

MIT-ADT UNIVERSITY, Pune

(UGC listed State Private University)

Annual Report of Quality Assurance Department

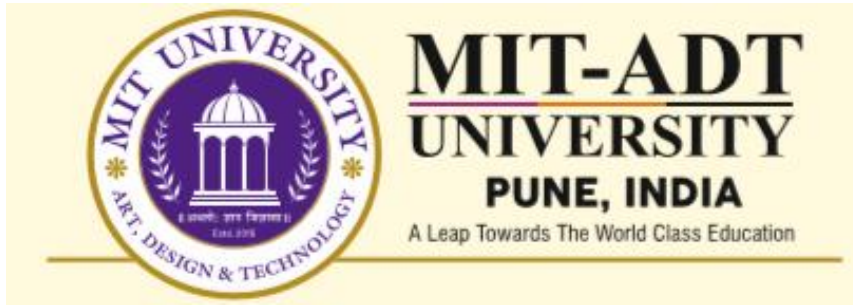
2019-2020

(May 2019 – April 2020)



QUALITY ASSURANCE DEPARTMENT

2020



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**Prepared by
Director, Quality Assurance**

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Pune – 412 201**

Note: This report is the outcome of the 'Work from Home' during the 'Lockdown Period' due to pandemic outburst.

Annual Report of Quality Assurance Department

(2019-2020)

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Annual Report of Quality Assurance Department

ॐ भूर भुवः स्वः
तत् सवितुर्वरेण्यं
भर्गो देवस्य धीमहि
धियो यो नः प्रचोदयात्

IQAC Vision Statement: Academic Progress through Self-Conscious Power (Self-effort)

1. Preface

MIT-ADT University, Pune is the premier university not only in Maharashtra but at national level. Now it is taking leap forward towards becoming a ‘globally known university’.. it has maintained high standards since its inception and has been providing best of the laboratories to its stakeholders. The university is committed to nation building while sticking to ‘human values’. It is a privilege to present ‘1st Annual Report of Quality Assurance Department’ covering the period between May, 2019 to April 2020.

MIT-ADT University appointed its First Director, Quality Assurance as a ‘Full Functionary University Officer’. This is the only university in the entire Maharashtra to appoint ‘full-functionary Director’ Quality Assurance. Thus came into existence the ‘Quality Assurance Department at MIT-ADT University, Pune.

Internalization of the Quality: Annual Report is an essential component in ‘Internalization of the Quality’, hence ‘Quality Assurance Department’, decided to prepare ‘Annual Report’ voluntarily.

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the entire year i.e.2019-20 Quality Assurance channelized all its efforts and measures towards promoting the holistic academic excellence by laying down the ‘policies’, ‘regulations’, etc.

The report provided in the following pages will facilitate the university in taking the ‘administrative decisions’ which will help enhance the ‘quality’ of ‘academic’ and ‘administrative’ work in the university. The work of the QUALITY ASSURANCE DEPARTMENT is the first step towards quality enhancement initiatives

The Primary Objective of QA is to develop and improve the academic and administrative performance of the university and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. For this IQAC has been conducting its meeting quite regularly. Every meeting starts with chanting of 'Gayatri Mantra' and ends with 'Rashtra Geet'. The vision of IQAC is derived from the essence of Gayatri Mantra.

The report will help the university in developing and sustaining the *quality sustenance activities*.

During the entire academic year, support from 'Teachers', 'University officers', Registrar, CoE, CAFO, 'Directors', 'HoI', 'Vice-Chancellor', and particularly, Hon'ble Executive President, Prof.Dr.Mangesh Karad sir has been overwhelming. Hope University keeps on growing further to different heights.



Ramakant Kaplay
Director, Quality Assurance

Place: Pune

Date: 2nd May, 2020

2. Actual work done during the year 2019-20

2.1. Director, QA joined the Duties

Professor, Dr.Ramakant Kaplay joined the duties as Director, Quality Assurance –on 2nd May, 2019 before noon.

2.2. Foundation work

The first to three weeks were devoted for creating bare minimum requirement for the ‘Quality Assurance Department’ and laying down its ‘functions’ as ‘Quality Assurance Department’ was being established for the first time.

2.3. Kick-off Meeting

Kick-off meeting, to explain the ‘Duties of Quality Assurance’ and establish IQAC on university campus was organized on 24th May, 2019. The meeting was conducted under the ‘Chairmanship’ of Hon’ble Prof.Dr.Mangesh Karad sir, Executive President of MIT-ADT University, Pune

The functions of IQAC were explained. Some of the functions expected of the IQAC are:

- i) Development of Parameters for various academic and administrative activities of the university;
- ii) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- iii) Dissemination of information on various quality parameters to all stakeholders;
- iv) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- v) Documentation of the various programmes/activities carried out by Quality Assurance;
- vi) dissemination of best practices;
- vii) Periodical conduct of Academic and Administrative Audit and its follow-up
- viii) Preparation and submission of the Annual Quality Assurance Report (AQAR).

All these functions are carried out by the ‘Quality Assurance Department’ throughout the year.

It was also explained to all the dignitaries that 'Quality Assurance' is neither an 'administrative unit' nor a 'decision taking power centre' of the university, it is 'facilitating center'. And Quality Assurance stuck to this very principle.

The meeting was organized by 'Registrar' of the university for the 'top officials' of the university. Hon'ble Executive President, Prof.Dr.Mangesh Karad, sir, Hon'ble Vice-Chancellor, Dr.Sunil Rai sir, Registrar, Shri.Shivsharan K.Mali, CoE, Dr.Dnyandeo Neelwarna, CAFO, Miss.Nayana Godse and Director, Strategic Planning. Dr.Ramchandra Pujeri were present for the meeting.

2.4. Formation of IQAC

First IQAC, as per NAAC & UGC guidelines was constituted. Thus 'IQAC' became the 'Integral part of MIT-ADT University's system. The IQAC is quite exhaustive to accommodate all the 'stakeholders'.

IQAC is constituted in MIT-ADT University under the Chairmanship of the Vice-Chancellor, Head of the university with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders. Utmost care is taken to see to it that there is proper representation of all the stakeholders including student, parent and external members.

NAAC has suggested the composition of the IQAC:

<i>1. Chairperson: Head of the Institution</i>	<i>1</i>
<i>2. Teachers to represent all level (Three to eight)</i>	<i>11</i>
<i>3. One member from the Management</i>	<i>1</i>
<i>4. Few administrative officers including Librarian, HR, etc</i>	<i>8</i>
<i>5. One nominee each from local society, Students and Alumni</i>	<i>3</i>
<i>6. One nominee each from Employers /Industrialists/Parent</i>	<i>3</i>
<i>7. Representation from HoI</i>	<i>1</i>
<i>7. One of the senior teachers as the coordinator/Director of the IQAC</i>	<i>1</i>

2.5. Constitution of IQAC

The composition of the IQAC was decided taking into consideration the size and complexity of the university. The MIT-ADT University offers various programs ranging from Diploma, Degree, PG Degree to Research Programs through 15 schools. It offers many un-conventional programs through 7 schools. Accordingly the

representation of teachers is quite more. Due weightage is given to the representation from 'administration. Hence the size of the 'IQAC' is big, the total number of members is '30'. It helped the university in planning and monitoring.

