



Shiksha Mandal's
Bajaj Institute of Technology, Wardha
(Accredited by NAAC with "A" Grade & Recognized under section 2(f) of UGC Act 1956)
(Affiliated to DBATU, Lonere, Raigad, Maharashtra)

Academic
Session:2025-26

Doc. No.: BIT/IQAC/
Notice/25-26

Date:02/08/2025

Minutes of the IQAC Meeting held on 1st August' 2025

The meeting of IQAC members, Head of Departments and Head (T & P) was held on **1st August' 2025 (Friday) at 3.30 PM.**

Venue: Principal's Office.

Agenda:

1. Academic planning aligned with NEP- 2020 Scheme/syllabus for 3rd Semester
2. Review of activities conducted in 2024-25 Even semester
3. Status of R works
4. Planning of activities for 2025-26 Odd semester
5. Suggestions for quality enhancement in Teaching/Learning
6. Any other issues

Members present:

Sr.No.	Name	Designation
1	Dr. Narendra Kanhe	Principal & IQAC Chairman
2	Dr. Deepak Bhope	Head (MED)
3	Dr. Harshit Dalvi	Head (EED)
4	Prof. Sheetal Kale	Head (Comp. Dept.)
5	Dr. Kantilal Joshi	Head (T&P)
6	Dr. Vijay Deshmukh	Head (FYD-A)
7	Dr. Vivek Bhusari	Head (FYD-B)
8	Prof. Deepak Mangrulkar	Head (CED)
9	Dr. Snehal Pachpor	IQAC Coordinator
10	Dr. Rahul Somalwar	Member IQAC
11	Dr. Harshad Phadke	Member IQAC
12	Mr. Vikas Palekar	Member IQAC

Minutes of the Meeting:

At the outset, IQAC Coordinator welcomed IQAC Chairman, all Head of Departments, and IQAC members to the meeting.

1. All Heads of Departments presented a brief report of departmental activities conducted in the last semester including academic initiatives, guest lectures, seminars, industrial visits, faculty development programs and student achievements.
2. IQAC Coordinator emphasized on documentation of the best practices and extension/outreach activities and keeping those in records.
3. HOD (Mechanical Engg.) suggested that project dairies should be maintained by final year students for major project which would be duly signed by project guides to keep the track of work done by them & guides will share template of project report which is to be strictly followed by project students. It was agreed by all.
4. IQAC Coordinator informed that the DBATU, Lonere has introduced **Multidisciplinary Minor (MDM)** under the National Education Policy (NEP) for upcoming III Semester batch. In view of this, it was decided that:
 - a. To organize orientation sessions to inform and educate students about MDM structure, guidelines, and benefits.
 - b. Choices of MDM subjects are to be collected from III Semester students.
 - c. Head of Departments would guide students in making right decisions regarding MDM choices.
5. IQAC Chairman informed all HODs to submit semester closure reports as well as final Academic/Activity calendars for 2025-26 ODD Semester duly endorsed by the IQAC Chairman.
6. IQAC Coordinator informed all that Gap Analysis, Teaching plans & Lab plans are to be prepared and submitted to department IQAC Coordinators.
7. RWorks Coordinator suggested that Rworks data/documentation work for 2024-25 EVEN is to be completed within 2 weeks.
8. IQAC Coordinator mentioned that Course file audit report for 2024-25 is to be submitted by department Academic Coordinators to IQAC.
9. It was informed by Head, Training & Placement that Superset software is purchased to facilitate the prompt communication and organized documentation of T&P activities and same can be utilized for other academic Teaching/Learning communications.
10. It was resolved that student attendance will be strictly monitored on fortnightly basis and parents will be informed about the same.

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


IQAC Coordinator
(Dr. Snehal Pachpor)


IQAC Chairman
(Dr. Narendra Kanhe)

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

PRINCIPAL
Bajaj Institute of Technology,
PIPBI, Wardha.