IQAC REGULAR MEETINGS

2020-21

FIRST MEETING

30.06.2020

MIT-ADT UNIVERSITY PUNE, INDIA

Internal Quality Assurance Cell
MIT-ADT University, Pune
2020-21

Director   02.07.2020
Ramakant Kaplay

Minutes of the Meeting with Proceedings– First Meeting of IQAC for the Academic Year 2020-21

The meeting was arranged in the Auditorium and social distancing was followed in the meeting.

Director, QA initiated the meeting and told that Dr.Bhapkar will present the agenda before the IQAC Committee. Meeting commenced with chanting of 'Gayatri Mantra'.

Following members were present for the meeting

S.No.	Name of the IQAC Member	Designation
1	Prof.Dr.Mangesh Karad	Chairperson
2	Prof.Dr.Milind Dhoble	Special Invitee (HoIs representative)
3	Dr.Scahin Pawar	University Professor
4	Dr.Amit Kulthe	University Teacher
5	Indraneel Lahiri	Heads category
6	Dr.Mahesh Chopade	Administrative Officer, Special Invitee
7	Dr.Suraj Bhoyar	University Manager
8	Shri.Rajendra Raut	Parents representative
9	Dr.Dnyandeo Neelwarna	Administrative Officer, CoE
10	Shri.Shivasharan Mali	Administrative Officer, Registrar
11	Dr.Sujit Phunde	Member from Students Activities
12	Prof.Dr.Mukta Deshpande	University teacher from Professor Category, special invitee
13	Dr.Karuna Gole	Teacher representation from womens HoD category
14	Vibhor Sharma	Alumnis representative, special invitee
15	Dr.Rahul More	Special Invitee
16	Dr.Charudatta Kulkarni	Member from Technical Staff
17	Dr.Umashankar More	Teacher in the capacity of patentee(Research)
18	Dr.Mohandas Pawar	Teacher in the capacity of Assistant Professor
19	Shri.Lahu Rathod	Librarian, Special Invitee
20	Mrs.Vidya Ambhore	Teachers womens representative
21	Dr.Ashok Giri	Representation from Industry
22	Dr.Ramakant Kaplay	Member Secretary and Director, IQAC

Note: All the members have put their signature in the 'Attendance Register' of IQAC Meetings. The register is available in Quality Assurance Department.

The Minutes of the 1st IQAC Meeting held on 30.06.2020.

Agenda Item *(IQAC/2020-21/01)* - **01**:	Confirmation of 'Minutes of last IQAC Meeting' held on 30.03.2020
Proceedings	Director QA explained all the agenda items in detail. He explained that IQAC is doing all these things not for NAAC only, however it is SoP and has to be habit and culture of the MITADTU and score & grade in NAAC should be the by product. He also quoted an example of one of the university which went for its first accreditation and how it got A^{++} grade.
	Director, QA explained the 'Value Added Courses' and explained the difference between Value Added Programs and Value Added Courses. % of value added courses to be determined for every school and then for the entire university.
	Director, QA explained special learning needs of the students by initial assessment of their learning levels. School of Design is following this practice to almost perfection. SHD and SCIL conduct such tests.
	School of Engineering also follows this practice to certain extent, some other schools also follows it. However, it is suggested that it will be followed by all schools in a real sense.
	Based on this 'Advanced and Slow Learners' will be identified.
	Chairperson emphasised on determining 'learning outcome' and 'attainment of Cos'.
	Director, QA explained the POs, PSO's and COs must be linked to the 'vision and mission' of the university. For this policy to be prepared IQAC will take lead in preparing this policy and it should be approved by BoS.
	Dr.Rahul More asked what falls under the domain of 'Extension Activities', on this Director, QA explained the 'Extension Activities' and its scope. Such activities are to be continuous activities. Some of the schools like Food Technology, SoE and probably other schools are also conducting such activities. All schools needs to identify such activities. Chairperson Dr.Karad sir told that university has