The constitution of 'First IQAC' is as follows:

Chairperson

- ❖ *Dr. Sunil Rai, (Head of the University / Vice Chancellor) Now Prof.Dr.Mangesh Karad sir is the Chairperson as he is I/C Vice-Chancellor.*

Member from the Management

- ❖ *Prof. Dr. Mangesh Karad (Executive President, Member of Board of Management)*

Members from Teachers/Faculty Members (3 – 8 teachers/faculty members to represent all Level)

- ❖ *Dr. Sachin Pawar (Professor, Mechanical Engineering, School of Engineering)*
- ❖ *Shri. Mohandas Pawar (Assistant Professor, Computer Science, School of Engineering)*
- ❖ *Shri. Umashankar More (Assistant Professor, Electronics & Communication, School of Engineering)*
- ❖ *Dr.Amit Kulthe ('Assistant Professor', School of Food Technology)*
- ❖ *(Mrs.) Vidya A. Ambhore ('Women', Assistant. Prof., MANET)*
- ❖ *Dr.Priya Singh ('Associate Professor', School of Humanities)*
- ❖ *Dr. Subrato Roy (Professor & Head, School of Broadcasting and Journalism)*
- ❖ *Indraneel Lahari (Assistant. Professor & Head, School of Film & Television)*
- ❖ *Karuna Gole (Head, & Assistant. Prof., School of Management)*
- ❖ *Mohammad Rajaulaha ('Research', Assistant Prof., School of Architecture)*
- ❖ *Shakti Banerjee (School of Design)*

(the representation is from 'Head', 'Research', 'Extension', 'Women', 'Reserved Category', 'Associate Professor' & 'Assistant Professor)

Members from Administration (Few Senior Administrative Officers)

- ❖ *Shri.Shivasharan Mali (Registrar)*
- ❖ *Shri. Dnyandeo Neelwarna (Controller of Examinations)*
- ❖ *Ms. Nayana Godse (Finance and Accounts Officer)*

Members from HR & Estate

Shri.rathmesh Kulkarni (Head of Human Resources)

- ❖ *Shri.Prakash Korde (Engineer from Estate Section)*

Members from Library (Librarian)

- ❖ *Kishore Patnala (Librarian)*

Member(s) from ‘Student Activities’

- ❖ *Sujit Phunde (Placement Officer)*
- ❖ *Suraj Bhoyar (University Manager)*

Member from Student (from Doctoral/PG/UG)

- ❖ *Shruti Shirish Deshpande (Student representative, M.Tech, CSE)*

Member from Alumni, if any

- ❖ *Vinit Tamhankar (Design)*

One Nominee from Society

- ❖ *Sudhir Rane (Society / Community: a person of high social standing and should have made significant contributions to society and in particular to education WPU Professor)*

Member from Employers

- ❖ *Jogesh Sharma (MOLMI)*

Members from Industry and Research Organization

- ❖ *Dr.Ashok Giri (NCL, Pune)*

Members from Stakeholders (Parents / Media / Advocates / Doctors)

- ❖ *Rajesh Raut*

Member from Technical Staff

- ❖ *Prof. Charu Kulkarni (In-charge, IT Cell)*

Special Invitee (as and when required)

- ❖ *Dr.Renu Vyas (HoI, School of Bioengineering)*

IQAC Director

- ❖ *Dr.(Ex-Prof.) Ramakant Kaplay (a full-time functionary)*

2.6. Appointments of assistant staff in Quality Assurance Department

Two ‘Assistants’ were appointed in Quality Assurance Department. Shubham Kumbhar as a Statistician and Sangameshwar Nalle as ‘System Analyst’ joined the duties. The aim and objective of the Quality Assurance is to lay down the new mechanism and procedure to smoothen the academic and administrative activities. Quality Assurance laid down many new mechanisms and procedures to facilitate the internalization of the quality.

2.7. Regular Meetings

‘Regular Meetings’ were conducted quarterly and on the exact scheduled date. The Agenda for each meeting was prepared well in advance and got approved by VC & EC. The ‘Notice of IQAC Meeting’ was circulated 3-4 weeks in advance and the Agenda was circulated two weeks in advance.

The ppt presentation was made by the Director, Quality Assurance. The ppt was shared with all the IQAC Members for their reference

- | | |
|---------------------------------|---|
| 1 st Regular Meeting | - 28/05/2019 |
| 2 nd Regular Meeting | - 19/09/2019 |
| 3 rd Regular Meeting | - 30/12/2019 |
| 4 th Regular Meeting | - 30/03/2020 (This meeting is conducted through e-mail due to lockdown) |

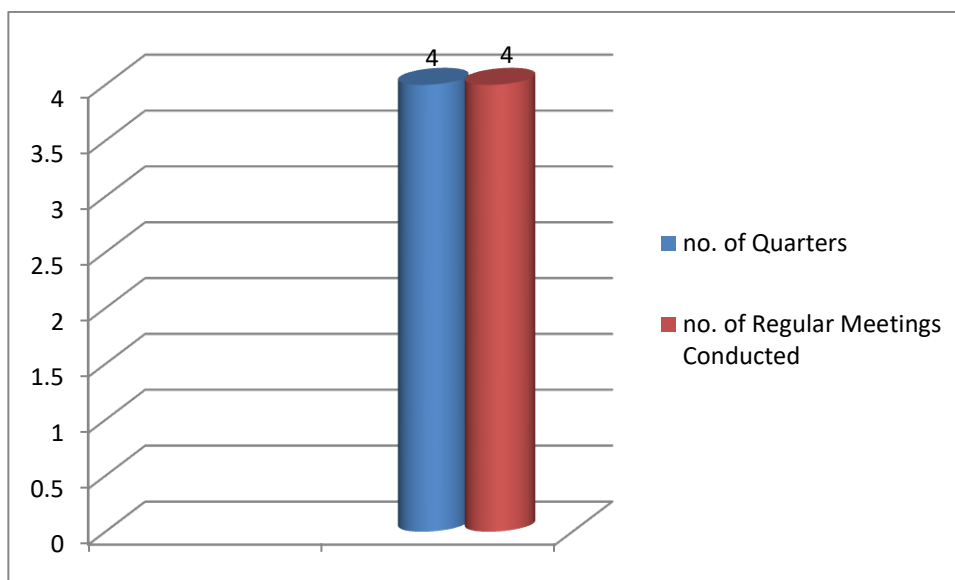


Fig. 1. No. of Regular Meetings conducted in four quarters

The 'Attendance Record' of these meetings is maintained in a 'Separate Register'. The MoM, are prepared and after approval, were shared with all HoI of all the schools on campus.

The MoM of all the meetings are available in the 'Quality Assurance Department' as a 'Hard Copy' and 'Electronically Retrievable Format'.

Agenda:

All the 'Agenda' were prepared keeping in view the 'Guidelines of IQAC' and 'NAAC Key Indicators'. It was kept in the mind to touch upon each and every 'Key Indicators' (almost about 115 key indicators) during the entire 'academic year. And Quality Assurance could achieve this self-target. The very idea is 'not to leave any stone unturned' as regards to the 'Key Indicators' set down by NAAC. Getting good grade in NAAC is possible if university addresses all the 'Key Indicators' successfully, QA is trying to do exactly the same thing.

Kick-off Meeting: There were two main Agenda first 'explaining functions of Quality Assurance Department' and second agenda was 'Creation of IQAC'. Both were done successfully.

1st Regular Meeting: There were 9 Agenda and action on all agenda is taken successfully, some of which included 'organisation of a awareness workshop for

university teachers on ‘contributions of teachers in IQAC’, Preparation of UGC Report for UGC’s Recognition, ‘introduce ‘Teaching Quality Upkeep Program’, etc.

