list of the students officially registered for the course at least a day before the start of the semester. HODs mentioned that this does not happen till the semester has started and sometimes even till mid-sem exams. Hence, Dean,IQA requested all the HODs to write an email to Dean (AP) and AR (Acad) asking for a list of students who have opted for the electives.
7. Prof. Shankarling also mentioned there are students who changes their elective subjects after the semester starts. Hence, Dean IQA suggested to arrange common lecture for electives in previous semester (Term ends). As it will help students to get aware about their electives for which student representative



agreed it will help. All the HODs welcomed the idea and assured that this will be done in the coming semesters.

8. Student representative informed that the electives subjects are being selected by students till last semester through google forms sent out by student body. On which Dean, IQA suggested that it should be done through MIS by providing all the electives course information (at the end of the previous semester) so that student could fill up their choices accordingly.
9. Dr. Ajit Kumar offered to provide the assistance to MIS Team regarding designing the format for choosing the electives by students through MIS.
10. For the current semester all the Departments assured that they have submitted their workloads to academic office. Dean, IQA will take follow up with the academic office for further action.
11. The number of classrooms is short in terms of number of programs and courses that are conducted, leading to a big trouble for time table scheduling as a result many of the lectures are getting conducted in faculty members own offices which is a detrimental quality parameter for our institute.
12. It was informed that B.Tech specific classrooms H104 does not have adequate capacity to accommodate entire BTech batch. Also, department heads felt that the admitted number of students are in excess to the capacity of the current classroom, which causes trouble in conducting classes.
13. HODs informed that they were asked the budget they require but haven't received the budgetary allocation for the department for 2019-2020. Dean, IQA requested the heads to write an email so that he can follow-up with the concerned authority.
14. All the heads suggested that there should be mechanism, where complaints can be lodged, if account department has not processed certain bills within a



particular time, there has to be an escalation mechanism which should be included in organogram.

15. As discussed in the previous meeting it was decided that the exam audit will be conducted by the respective department with the common composition guidelines prepared by IQAC. Currently, only Mathematics department has conducted the examination audit and other departments agreed to share the composition within two weeks.
16. Mr. Dilip Udas suggested that examination audit committee should monitor the quality of question papers to avoid repeated questions.
17. It was decided that departmental academic audit should be conducted for measuring and improving the quality of syllabus and its implementation in our institute. As of now Physics department has formed the committee and sent it to IQA Office. All heads agreed to share the composition of committee with IQA office within two weeks.
18. Mr. Dilip Udas suggested that it would be beneficial for students if academic audit includes verification that experimental and theory part are conducted either in the same semester or with a minimal gap and in the correct sequence. Dean, IQA agreed and mentioned that we should ensure that there is no long gap between the theory and experimental part.
19. Dean, IQA informed the meeting about Academic Audit Manual for ICT programs which was already approved by Honorable VC. The PDF has been sent out to all HODs
20. Dean, IQA pointed out that there is a significant delay in declaring the results which is not acceptable. As the current MIS doesn't allow us to analyze the student feedback for that particular course unless all the results are declared, the feedback release was also delayed for all courses. It will be essential to declare the result as soon as possible. Dean, IQA will be suggesting in IQA-apex committee meeting to have a specific result declaration date.



21. He further suggested that the exam audit committee should monitor the time period between marks submitted and result declaration.
22. Dean IQA has informed that he had discussion with IQA- Administrative committee about the common email ID for all the MIS related queries.
23. Dean IQA, informed that department wise feedback summary report would be shared with the heads. All the heads need to analyze the result and take the necessary action as described below:
 - a. Faculty Members with rating above 4.0 should receive some appreciation
 - b. Faculty members with rating between 3.0 and 4.0 should continue working as they are or improve to get more rating
 - c. Those with around 2.5 or below should be given counselling to improve the quality of teaching. They should also be persuaded to attend pedagogy programs etc
24. Mr. Dilip Udas suggested to improve the delivery of work which is discussed in a meeting and shall be done within the agreed timeline. Dean, IQA agreed to have a mechanism of monthly communication to improve the quality of work assigned.
25. The meeting concluded with thanks to the chair.

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