	established 'Global Study Centre' on its campus, Dr.Bhapkar, based on his Covid findings should reach masses to explain the research findings.
	It is agreed to organise seminar/workshops on 'Research Methodology', 'Entrepreneurship', and 'Skill Development. School of Education will organise Seminar on Research Methodology, SCIL will organise seminar on Entrepreneurship and Suraj Bhoyar will organise seminar on Skill Development.
	Dr.Mangesh Karad sir agreed to have 'Emeritus Professor' on campus. He suggested HoI should submit 'Action Plan' for appointment of 'Emeritus Professors'
	Teachers should attend orientation and refresher courses approved by UGC.
	Dr.Mangesh Karad sir suggested to put deadlines for each and every agenda including preparation of policies.
	Director, QA explained the weightage given to each and every criterion. He explained that 'Research Component' has more weightage than other criteria.
	Dr.Mangesh Karad sir asked Dr.Ramchandra Pujeri to submit the data of Consultancy to IQAC/QA.
	Dr.Mangesh Karad sir asked Librarian to submit the data on Percentage per day usage of library to QA. He also asked Librarian to bring awareness among students on how to access e-books, create what's app group etc. Director, QA asked IQAC to place on record the practice of providing 'hard copies of books' to students during pandemic situation. Librarian to provide the data of this to QA.
	Dr.Mangesh Karad sir asked Dr.Pujeri to submit the report of utilisation of e-books by students to QA.
Resolution	The Minutes of the Last IQAC are Confirmed by all IQAC Members with a suggestion from Dr.Mangesh Karad sir to give the deadline for completion of each and every agenda of the last IQAC Meeting.
Agenda Item *(IQAC/2020-21/01)* - **02**:	To discuss on Annual Report of Quality Assurance Department for the yea 2019-20

Proceedings	Dr.Bhapkar read out the Agenda item and Director Quality Assurance explained the highlights of the Report in brief. Chairperson enquired about the policies prepared by QA and asked to make presentation of the policies before HoI. Director, QA agreed to it with a mention that the policies were sent to all HoI for suggestions however, no suggestions are received by QA on any of the policies.
	MOOCs ordinance shall be discussed by Dr.Bhoyar with all HoI for their suggestions. This will be done before 30th Nov.2020
	Dr.Mangesh Karad sir pointed out that same policies are being prepared double. And also mentioned that communication needs to be proper in this regard. The policy of 'Consultancy' and 'Research Collaboration' is repeated as it seems there was some communication gap and the policy prepared by QA on Consultancy went unnoticed hence new policy on Consultancy is prepared. Director, QA put forward his opinion that it does not make any difference the policy prepared earlier will be overruled by the new policy. However, it must be mentioned in the newly prepared policy.
	Director, QA suggested to prepare 'Vision Document' of the University, on this Dr.Rahul More voluntarily came forward and said he will take lead in preparing the 'Vision Document' within 2 and half months.
	On various formats prepared by QA, Chairperson said that it should be implemented. He was more concerned about 'Service Book' Format. He ordered the administrative authorities to make entries of all the staff in the service book, he explained the necessity of hard copy of service book as it is essential for the employee when he or she leaves and joins some other institute. The Service Book in ERP format may be considered in due course of time.
	Director, QA explained the 'Future
Resolution	It is resolved that the 'Annual Report of Quality Assurance' is approved by IQAC.
	MOOCs ordinance shall be discussed with HoI for their suggestions