2nd Regular Meeting: There were 30 Agenda

3rd Regular Meeting: There were 30 Agenda

4th Regular Meeting: There were 30 Agenda

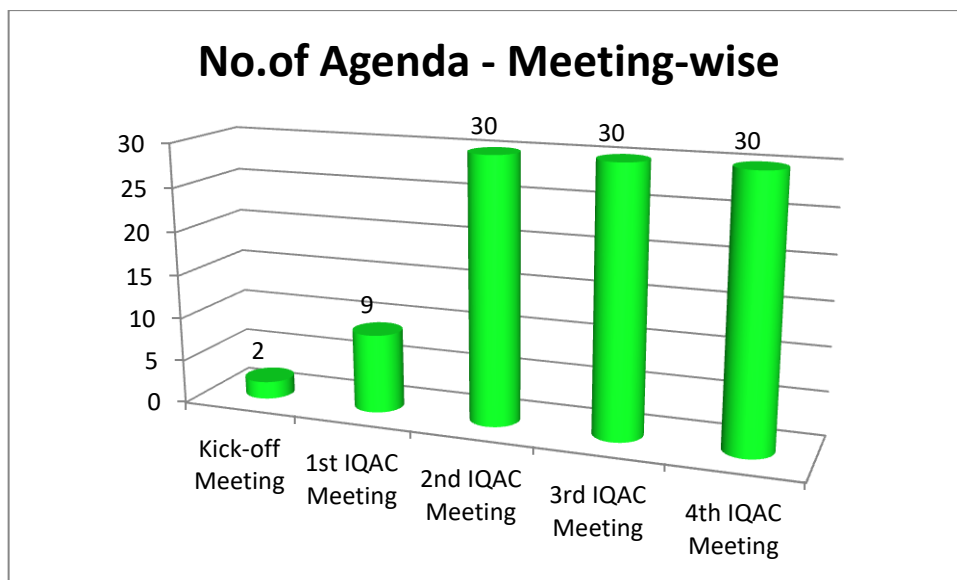


Fig. 2. The column graph of Meeting-wise ‘Number of Agenda’ of IQAC Meetings

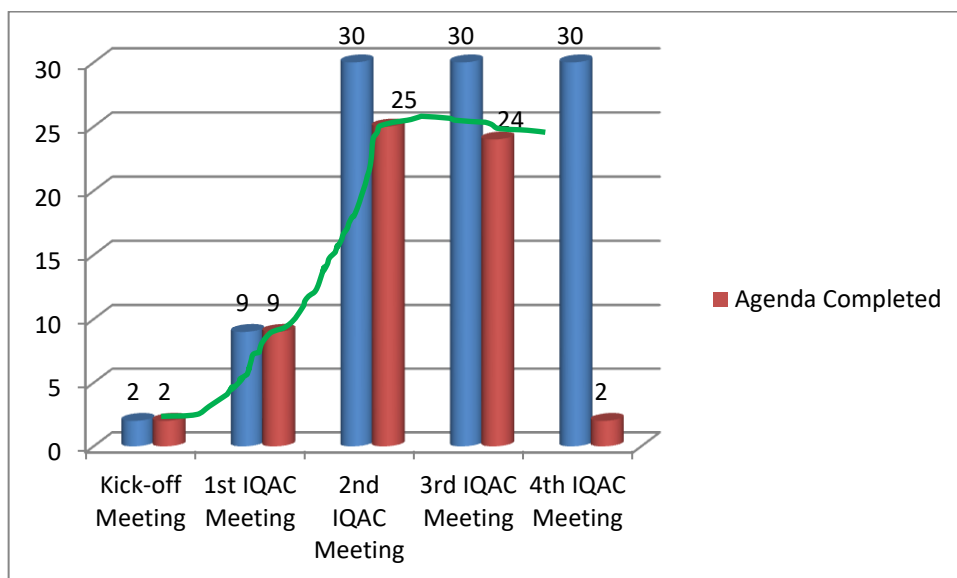


Fig. 3. The graph showing the Number of Agenda completed (Red columns) against the Actual Agenda (Blue columns).

Action for most of the Agenda (> 80%) was initiated, except for the last meeting where it is ‘Lockdown Period’. The agenda which could not be initiated by QA lied with the other section/department.

2.8. Follow-up Meetings of Regular IQAC Meetings

The practice of 'Follow-up Meetings' is followed by Quality Assurance Department. These meetings were conducted 'Agenda-wise' and in a most 'Democratic Manner'. The university teachers from various schools were involved in various committees constituted as per the guidelines of IQAC Meetings. The care was taken that there is representation from each department in these meetings. The suggestions given by committee members were considered while preparing the 'regulations' / 'policies'.

The attendance of the 'Follow-up Meetings' was taken in a separate register. The Minutes of Meetings of these 'Follow-up Meetings' were also prepared. The MoM were noted down and prepared by the staff members of Quality Assurance Department

More number of 'Follow-up Meetings' were conducted during September to December, as many as 96, with an idea in the mind to create more awareness about the 'significance of IQAC activities' among the 'university teachers'.

The number of 'follow-up meetings' were then deliberately brought down to normal after getting the idea that the sufficient awareness is created among teachers.

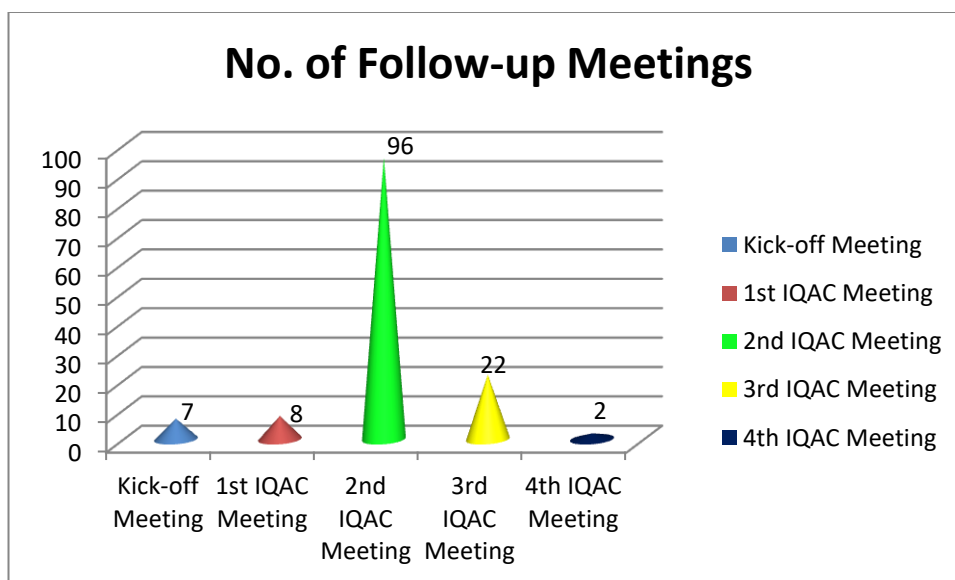


Fig. 4. Number of 'Follow-up Meetings' conducted for each IQAC Meeting

2.9. Seminar organized by IQAC

Seminar on 'Role of University Teachers in IQAC – Awareness Seminar on Quality Education' was conducted by Director, Quality Assurance. The event was organized by Registrar in Raj Memorial Hall on 6th June, 2020. More than 120 teachers attended the seminar. The role of university teachers in functions of IQAC was explained

through ppt presentation. Later on ppt was shared with the stakeholders who were interested in it. The lecture covered almost every point of IQAC guidelines with some of the key indicators of NAAC. It created the awareness and enthusiasm in the minds of the teachers and some teachers approached Director, Quality Assurance on their own to assist and play active role in the functions of Quality Assurance Department voluntarily.

It is decided to organize this program later on for remaining teachers of the university.

2.10. Trainings arranged by IQAC

IQAC, through its meeting, has suggested organizing ‘training for administrative staff’. The training under the supervision of Registrar was organized by Director, Corporate Leadership in batches. The training was organized from January till March. The training shall continue after university re-opens in June, 2020.

2.11. NEW INITIATIVES

This part outlines all the new initiatives and the activities that have been unique to this academic year

2.12. IQAC Window

It was proposed, in the second meeting of IQAC, that the IQAC must have a visible presence on the university website.

Outcome: The IQAC webpage which outlines the Objectives and Functions and the other details including Agenda and MoM of IQAC Meeting, is prepared by Quality Assurance Department and submitted to the authorities for creating the webpage on university website.

2.13. Policies Prepared by IQAC

i) Consultancy Policy

Outcome: The consultancy policy is prepared by ‘Quality Assurance’ in accordance with the agenda of the Regular IQAC meeting. The policy is prepared in a democratic way as the suggestions of the ‘Research & Consultancy Committee of Teaching Quality Upkeep Program were considered. The policy is then sent to all the HoI for their suggestions. The

instructions and suggestions given by Hon'ble Executive President were incorporated and then policy is finally approved.

ii) **Best Teacher Award Policy**

Quality Assurance Department of MIT-ADT University is fully dedicated for its commitment towards the Higher Education system. We as a unit attempt to create a difference in the Higher Education system with our various valuable services towards our stakeholders. As a small step forward in this regard, Quality Assurance in its meeting held on 20th September, 2019 decided to institute 'Best Teacher Award' by the MIT Art, Design and Technology University. It was also discussed that any person from the Society may support this cause in the memory of his/her beloved or himself. Such person may deposit the amount (minimum of Rs. 200000/-) with the University. The MIT-ADT University in turn will deposit the amount in the Bank and the interest received thereon will be utilized for award. Initially, cash prize of Rs.11,000/- shall be awarded to the best teachers (through the interest on the deposit donated by the donor and remaining amount shall be shared by the MIT-ADT University, Pune.) If the donor meets all the expenses required for the award, the award will be named after such person. Prof. Dr. Mangesh T Karad, Executive President will be Patron of BEST TEACHER AWARD.

