

	<b>Shiksha Mandal's</b> <b>Bajaj Institute of Technology, Wardha</b> (Recognized under section 2(f) of UGC Act 1956) (Affiliated to DBATU, Lonere, Raigad, Maharashtra)	Academic Session: 2024-25
		Doc. No.: BIT/IQAC/ Notice/24-25
		Date: 03/03/2025

### Minutes of the IQAC Meeting held on 1<sup>st</sup> March' 2025

The meeting of IQAC members, Head of Departments & NAAC Criteria In-charges is scheduled on 1<sup>st</sup> March' 2025 (Saturday) at 11.00 AM.

**Venue: HoD Cabin, Department of Electrical Engineering.**

**Agenda:**

1. Status of External Academic & Administrative Audit of DBATU
2. Review of activities conducted in 2024-25 Odd semester
3. Academic/Activity calendar 2024-25 Even semester
4. Planning of activities for 2024-25 Even semester
5. Suggestions from Criteria In-charges for quality enhancement
6. Any other issues

**Members present:**

Sr.No.	Name	Designation
1	Dr. Deepak Bhope	Head (MED) & Criteron-3 In-charge
2	Dr. Harshit Dalvi	Head (EED) & Criteron-2 In-charge
3	Prof. Sheetal Kale	Head (Comp. Dept.)
4	Prof. Deepak Mangrulkar	Head (CED) & Criteron-1 In-charge
5	Dr. Kantilal Joshi	Head (T&P) & Criteron-5 In-charge
6	Dr. Vivek N. Bhusari	Head (FYD) & Criteron-7 In-charge
7	Dr. Vijay Deshmukh	Head (FYD) & Criteron-4 In-charge
8	Dr. Snehal Pachpor	IQAC Coordinator & Criteron-6 In-charge
9	Dr. Harshad Phadke	Member IQAC
10	Mr. Vikas Palekar	Member IQAC

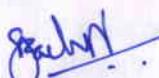
### **Minutes of the Meeting:**

At the outset, IQAC Coordinator welcomed all the Head of Departments, NAAC Criteria In-charges and IQAC members to the IQAC meeting.

1. IQAC Coordinator informed that External Academic & Administrative Audit for Academic Session 2023-24 is successfully completed by Professors from VNIT, Nagpur and submitted to DBATU, Lonere. The same format may be referred for the documentation of AAA for Academic Session 2024-25.
2. IQAC Coordinator informed to all that submission of AQAR for 2024-25 to NAAC may commence from July'2025 onwards. In view of this, review of the activities conducted by each department during 2024-25 Odd semester was taken.
3. All HODs were informed to submit semester closure reports as well as final Academic/Activity calendars for 2024-25 EVEN Semester duly endorsed by the IQAC Chairman.
4. It was informed to all that Gap Analysis, Teaching plans & Lab plans are to be prepared and submitted to department IQAC Coordinators.
5. It was verified by the IQAC Coordinator that co-curricular, extra-curricular, domain activities, industrial visit, expert lectures, PTM etc. are incorporated in the academic calendar and activity calendar is prepared for the forthcoming 2024-25 EVEN session.
6. It was decided that each department will organise one faculty development program, 2-3 expert/guest lectures for difficult courses, Technical paper presentation for students etc.
7. It was suggested that Vishakha committee & Internal Complaints Committee should organise awareness programs on Cervical & Breast Cancer, Health & Hygiene, and self-defence for women and Cyber Security etc.
8. IQAC Chairman suggested to conduct the activities in collaboration with various organisations/industries through MOU tie ups to foster industry-Institute interaction.
9. Each department Head informed about the activities planned for the upcoming 2024-25 Even Semester.
10. All HODs were informed that a common format for attendance would be shared by IQAC and attendance is to be monitored meticulously by each faculty member.
11. It was approved by the IQAC Chairman that each student would submit an undertaking stating that he/she will maintain the attendance of 75% which is a prerequisite to avail scholarship & eligibility to appear for the university exam.
12. IQAC Coordinator informed that, each criterion In charge should focus on the shortcomings/lacuna pertaining to key aspects of the criterion and they are given suggestions to improve upon it.

13. Application format for financial assistance to the faculty members, alternative arrangement format to be attached with leave application and Students Performance diary & T-G Record were shown to the members present in the meeting for their suggestions/remarks.
14. It was also informed by IQAC Coordinator that Skill Enhancement Programs for Non-Teaching Staff, OBE training programs have been planned under IQAC in the forthcoming sessions.
15. It was decided that the next meeting will be held in the last week of May' 2025 to review the status of the work.

Finally, all the key points were summarised and the meeting concluded with an expression of thanks to all the members.

  
IQAC Coordinator

  
IQAC Chairman

**PRINCIPAL,**  
Bajaj Institute of Technology,  
PIPBI, Wardha,

**Copy to:**

1. The Principal for his kind information & records.
2. Head of the Departments (EE/CE/CT/ME/FY)
3. IQAC file
4. All IQAC members

No.	Name	Designation
1	Dr. ...	...
2	Dr. ...	...
3	Dr. ...	...
4	Dr. ...	...
5	Dr. ...	...
6	Dr. ...	...
7	Dr. ...	...
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10	Dr. ...	...