	and Dr.Bhoyar will take lead in this regard and will complete the target before 30th November 2020. It is also resolved that Dr.Rahul More will take lead in preparing 'Vision Document' of the university in 2.5 months. It is also resolved that priority shall be given to prepare 'Service Books' of all the employees.
Agenda Item *(IQAC/2020-21/01)* - **03**:	To finalise the 'Future Plans of Action' for the Academic Year 2020-21
Proceedings	Director, QA explained the future plan for the academic year 2020-21. Dr.Mangesh Karad sir asked to go ahead with 'Green Audit' as per the convenience. Compilation of AQAR at the university is being done. Of the 15 schools 14 have submitted. Dr.Mangesh Karad sir asked to put the deadline for this. Dr.Upasani, who is compiling the report said that the report will be prepared in 15 days. Director, QA explained the significance of Administrative audit and how it will benefit university in determining the actual administrative staff required for the university. Dr.Mangesh Karad sir suggested that Administrative Audit may be conducted in the month of December. Registrar will take the initiative. Dr.Mangesh Karad sir asked to present policies before HoI and takes their suggestion. All the Academic policies placed before BoM shall be discussed before HoI. Policies to be uploaded on LMS/ERP. Academic Audit to be done based on NAAC Pattern. It shall be called as Mock Visit. It is decided that it will be conducted in March, 2020. Energy Audit to be done in December 2020 or January 2021. Dr.Mangesh Karad sir said that all the audit should be done however, convenient dates should be decided before actual audit. Dr.Bhapkar pointed out that we should submit report to UGC for recognition. On this Dr.Mangesh Karad sir asked Dr.Pujeri to give proper designing to the report which is ready. He asked it to complete it the task before 30th November, 2020.

	Research Journal to be started again. Dr.Mangesh Karad sir suggested to have only one journal of the university with all streams included in it. Dr.Bhoyar and Dr.Bhojwani sir will take the initiative. Director, QA requested all to identify two best practices. Director, QA suggested that it is essential to find out the representation of student community from different geographical areas. For this Mrs.Rashmi, from Registrar Office will provide the necessary data to Shubham and Sangameshwar. Director, QA suggested to include following information in the admission form the socio-economic, cultural and educational backgrounds. So that it will be easier next year to determine socio-economic, cultural and educational background of each students.
Resolution	Thus it is resolved that the Future plan prepared by IQAC is approved.
Agenda Item *(IQAC/2020-21/01) - 04:*	To finalise 'online classroom teaching policy' particularly in the wake of covid-19 scenario and post covid-19 scenario.
Proceedings	The policy is prepared and placed before BoM however, Dr.Mangesh Karad sir suggested to discuss the policy with all HoI and take their suggestions before it is finally approved.
Resolution	It is resolved that the policy will be discussed with all HoI
Agenda Item *(IQAC/2020-21/01) - 05:*	To promote School of Holistic Development (SHD) as 'Best Practice of the University' for NAAC. School should prepare the proposal based on NAAC Format for Best Practices.
Proceedings	Director, QA suggested to identify SHD as one of the best practice. Dr.Rahul More suggested that it is not the best practice, it is the next practice. However, Director, QA pointed out that SHD caters to the needs of liberal art and is appreciated even by academic audit team hence it may be identified as one of the best practice. He also explained how SHD has got a bright chance of scoring good score during accreditation with graphical representation. He also pointed

	that SHD is just an example, all IQAC members and even HoI should identify any other practice as the best practice at the earliest. Dr.Mangesh Karad sir suggested that it could be one of the best practice. Director, QA explained the format in which the report for the best practice is to be prepared. He also suggested to organise one day brainstorming session where every school will present their best practice and then university can finalize two best practices for NAAC.
Resolution	It is resolved that SHD could be one of the best practice, however, the best practice could be identified which will represent all the schools
Agenda Item *(IQAC/2020-21/01)* - **06**:	To analyse the results and cases of revaluation
Proceedings	Dr.Bhapkar read out the agenda. Director, QA asked CoE to provide the data. CoE told that the data is ready and will be submitted to IQAC
Resolution	It is resolved that Shubham and Sangameshwar will analyse the results and cases of revaluation and the report shall be prepared by Director, QA
Agenda Item *(IQAC/2020-21/01)* - **07**:	To take stock of Curriculum Revision since the inception of the University. ***Agenda Item** (IQAC/2019-20/02) – **28**: discussed the parameters curriculum revision should have; **Agenda Item** (IQAC/2019-20/03) - **02**: discussed the preparation of curriculum revision policy by all HoI. The point is also covered in Academic Audit.*
Proceedings	Dr.Bhapkar explained the importance of collection of data related to curriculum revision. Director, QA suggested that Registrar office will collect the related data.
Resolution	It is resolved that data related to 'curriculum revision' for all the