The Scheme of University Award to Teachers is being started from the year 2019-20 with the object of raising the respect of teachers and giving public recognition to the praiseworthy services of outstanding teachers working in MIT-ADT University, Pune.

iii) **Minor Research Project Policy**

This Research Seed Money policy offers a basis to guide research at the University. The objectives of policy are as follows:

- i) To promote research culture among the faculty
- ii) To promote 'Multi-disciplinary/Trans-disciplinary/Inter-disciplinary Liberal Research as emphasized by National Education Policy (NEP), 2019
- iii) To face-lift the curriculum based on the 'Research Findings' coming out of the proposed project by the faculty, on a regular basis

- iv) **Research Seed Money Policy**
In this policy, which is a part of HR Policy the newly recruited teacher shall be provided with Research Seed Money to complete the Research Project and bring out one Research Paper in SCI Journals of repute at National & International Level
- v) **Research Journal Policy**
In this policy, it is decided to bring out three research journals in the field of 'Art', 'Design' and 'Technology'. The template for research journal is prepared and call for the research paper, particularly in the field of Technology, is already issued
- vi) **Robust Recruitment Policy**
In this policy, besides following UGC recruitment norms, university has made provision wherein aspiring teacher will have to go through multi-tier selection procedure. This includes 'written-test', 'demo-lecture', 'research proposal presentation', which is essentially followed by 'personal interview'
- vii) **Scholarship Policy & Fee Concession and Rebate Policy**
In this policy, meritorious scholarship, girl scholarship, Ph.D.Entrance Merit Scholarship, scholarship for topper from SHD, gold medal scholarship to pursue higher education, etc. are suggested. In addition to this 'Concession and Rebate Policy is prepared to support needy students. The policy is prepared in consultation with CAFO
- viii) **Academic Audit Policy**
Academic audit is a 'scientific' and 'systematic' method of reviewing the quality of academic process in the university. It is related with the 'quality assurance' and enhancing the quality of 'academic activities' in the university. The monitoring and evaluation of the university processes require a carefully structured system of internal and external review. Keeping in mind this view IQAC has planned to conduct the Academic Audit of the university department and take follow up of the same. Academic Audit of all the academic university departments is carried out in January and February 2020 and it will be regular practice henceforth. Academic Audit will be conducted every academic year. From the next academic year the academic audit will be based on 'NAAC Pattern'.

ix) **Administrative Audit Policy**

Administrative Audit shall be the process of evaluation of 'efficiency' and 'effectiveness' of the administrative procedures adopted in a particular section/unit/department.

It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc.

Major objectives of Administrative Audit:

1. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.
5. To set and maintain administrative standards.

x) **HR Policy**

1. **ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY**
 - a. Academic Titles
 - b. Administrative Titles
2. **CREATION OF POSITIONS (BASED ON WORKLOAD) AND APPROVAL TO FILL VACANT POSITIONS**
 - a. **TEACHING & NON-TEACHING STAFF FOR DEPARTMENTS**
 - i. BoS
 - ii. AC
 - iii. BoM
 - iv. GB
 - v. ADVERTISEMENT
 - b. **ADMINISTRATIVE**
 - i. REQUIREMENT FROM UNIVERSITY OFFICER
 - ii. BoM
 - iii. GB
 - iv. RELEASE OF ADVERTISEMENT
3. **TIME FRAME FOR RECRUITMENT**
4. **RECRUITMENT RULES FOR TEACHERS**

A) DIRECT RECRUITMENT

- i) ASSISTANT PROFESSOR**
- ii) ASSOCIATE PROFESSOR**
- iii) PROFESSOR**

- a.OFFER LETTER**
- b. JOINING**
- c.APPOINTMENT LETTER**
- d. CONTRACT**

B) TRAINING

- 5. RECRUITMENT RULES FOR UNIVERSITY OFFICERS**
 - a.REGISTRAR**
 - b. CoE**
 - c.CAFO**
 - d. DIRECTORS (QA, STRATEGIC PLANNING, SPORTS, etc.)**
 - e.PVC**
 - f. VC**
 - (this part is under preparation)
- 6. RECRUITMENT RULES FOR ADMINISTRATIVE STAFF**
(this part is under preparation)
 - a.OFFER LETTER**
 - b.APPOINTMENT LETTER**
 - c.JOINING**
 - d.CONTRACT**
- 7. DUTIES**
 - a.DUTIES OF A UNIVERSITY TEACHER**
 - b. DUTIES OF ADMINISTRATIVE OFFICERS**
 - c.DUTIES OF ADMINISTRATIVE STAFF**

ADDITIONAL RESPONSIBILITIES

- 8. CODE OF CONDUCT (DO'S AND DON'TS AT MIT-ADTU)**
 - a.CODE OF CONDUCT FOR TEACHERS**
 - b. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF**
 - c.DRESS CODE**
 - i. FOR WOMEN FORMAL**
 - ii. FOR MEN FORMAL**
- 9. WORKING DAYS AND WORKING HOURS**
WORKING FROM HOME
- 10. ATTENDANCE AND SALARY**
 - a.BIOMETRIC**
 - b. MUSTER**

- c. LATE ARRIVALS
- d. PAYMENT OF SALARY
- i. BANK ACCOUNT
- ii. SALARY CONFIDENTIALITY

11. HOLIDAYS AND LEAVE

- a. HOLIDAYS
- b. LEAVE
 - i. APPLICATION FORMAT
 - ii. RECOMMENDING AUTHORITY
 - iii. SANCTIONING AUTHORITY
 - iv. MAINTENANCE OF LEAVE RECORD
- c. TYPES OF LEAVE
 - i. ON DUTY
 - ii. DUTY LEAVE
 - iii. STUDY LEAVE
 - iv. SABATICAL LEAVE
 - v. CASUAL LEAVE
 - vi. SPECIAL CASUAL LEAVE
 - vii. EARNED LEAVE
 - viii. MATERNITY LEAVE
 - ix. PATERNITY LEAVE
 - x. COMPENSATORY LEAVE
 - xi. MEDICAL LEAVE
 - xii. MARRIAGE LEAVE

12. SERVICE BOOK & PERSONNEL FILES

- a. SERVICE BOOK FORMAT (as an Annexure)
- b. RULES FOR MAINTAINING SERVICE BOOK
- c. PERSONNEL FILE

13. APPRAISALS

- a. PROCEDURE
 - i. TEACHERS APPRAISAL
 - ii. APPRAISAL OF NON-TEACHING STAFF
 - iii. APPRAISAL OF DEAN, HoI, etc.
 - iv. APPRAISAL OF ADMINISTRATIVE OFFICERS
 - v. MAINTAINING APPRAISAL RECORD
 - vi. CONFIDENTIAL REPORT
 - vii. COMMUNICATING AND CR MAINTAINING AUTHORITY

14. CAREER PROGRESSION / PROMOTIONS

- a. CAS FOR TEACHERS
 - i. IQAC
 - ii. PROCEDURE OF CAS
 - iii. SCRUTINY COMMITTEE
 - iv. EXPERT COMMITTEE

- v. INTERVIEW CONDUCTING AUTHORITY
- vi. COMMUNICATING AUTHORITY

b. PROMOTION OF NON-TEACHING STAFF

- 15. TRANSPORTATION AND CANTEEN FACILITY
- 16. RELOCATION, TRANSFER and DEPUTATION
- 17. BULLYING AND HARRASMENT
- 18. BRIBARY AND CORRUPTION
- 19. PUNISHMENT / DISCIPLINARY ACTION SUSPENSION
- 20. RESIGNATION
 - a. BREAKING THE CONTRACT/ AGREEMENT
 - b. NOTICE PERIOD
- 21. RETIREMENT

xi) 'Gender Sensitization Policy'

Under this policy it is decided to establish A gender sensitization lab (From here on it will be addressed as GSL) under MIT ADTU for students, staff (Teaching & Non – teaching) and stakeholders of the university. The objectives of the gender sensitization lab will be to:

- ✓ Reflect critically on gender equity.
- ✓ Develop sensibility with regard to issues of gender in contemporary India.
- ✓ Provide a critical perspective on the socialization of men and women
- ✓ Debates on the politics and economics of work.
- ✓ Create awareness about some key biological aspects of genders.
- ✓ Develop more egalitarian interactions between men and women
- ✓ Develop a positive attitude towards gender issues and all gender.

xii) 'Curriculum Revision Policy'

Curriculum Revision Policy is prepared. The focus of the policy is to revise and update the curriculum on regular basis. It is also suggested in this policy to have 10-15% curriculum on 'recent research' in the concerned

subject. Minor revision may be done on annual basis as the 'recent developments' in any subject are changing very fast

- xiii) 'Feedback Policy'(formats for 'Parents', 'Alumni' 'Employer', 'Teachers' & 'Student')

Under this policy the formats for feedback from 'parents', 'alumni', 'employer', 'teachers' and 'students' is prepared. One format for 'Students Satisfaction Survey' is based on NAAC Pattern. The Quality Assurance Department has collected 'feedback' from 'alumni' and 'parents' from few departments.

