



Internal Quality Assurance Cell  
MIT-ADT University, Pune  
2021-22

Director  
Ramakant Kaplay

01.07.2021

**Minutes of the Meeting with Proceedings– First Meeting of IQAC for the Academic Year 2021-22 held on 30.06.2021.**

Following IQAC members were present for the meeting

1) Prof.Dr.Anant Chakradeo	Vice-Chairman, IQAC (PVC)
2) Dr.Atul Patil	Member
3) Mohandas Pawar	Member
4) Dr.Haribhau Bhapkar	Member
5) Dr.Anupama Devakatte	Member
6) Dr. Priya Singh	Member
7) Prof. Mukta Deshpande	Member
8) Prof.Gyanesh Kelkar	Member
9) Dr.Rupa Hiremath	Member
10)Dr. Dnyandeo Neelwarna	Member
11)Ms. Nayana Godase	Member
12) Mr.Vishant Chimate	Member
13)Prof.Dr.Ramchandra Pujeri	Member
14)Dr.Pradeep Das	Member
15)Shri. Sujit Phunde	Member
16)Shri. Suraj Bhoyar	Member
17)Shri.Sujit Dharmapatre	Member
18)Prof. Charudatta Kulkarni	Member
19)Dr.Nachiket Thakur	Special Invitee
20)Dr.Rahul More	Invitee
21)Ramakant Kaplay	Member Secretary



Following members informed Director, IQAC that they will remain absent due to their pre-occupied assignments

- 1) Prof.Dr.Mangesh Karad, Chairman, IQAC and Vice-Chancellor, MITADT University, Pune
- 2) Shri. Ravindra Bachate, Member, IQAC, *Members from Teachers/Faculty and Assistant Professor (IoD)*
- 3) Miss Apurva Gosavi, Member IQAC, Students representative (Bioengineering, Research)

Following members remained absent

- 1) Dr.Mayura Bijle, Member, IQAC, *members from Teachers/Faculty (1)*
- 2) Dr. Mathew Karvinkoppa, Member IQAC, *Member from Stakeholder Assistant Professor, Mech.Engg. SoE (1)*
- 3) Dr.Mahesh Chopade, Member IQAC, member from Administration, Registrar *(1)*
- 4) Prakash Korde, Member IQAC, Member from Estate Section *(1)*
- 5) Miss Ayushi Dhabale, Member IQAC, Students representative (Sangeet, Liberal Art) *(1)*
- 6) Miss. Shantuli Bag, Member, IQAC, Alumni representative, Liberal Art (SoFA) *(1)*
- 7) Shri. Nitin Gavahane, Member IQAC, representative from Employers, (VP) (R & D), Pune *(1)*
- 8) Miss. Yogita Dhabale, Member, IQAC, *member from Stakeholders (Parent) (Sangeet) (1)*

*Note: The number in the bracket indicates number of times the member remained absent in the meeting, continuously*



In the absence of Chairman, today's meeting is chaired by the Vice-Chairperson, Prof.Dr.Anant Chakradeo, Pro-Vice-Chancellor, So for today's meeting he is the 'Chairperson' officially.

Dr.Bhapkar, Member, IQAC conducted the meeting on the be-half of Director, Quality Assurance, as he is having speaking problem.

Meeting commenced with the chanting of 'Gayatri Mantra'.

Today's Chairperson, Prof.Dr.Anant Chakradeo, commenced the meeting by welcoming all the newly nominated members. He also briefed the functioning of the IQAC, its role and its activities. He also mentioned that IQAC is the 'Heart of the Entire University. He also emphasized that all the activities must be done as a part of the culture not to just prepare for the accreditation. This is well appreciated by all the members.

At the end of his brief introductory remarks he mentioned that today's agenda will also revolve around the 'Quality issues'.

The list on 'Documents to be kept ready for First Accreditation', prepared by Quality Assurance Department is officially released at the auspicious hands of Prof.Dr.Anant Chakradeo, Pro-Vice-Chancellor and today's Chairman of the IQAC Meeting.

Dr.Bhapkar presented the Agenda and Director, QA explained the Agenda points, wherever required.