	programs shall be collected by Registrar.
Agenda Item *(IQAC/2020-21/01)* **- 08:**	To take the stock of the plagiarism, research ethics and the standard of the research papers, books, chapters, etc published by the faculty
Proceedings	Dr.Bhapkar read out the agenda. Dr.Mangesh Karad sir suggested that plagiarism should be done for all research papers
Resolution	It is resolved that plagiarism shall be done for all the research papers before it is communicated for publication and research ethics shall be maintained.
Agenda Item *(IQAC/2020-21/01)* **- 09:**	To take account of 'soft skills', 'language and communication skills', 'Life Skills (Yoga, physical fitness, health & hygiene), 'Awareness of Trends in Technology' programs organised and number of students benefited out of them
Proceedings	Dr.Bhapkar read out the agenda. And it is decided that SHD will provide the relevant data at the same time data shall be collected from each school
Resolution	It is resolved that data related to soft skills etc shall be collected by QA.
Agenda Item *(IQAC/2020-21/01)* **- 10:**	To get the information on school wise and program wise percentage of students placed during last three years and the activities of placement cell in each school
Proceedings	Dr.Bhapkar read out the agenda. Dr.Mangesh Karad sir asked placement officer to provide the data.
	It is resolved that data related to placement shall be provided by Placement Officer.
Agenda Item *(IQAC/2020-21/01)* **- 11:**	Any other item with the permission of the chair

	a) Templates for Documentation Qn-79/115 (69%)
	b) University Data Collection & Analysis Centre to be established under IQAC
	c) Seven criteria-wise committees – gearing up for the NAAC is the pretext
Proceedings	a) Director, QA explained that QA has prepared almost all the templates required for SoP. Template for research papers is shown. The graphical representation on how to improve on research is also shown. Dr.Ashok Giri, external IQAC member explained the importance of publishing research in good journals or SCI journals and asked the university to discourage teachers to publish the papers in predatory journals. Dr.Mangesh Karad sir agreed that 1 research paper/per teacher/per year is good output and university should try to achieve the same. Dr.Ashok Giri added to it that in NCL a Ph.D. students comes out with 2-3 research papers in 5 years. Director, QA also explained one of the template related to employability with graphical representation. He further emphasised that each and every course not only the program should have at least one component related to employability, entrepreneurship or skill development. Overall it should be 100%. Director, QA emphasized the importance of 'documentation' as the total weightage of Qn Key Indicators is 69%. b) Dr.Bhapkar emphasized on establishing **'University Data Collection & Analysis Centre' to be established under IQAC** c) Director, QA explained the significance of constituting Seven Criteria-wise committees with chairperson as one of the HoI, preferably. Dr.Mangesh Karad sir asked to identify the persons and nominations shall be done accordingly. Director, QA pointed out that we are left with only 20 months when we become eligible to apply for First Accreditation. He also explained that we will have to complete almost 8 key indicators per month as

	the report compilation is targeted to be complete by January, 2022. Dr. Mangesh Karad sir also asked Suraj Bhoyar and others also to prepare a report on every webinar or seminar conducted.
Resolution	a) It is resolved that the data in NAAC template shall be collected by QS b) It is resolved to establish 'University Data Collection & Analysis Centre' with appointment of some more staff for the cause. c) It is resolved that seven criteria-wise committees chairperson, in consultation with HoI, shall be nominated soon It is also resolved that report of webinar or seminar shall be prepared and submitted to QA

Note: 1) Date of Next Meeting: 30ᵗʰ October,2020 2) Action Plan for the above with person responsible and the deadline is attached herewith

Dr.Bhapkar sir thanked the chair and all the members and meeting is concluded with 'Rashtrageet'

Submitted for your approval.

Director, QA
MIT-ADT University, Pune

Forwarded by,

Registrar

Approved by,

Vice Chancellor

Final Approved by,

Executive President