- xiv) Prepared Gold Medal Award Regulation

Quality Assurance Department prepared the regulation for 'Gold Medal Awardee' which was then submitted by CoE for approval. It is accepted after making certain changes in consultation with HoI of various schools.

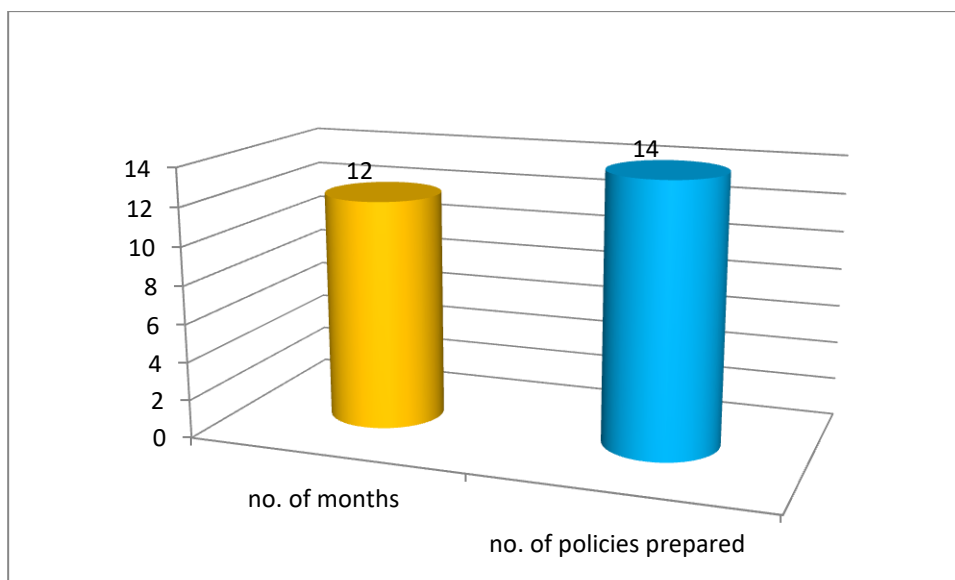


Fig. 5. Number of 'Policies' prepared in 12 months

Note: all the original policies are available in the Quality Assurance Department

2.14. Formats Prepared by IQAC

- i) Service Book Format
- ii) Teachers Appraisal Interaction Questionnaire
- iii) Questionnaire for Appraisal of Administrative Staff
- iv) Appraisal format for Dean
- v) Appraisal format for Registrar
- vi) Appraisal format for CAFO
- vii) Appraisal format for CoE

- viii) Appraisal format for Principal
- ix) Appraisal format for HoD
- x) Format for Academic Audit
- xi) Format for Administrative Audit
- xii) Format for Minor Research Project
- xiii) Format for Students Feedback
- xiv) Format for Alumni Feedback
- xv) Format for Parent Feedback
- xvi) Format for Employer Feedback

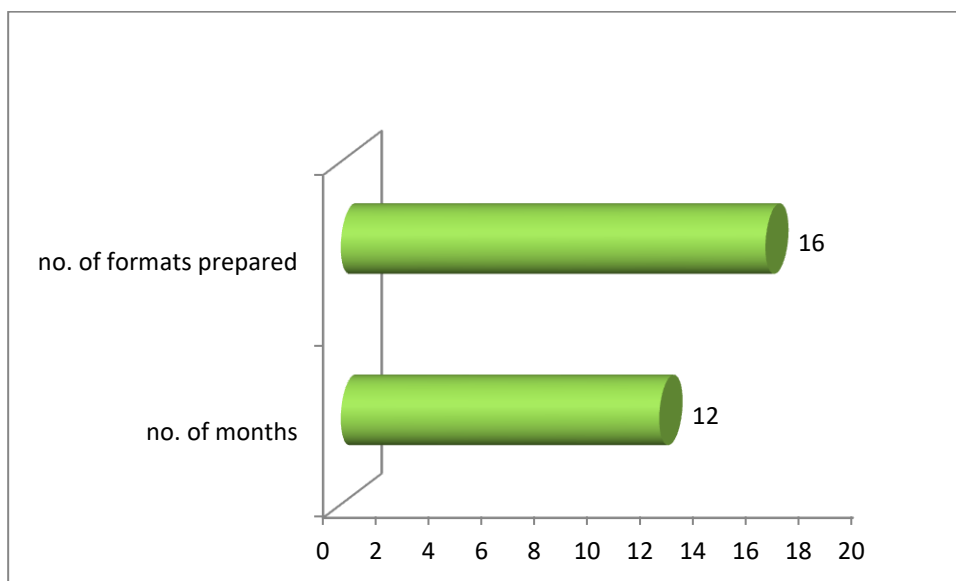


Fig. 6. Number of 'Formats' prepared in 12 months

Note: all the original formats are available in the Quality Assurance Department

2.15. Innovative activities of Quality Assurance

- i) Vivekananda Chair Proposal

The Vivekanand Chair conducts studies and research on themes close to the heart of Swami Vivekanand. The objective of the Chair is to create national centre for academic deliberations and action-oriented research in the frontier areas of contemporary relevance for improving the quality of life and life management systems. University plans to establish 'Centre for Research in Spirituality and Social Movement' under this chair. The activities of the chair will be revolving around academics, research, instructions clubbed with extension activities, wherein teachers from university will try to reach nuke and corner of the society. In this venture Vivekanand Kendra, Pune & Kanyakumari have committed to collaborate

actively. Similarly, Shri Ramkrishna Math, Pune has also shown willingness to extend their support in a collaborative manner.

The proposal is approved in principle and Quality Assurance Department in full initiative and support from CoE started the activities under this chair. One function is organized to support the children of non-teaching staff of MIT-ADT University, Pune who stay in quarter. There was tremendous response to this program. School of Music also performed during this function.

ii) Fundamental Course on Teachings of Vivekananda

The two credit course is prepared by Director Quality Assurance and the same is approved by university authorities. The program shall be run by School of Holistic Development.

iii) Teaching Certificate Program for teachers of MIT-ADTU Teachers

This program is prepared by School of Education and Research under the initiative of and in consultation with Quality Assurance Department. This is the first university in Maharashtra who is offering such program to its teachers who will have official authentic certificate in 'education'. later on the program shall be made open to teachers from other universities.

iv) Workload calculations as per the regulations of 'regulatory bodies' for 'teaching positions'

Quality Assurance is assisting HR for calculating 'teachers workload' based on guidelines of UGC and other regulatory bodies.

While doing this Quality Assurance Department is also assisting schools in correcting the no. of credits required for the degree program as per UGC guidelines.

v) Created positions of 'IQAC Co-ordinator' at School level

To facilitate smooth function of Quality Assurance at school level, the IQAC Co-ordinators are nominated at school level. Director, Quality Assurance had meeting with all the co-ordinators and explained them AQAR format, the report for which will be submitted next year

vi) Prepared program in B.A.(Hons. in Civil Services)

This is an innovative program which no university is offering. The program structure is ready if implemented 'graduating students' while getting their regular B.A.Degree will be preparing for IAS pattern. The entire structure is

based on IAS Pattern. The entire file is handed over to the Director Strategic Planning & Development for implementation.

vii) Teaching Quality Upkeep Program

Quality Assurance Department prepared a 'Report on Teaching Quality Upkeep Program', which covered the performance of individual teacher school-wise.

Quality Assurance reviewed the 'Teaching-learning Process', Structures and Methodologies of Operation through its IQAC (6.5.2) from this Academic Year, by i) Analysing PBAS and ii) Short Demo of Teaching iii) Personal Discussion

The sole objective of the 'Teaching Quality Upkeep Program' was to see that quality teaching is done in the classroom of MIT-ADT University where 'fortune of students is shaped'. The vision of the program is 'Destiny is Being Shaped in the Classrooms of MIT-ADT University, Pune'.