<b>Agenda Item(IQAC/2021-22/01)- 01:</b>	Confirmation of 'Minutes of last IQAC Meeting' held on 30.03.2021
<b>Proceedings</b>	Dr.Bhapkar read out the 'Minutes of the last IQAC meeting held on 30.03.2021 item wise. After brief discussion on some of the items, all the 'Minutes of the last IQAC meeting are confirmed Dr.Bhapkar also requested Prof.Mukta Deshpance, Member,



	<p>IQAC to make brief presentation of the Webinar conducted on Selecting Two Best Practices of the university, an initiative by IQAC (as per one of the agenda item (IQAC/2020-21/01) - 03:</p> <p>Prof.Mukta Deshpande madam presented the report in brief. Director, IQAC suggested that the Report of all the 22 Best Practices should be submitted to VC for selecting Two Best Practices. Director, IQAC also suggested that even a small committee may be constituted to select Two Best Practices.</p> <p>Today's Chairman, Prof.Dr.Anant Chakradeo asked if we can submit more than two Best Practices, to which Director, IQAC mentioned that in NAAC formats only Two Best Practices are to be given.</p> <p>He also pointed out that we may show some other Best Practices also but it won't be counted in that matrix. It may be counted as Best Practice of some other relevant Matrix.</p> <p>Director IQAC also mentioned that Best Practice should be such that maximum number of stakeholders are to be benefited by such practices.</p>
<b>Resolution</b>	<p>The Minutes of the Last IQAC meeting Confirmed by all IQAC Members.</p> <p>It is resolved that The Detailed Report on 22 Best Practices will be submitted to Hon'ble Vice-Chancellor for selecting Two Best Practices of the University.</p>
<b>Agenda Item(IQAC/2021-22/01)- 02:</b>	Preparing for First Accreditation by NAAC
<b>Proceedings</b>	<p>Dr.Priya Singh, on the be-half of Director, IQAC, presented the status of the university to go for First Accreditation.</p> <p>She mentioned that IQAC has decided to go for First Accreditation in June 2022 (<b>Agenda Item (IQAC/2019-</b></p>



20/03) - 30:), accordingly university has started its preparation.

Dr.Priya, Singh, mentioned that, of the total 115 metrics, there are 52 'unattended' or 'partially' attended metrics and the total score for such metrics is 433.

She quoted some examples of some such unattended metrics, where a chance of getting the desired score is remote.

Dr.Rupa Hermath gave her opinion on criterion 6 and Shri. Chimate also gave his opinion on Criterion 4 and 6 that there are some unattended metrics, and university may think to go for its First accreditation in June, 2023 so that university will get some time to perform in such unattended metrics.

Dr.Priya Singh showed the 'Exhaustive list of the Documents/files to be kept ready' for First Accreditation (more than 1000), she pointed out this process will also take some time (Hon'ble Chairman, Prof.Dr.Anant Chakradeo sir suggested that the list of the documents to be kept ready be circulated to all HoI, Deans, Head, Steering Committee, Sub-Committee, IQAC Members, School level IQAC Co-ordinator).

Dr.Priya Singh, mentioned that Quality Assurance Department has also prepared 'Template' for Qualitative Metrics ('Q<sub>1</sub>M'). The template will also be circulated to all.

At the end, taking into consideration above points, Director, IQAC put forward his opinion that "University should go for the '1<sup>st</sup> accreditation after June 2023' instead of June, 2022, for university will get 'Two more Academic Years' to do something substantial in these 52 unattended or partially attended metrics" (It is also not mandatory to go for NAAC,



	<p><i>immediately after university becomes eligible to apply for accreditation, it is still voluntary. University can work consciously on each matrix to attain the desire grade, for two to three years, once ready it may go for NAAC. It should be the new normal of working, let NAAC come at any time. Because whatever the grade that we get will be tagged for 5 years. However, there has to be conscious combined effort made by all the teachers, officers and HoI. As an off-shoot of the discussion, Director, IQAC also pointed out that there is a need to have 'Interactive Discussion Sessions' with HoI and Deans on each and every matrix. To which Chairman suggested that such discussion can take place fortnightly).</i></p> <p>However, after brief discussion, taking into consideration all the above points, it is decided by the IQAC that university will go for its First Accreditation in June, 2022 only, immediately after it becomes eligible to apply for accreditation.</p>
<b>Resolution</b>	<p>It is resolved that university will go for its First Accreditation in June 2022 only, immediately after it becomes eligible. Steering Committee and other Criteria wise sub-committees will work accordingly.</p>
<b>Agenda Item(IQAC/2021-22/01)- 03:</b>	<p>Annual Report of IQAC (last academic year) for approval</p>
<b>Proceedings</b>	<p>Dr.Bhapkar read out the agenda. Chairman suggested that the Annual Report be circulated to all HoI, Deans, Steering Committee, Criteria-wise Sub-committees, all IQAC members.</p>
<b>Resolution</b>	<p>It is resolved that the annual report is approved by all IQAC members.</p> <p>The Annual Report will be circulated to al HoI, Deans,</p>