Under this program different 29 small groups were formed like 'Research', 'Teaching', 'Consultancy', 'Competitive Examinations', 'Authors Club', etc. almost 70 teachers are identified as teachers with 'special passion'. Quality Assurance conducted various meetings with these teachers and almost everyone, barring few, participated in the discussion with Executive President and Vice-Chancellor. Later on the individual teacher had discussion with Director, Quality Assurance regarding how to pursue their own passion and in the process help university grow.

viii) Disaster Management Preparedness Program

The natural calamities could be the one like which happened recently in MIT-ADT University, Pune, which is situated just on the bank of the River Mula Mutha. On 4th August, 2019, River water started flooding and in no time water entered into the premises of the campus flooding almost more than 50% area of the campus. Even the water entered into the laboratories and basement areas where Air Conditioners and other equipment's were installed. The stakeholders from MIT-ADT University, right from officers, teachers, students, administrative staff helped the university shift the

instruments, office material and shifted the students and other staff to safer place. Here the idea of 'Meeting the Natural Challenge' arose in the mind and started preparing the plan for 'Disaster Management Preparedness Program'. The report discusses the importance of providing proper link between 'objective', 'methodology' and 'skilled MIT'S Brigade' and formulating 'hypothesis' well before the event. It also discusses the role of 'MIT's Brigade' as 'support unit', need to formulate sub-themes, NCC's role in organisation, need to form 'core committee' at University level. In addition to this policy also gives details of discussion with 'organiser', and 'trainee'. The program could be very effective in the recent outburst of the virus.

ix) Developing library for 'Quality Assurance Department'

This is a new concept of developing an independent library of 'Quality Assurance Department' wherein books, reading material related to 'Quality Assurance' created by NAAC and other regulatory bodies are being collected.

x) Service Book Format

This is a new format of Service Book wherein significant activities of Teachers are being recorded. It also includes many teacher facilitating entries. This could be one of its own kind at least in the State of Maharashtra

xi) Appraisal Format for 'Statutory Officers'

The appraisal formats for 'University Statutory Officers' is a new concept in the university set up. At least such formats do not exist in state public universities.

xii) Feedback from Employer

The feedback from employers is a new concept introduced, however this is based on NAAC guidelines

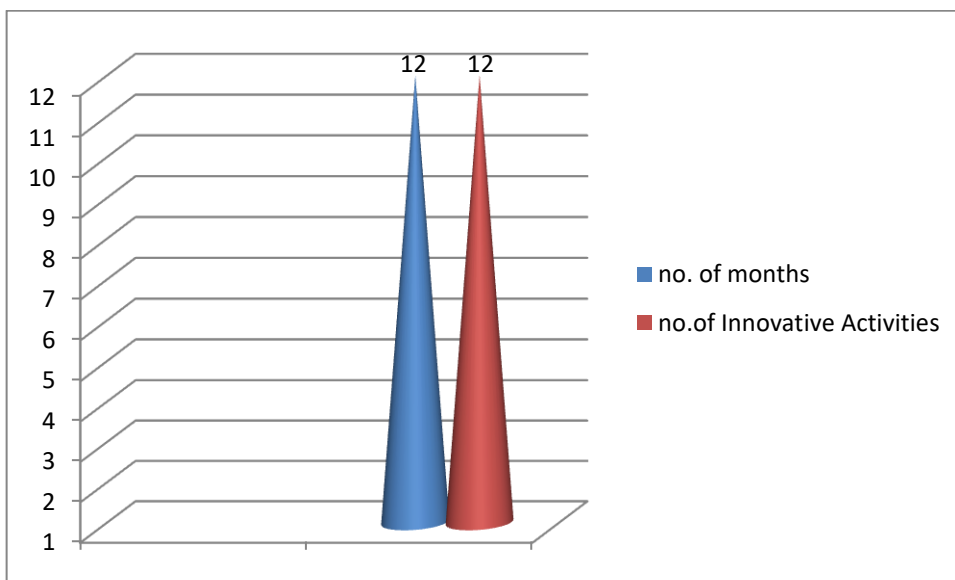


Fig. 7. Number of 'Innovative Activities' prepared in 12 months

2.16. Visits to various Schools

Director, Quality Assurance visited following schools to interact with HoI: School of Bioengineering and Research, School of Education and Research, School of Film & Television, School of Food Technology, MANET, Vishwashanti Sangeet Kala Academy, International School of Broadcasting and Journalism

2.17. Other Activities of Quality Assurance

2.17.1. Teachers Appraisal

Appraisal of 245 teachers was conducted. Every teacher was given adequate time to show case his/her performance in the preceding year. The program of 'Teachers Appraisal' continued for about 2½ months. The Quality Assurance prepared the report: 'Appraisal Report by Panel of Experts' and same was submitted to the 'Executive President'. The teachers were categorized into various categories as 'Excellent', 'Good', 'Satisfactory', 'Ordinary' and 'Below Par'. All the original score sheets filled in by experts is available with HR.

2.17.2. Appraisal of Administrative Staff

Quality Assurance also got involved in the appraisal of 'administrative staff'. The appraisal of about 400 staff members was conducted successfully, giving sufficient time to each individual to put forth their performance in the preceding year. The original score sheets are available with HR. HR did well.

2.17.3. UGC Recognition Proposal

Quality Assurance has prepared the rough draft of the UGC report before joining the duties. It started collected the data required for UGC Report in the month of August as per the instructions of Vice-Chancellor. The entire data from ‘academic departments’ and ‘administrative units’ was submitted in the month of December. December itself the report was submitted to university authorities for further necessary action. The compliance that needs to be met before UGC Committee visits is already submitted. Among them most important is uniform-nomenclature of the ‘university departments’ and recognition from AICTE for Engineering and other related programs.

2.17.4. Academic Audit

The MIT-ADT University’s ‘IQAC’ was established on 24th May, 2019. IQAC then conducted its regular meeting. In its 2nd meeting IQAC decided to conduct its very first ‘Academic Audit’ (Agenda Item (*IQAC/2019-20/02*) - 13:). ‘Academic Audit Policy’ was prepared and approved by the university authority. ‘Academic Co-ordination Committee’ was constituted.

The motive of conducting ‘academic audit’ was to consider and review MIT-ADT universities mechanisms for monitoring and enhancing the academic quality and standards which are necessary for achieving the stated aims and objectives, and to comment on the extent to which procedures in place are applied effectively and reflect good practice in maintaining quality.

Since the establishment, of IQAC, the IQAC has administered one complete cycle of academic audit of ‘Fourteen Schools’ on campus. The academic audit of School of Dramatics’ and ‘School of Humanities’ was not conducted because these schools were established in 2019-20 and academic audit was conducted for the academic year 2018-19.

First academic audit is the ‘full university academic audit’ of the fourteen schools in the university; it is conducted during the period 2019-2020.

2.17.5. Establishment of University Central Library

University Central Library proposal was prepared by Quality Assurance Department by conducting several meetings with all the librarians of different schools. The Central Library is now established in new SoE building. Various Research Journals are being procured now. The nomination of librarian and other staff members is in process.

Book Exhibition: First Book Exhibition was organized in the old SoE building to attract students and teachers towards library

2.17.6. Visit as a Squad Member during University Examination

Quality Assurance got involved in visiting examination halls during summer, winter and make up examination from time to time.

3. Contribution to University Bodies

3.1. Academic Council

There is representation in the 'Academic Council' of Quality Assurance department. All the MoM of IQAC's regular meeting are placed before Academic Council for its approval. Similarly, it is also planned to have 'Special Meeting of IQAC' with 'Academic Council'. The Agenda with presentation is ready. It will be conducted soon after re-opening of the university.

3.2. Board of Management

There is representation of Quality Assurance Department in Board of Management. Quality Assurance has given the idea of the activities being carried out by 'Quality Assurance Department' and the plan to go for NAAC's First Accreditation in 2022. Soon special meeting of IQAC shall be organized to detail out the plan for NAAC.

4. Activities in Pipe-line

4.1 Competitive Examination Centre

The outlines for the Competitive Examination Centre is prepared and submitted for approval. It will help engineering student prepare for GATE. In the next phase NET/SET Coaching Classes will be started under the same roof.

4.2 Assisting in preparing B.A. Jainism program

Director, Quality Assurance has assisted Vardhaman Education & Research Institute, Pune prepare the 'Program Structure' with curriculum pattern based on UGC guidelines.

4.3 Collaborations with Vivekananda Kendra, Kanyakumari & Pune

Collaborations with Vivekananda Kendra, Kanyakumari & Pune is in pipe-line. Initial discussion on the same is already done and in principle it is agreed that the collaborations will come into effect soon.

4.4 Dnyaneshwari: Traditional and Modern perspective

This is just at the initial stage of development

4.5 Teaching-learning Monitoring Cell

The proposal is already prepared and circulated to all HoI and it will be implemented soon. In fact it was due to be implemented in the second semester of this academic year. It will be implemented in the first semester of the next academic year now.

5. Mixed Activities

- i) Conducted interviews for the position of 'Professor' and 'Assistant Professor'
Director, Quality Assurance has been actively involved in conducting interviews for teaching positions like 'Professor' and 'Assistant Professor'
- ii) Conducted interviews for various 'administrative positions'
Director, Quality Assurance is also involved in conducting interviews for various non-teaching positions actively.
- iii) Worked in the inquiry committee for ISBJ
Director, Quality Assurance had interactions with all the teachers and HoI of ISBJ to enquire the matter of 'smooth administration' in the school. The report is submitted to the university for further necessary action.
- iv) Conducted meeting of HoI for UGC Recognition Proposal
Director, Quality Assurance explained the UGC Recognition Proposal format to explain how to submit the data. Later on the team of Quality Assurance went to each and every school several times to collect the data required to prepare the proposal. The proposal is now ready.
- v) Conducted meeting of HoI for Academic Audit
Director, Quality Assurance conducted meeting of all HoI twice to explain the 'Academic Audit Format' as this was the first academic audit of the university.

6. Outcomes of Activities of Quality Assurance Department

- ❖ University system is being set
- ❖ University is getting ready for UGC Recognition as proposal is ready now
- ❖ Academic audit has given all the schools the proper direction to move ahead
- ❖ Teachers are categorized into various groups based on their passion & liking
- ❖ All NAAC's KEY INDICATORS are being dealt with now
- ❖ Innovative programs like Teaching Certification Program are introduced
- ❖ University preparing for NAAC Accreditation

7. Action Plan for the next year

7.1. Re-nomination of Some of the members in IQAC for various reasons:

- a. 'Chairperson' as VC resigned his position,
- b. HoI, as it was decided to nominate HoI on rotation basis and
- c. One external members as 'Jogender Sharma' did not attend even a single meeting of IQAC.

7.2. Constitution of NAAC Steering Committee

It was decided in the 3rd IQAC meeting of 2019-20 held in December, 2019 to constitute the NAAC Steering Committee. However the constitution could not be done hence the 'Steering Committee' will be constituted in the month of June, 2020. The Steering Committee, will start preparing for the 'First Accreditation by NAAC', which is scheduled in June, 2022.

7.3. Procure software for NAAC Accreditation

The software will help smooth collection of data from various stakeholders and analyze it properly which will help prepare SSR. The data collection will be from 2016-17 to 2021-2022

7.4. Schedule of Regular Meetings

First IQAC meeting	– 30 th June, 2020
Second IQAC meeting	– 30 th September, 2020
Third IQAC meeting	– 30 th December, 2020
Fourth IQAC meeting	– 30 th March, 2021

7.5. Schedule of Special Meetings

Special Meeting with Academic Council – July, 2020

Special Meeting with BoM – August, 2020

Special Meeting with Administrative Staff – October, 2020

Special Meeting with Students Representative from each school – November, 2020

Special Meeting with IQAC Co-ordinators at School Level – January, 2021

Special Meeting with Alumni – February, 2021

7.6. Compilation of AQAR of the University

The AQAR submitted by all schools till September, 2020 shall be compiled by 'Quality Assurance Department' and will be placed before IQAC in its meeting scheduled in December, 2020. The AQAR will be displayed on university website.

7.7. Administrative Audit

Administrative Audit Format, schedule is already prepared it was due to be conducted in March 2020, however, due to lockdown it could not be conducted. Hence it shall be conducted immediately after university reopens in the month of June, 2020.

7.8. IQAC Student Wing

There is need to have separate 'IQAC Student Wing' with representation of one student from each school. 'IQAC Student Wing' will work in tune with the 'Quality Assurance Department'. There shall be at least one meeting in each semester. The points raised in the meeting shall be discussed in IQAC Meeting.

7.9. Facilitating Teachers Promotion

An orientation programme shall be organized for teachers to offer advice regarding promotion. The CAS promotion guidelines prepared by Quality Assurance Department will be explained to the teachers. A Committee shall be constituted for verification of the PBAS forms and it will facilitate the conduct of the screening process by inviting experts as per HR Policy.

7.10. Energy Audit

It is planned to carry out 'Energy Audit' which is one of the important key indicators.

7.11.Environmental Audit

It is planned to carry out 'Environmental Audit', this is also one of the important key indicators

7.12.Follow-up of the unfulfilled 'agenda' of last years meetings.

There are some of the agenda which could not be completed. This happens in any administrative set-up for several reasons. All such incomplete agenda will be taken up on priority basis in the next academic year

7.13.Revamp the entire 'Teaching-learning and Evaluation' process in the wake of pandemic situation in Maharashtra and Pune in particular.

i) Blended mode of teaching: 'online' & 'offline'. More emphasis on e-learning mode, to begin with 20-25% syllabus may be covered through 'on-line' and 80-75% through off-line mode.

ii) Developing Virtual Classrooms and Video Conferencing facilities

iii) Strengthening e-content preparation and uploading it on website

iv) Developing a 'dedicated portal for mentor-mentee'

v) Online examinations, submission of reports, presentation, project based work, open book examination, presentation based exam and output based examination. Finding out possibility of conducting the exam in shorter period of time.

These are the two important things which needs to be tackled in the next academic year as the entire education system came to a halt due pandemic at the end of this academic year.

Note: Although the 'Action Plan for Next Year' is included here in this report. It will be discussed in the 'Regular IQAC Meeting', which is scheduled to be held on 30th June, 2020.

This Report will facilitate to:

- ❖ Provide a sound basis for decision-making to improve university's functioning.
- ❖ Build an organized methodology of documentation and internal communication.
- ❖ Ensure identify strengths of all schools
- ❖ Ensure enhancement and coordination among various schools of the university and strengthen all Best Practices.

The report shall be placed before 'IQAC', 'Academic Council' and 'Board of Management' for their perusal and approval.

8. Photo Gallery
Selected Activities of Quality Assurance Departments in Photographs

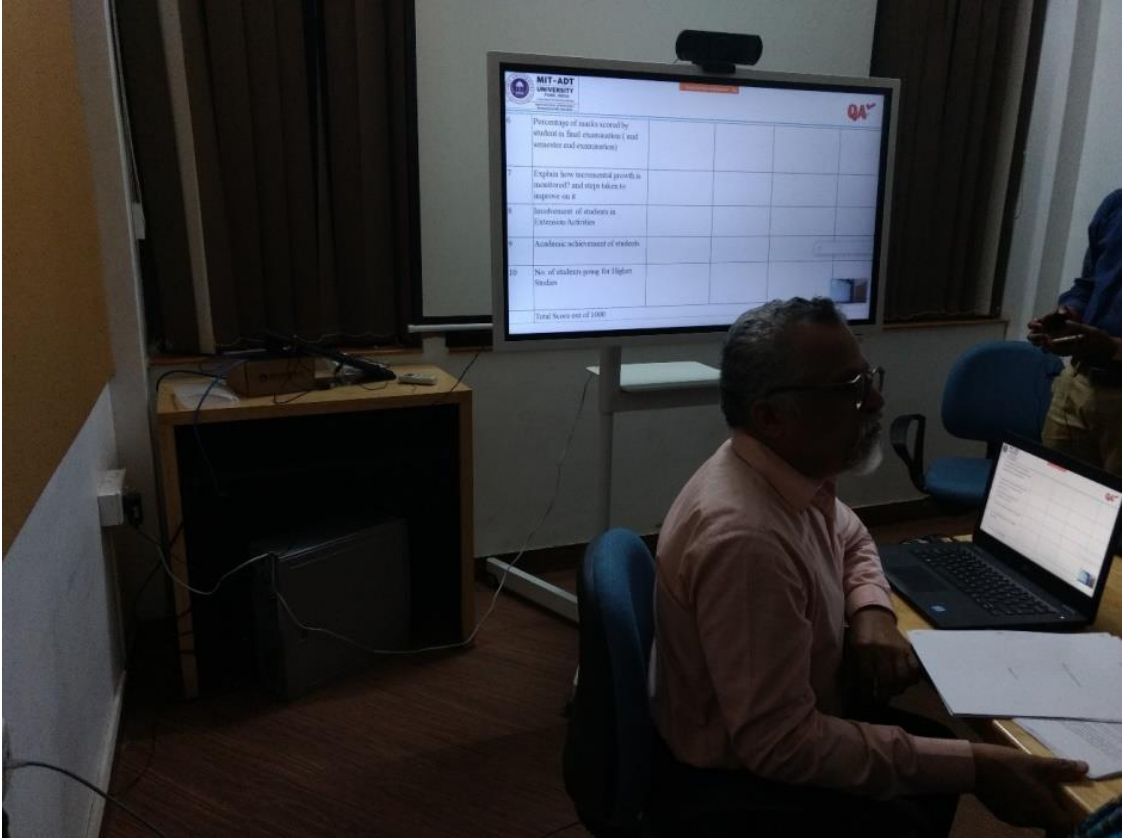


Photo 1. Presentation by Director, Quality Assurance during IQAC Regular Meeting



Photo 2. IQAC 3rd meeting



Photo 3. Feedback by Alumni



Photo 4. Meeting of IQAC Co-ordinatos at school level for explaining AQAR Format

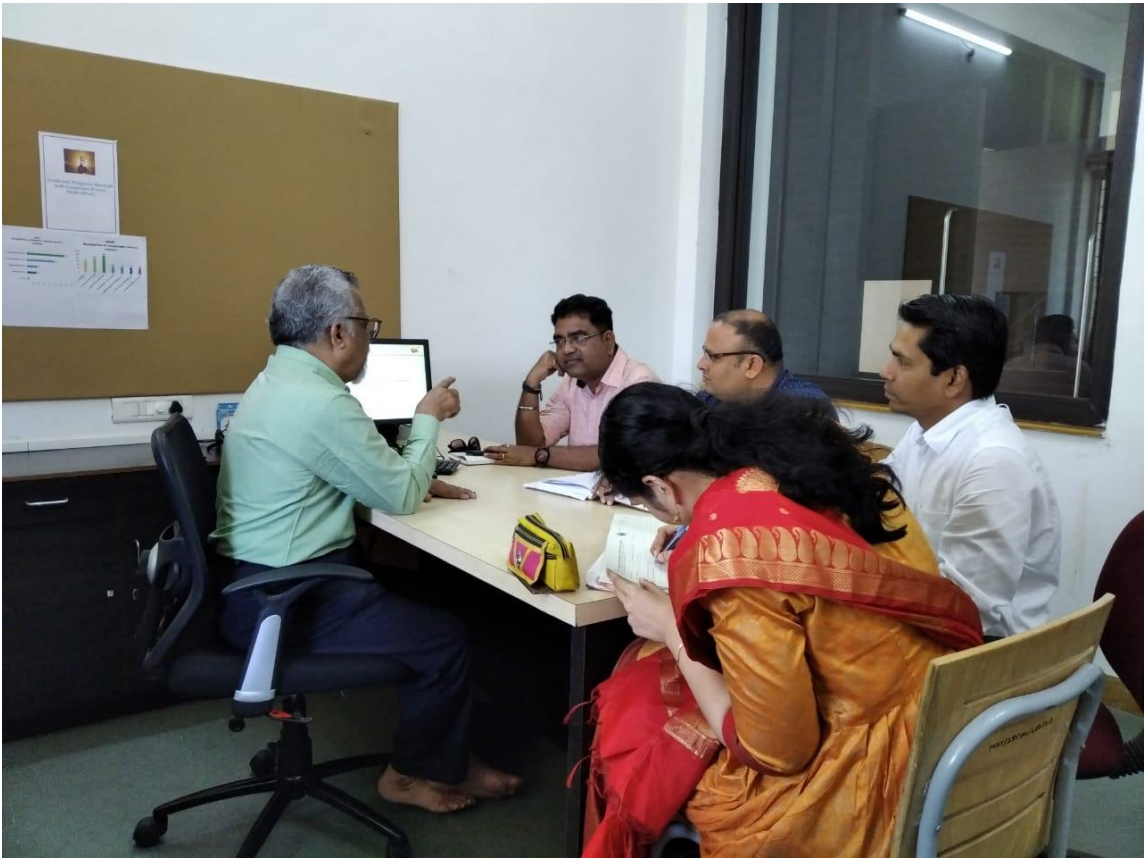


Photo 5. Meeting with Teaching Quality Upkeep Program Group

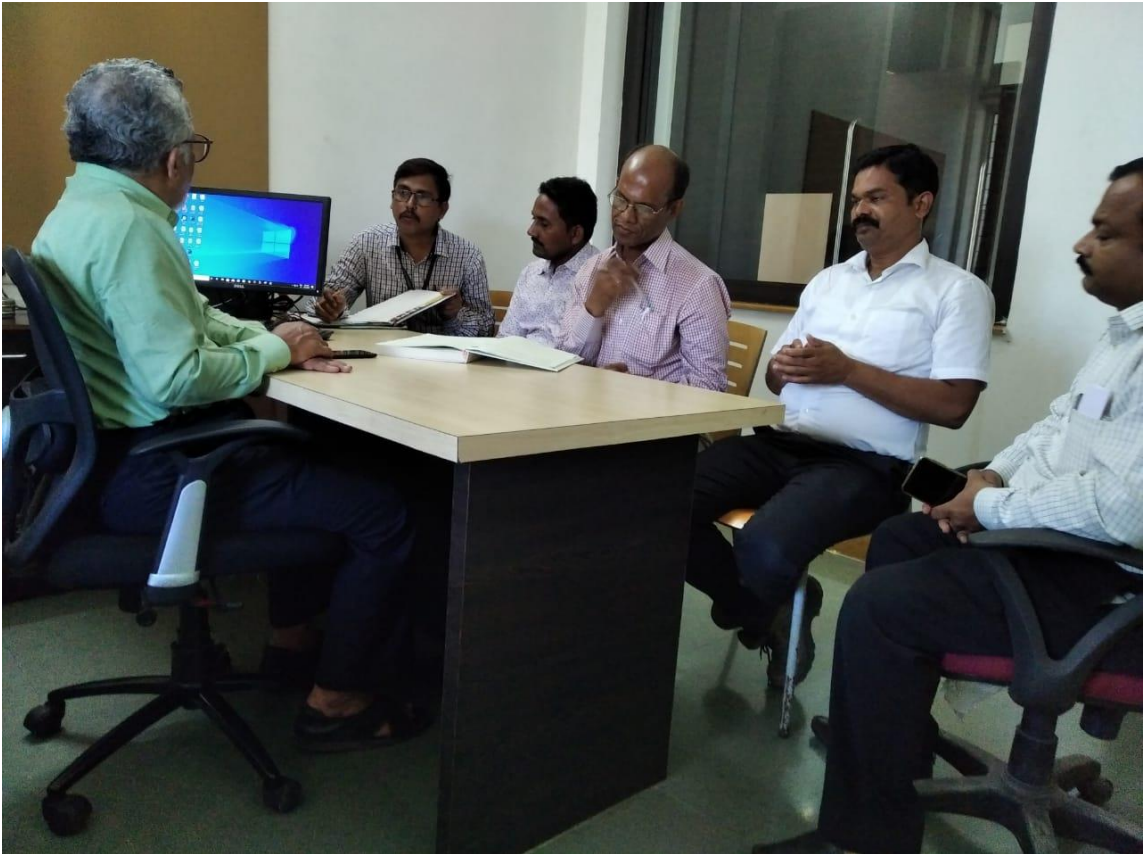


Photo 6. University Central Library Meeting



Photo 7. Meeting for 'Research Journal'



Photo 8. Meeting for 'Consultancy Policy'



Photo 9. Meeting for Formative and Summative Evaluation



Photo 10. Director, Quality Assurance explaining the Academic Audit Format to ‘Academic Co-ordination Committee;



Photo 11. Pre-Academic Audit Meet with Director, Quality Assurance



Photo 12. Academic audit presentation by HoI, Institute of Design



Photo 13. Academic Audit – MANET



Photo 14. Academic Audit – School of Engineering



Photo 15. Academic Audit Panel Interacting with Students (SoE)



Photo 16. Academic Audit panel in Computer Lab



Photo 17. Academic Audit Panel – Interaction with Teachers



Photo 18. Academic Audit – Document Verification



Photo 19. Academic Audit – File Verification



Photo 20. Academic Audit – Critical verification of Internal Examination Documents



Photo 21. Representation in Board of Board of Managementl



Photo 22. Academic Audit – Departmental Library



Photo 23. Academic Audit – Student Product verification



Photo 24. Academic Audit – Answer paper scanning verification



Photo 25. Academic Audit – Computer lab



Photo 26. Academic Audit Panel in Workshop



Photo 27. Academic Audit Panel – Group photo with students of Hackthon Exhibition



Photo 28. Academic Audit Panel – Felicitation

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MIT-ADT UNIVERSITY, PUNE