	Steering Committee Members, Criteria wise Sub-committees and all IQAC Members.
<b>Agenda Item(IQAC/2021-22/01)- 04:</b>	To compare 'entry' and 'exit' performance of students in examinations; Policy on the assessment of student performance
<b>Proceedings</b>	It is discussed to determine the performance of the students at entry and exit level. It is further decided that the Dr.Mayura Bijle, IQAC member will take lead in this regard
<b>Resolution</b>	It is resolved that to compare 'entry' and 'exit' performance of students in examinations, Policy on the assessment of student performance. Dr.Myura Bijle will take lead in this regards.
<b>Agenda Item(IQAC/2021-22/01)- 05:</b>	To have audit of syllabi of all the programs and courses programs accordingly
<b>Proceedings</b>	It is discussed to have the syllabi audit and the work is assigned to Dr.Priya Singh, IQAC member. It is also decided to have the 'external experts' to conduct this audit. The nomination of auditors will be done by the Vice-Chancellor.
<b>Resolution</b>	It is resolved that 'Syllabi Audit' will be conducted for all the programs and courses programs. Dr. Priya Singh Madam will initiate the process of conducting the audit.
<b>Agenda Item(IQAC/2021-22/01)- 06:</b>	To audit the Question Paper Sets prepared by the teachers
<b>Proceedings</b>	Pro-Vice-Chancellor (PVC) & Controller of Examinations (CoE) suggested that two internal subject expert and one external subject expert should be there in the 'audit committee'. It is decided to conduct the audit of the Question Papers. The committee will be constituted by the Vice-Chancellor. Dr.Dnyandeo Neelwarna, CoE and Dr.Aasawari Bhawe,



	SoER will do the needful in this regard.
<b>Resolution</b>	It is resolved that to conduct the audit the 'Question Papers' set by the teachers.. Dr. Dnyandeo Neelwarna sir and Dr. Aasawari Bhave madam will take lead.
<b>Agenda Item(IQAC/2021-22/01)- 07:</b>	To prepare short term strategic plan (yearly and 3/5 yr plan)
<b>Proceedings</b>	Director QA suggested to prepare this Strategic Plan (short term plan). He also pointed out that IQAC has suggested to prepare the Vision Document of the university, the work of which is in progress. Dr. Ramachandra Pujeri and Dr. Rahul More will take lead in this regards.
<b>Resolution</b>	It is resolved that to prepare short term strategic plan. Dr. Ramachandra Pujeri and Dr. Rahul More will take lead in this regards.
<b>Agenda Item(IQAC/2021-22/01)- 08:</b>	To have eminent persons as 'Mentors'
<b>Proceedings</b>	Dr.Bhapkar read out the agenda
<b>Resolution</b>	It is resolved that to have eminent persons as 'Mentors'. Prof.Mukta Deshpande madam will take lead in this regards.
<b>Agenda Item(IQAC/2021-22/01)- 09:</b>	To establish ICT Centre with e-content of 100% teachers
<b>Proceedings</b>	Dr.Bhapkar read out the data and the need of establishing the ICT Centre with e-content. Suraj Bhoyar sir suggested to include Shri.Charudatta Kulkarni in the committee. The committee shall be of Shri.Suraj Bhoyar, Dr.Atul Patil and Shri.Charudatta Kulkarni.
<b>Resolution</b>	It is resolved that to establish ICT Centre with e-content of 100% teachers. Shri. Suraj Bhoyar, Dr.Atul Patil and Charudatta Kulkarni will take lead in this regards.
<b>Agenda Item(IQAC/2021-22/01)- 10:</b>	To initiate the process of 'Best Teacher Award' and institute 'Best Researcher Award'





<b>Proceedings</b>	<p>Dr.Bhapkar read out the agenda. Director, IQAC mentioned that the policy on Best Teacher Award is already prepared, and we need to initiate the process of 'Best Teacher Award'. He also emphasized that university should institute the 'Best Researcher Award'</p> <p>It is decided that Dr.Anupama Devakatte, IQAC member will take lead in this and Director, IQAC will give the necessary guidance, if required.</p>
<b>Resolution</b>	<p>It is resolved that Dr.Anupama Devakatte , IQAC member, will take lead in this regard to initiate the process of 'Best Teacher Award' and institute 'Best Researcher Award'</p>
<b>Agenda Item(IQAC/2021-22/01)- 11:</b>	<p>To 'facilitate Extension Activities' (as an extended part of curriculum, in research, community services, rural areas, etc)</p>
<b>Proceedings</b>	<p>Dr.Bhapkar read out the agenda. It is decided to assign the work to Dr.Mayura Bijle, IQAC member, She will be free to pick-up her team for this work.</p>
	<p>It is resolved that Dr. Mayura Bijale madam will take initiative in Extension Activity.</p>
<b>Agenda Item(IQAC/2021-22/01)- 12:</b>	<p>To increase the collection of rare books</p>
<b>Proceedings</b>	<p>Dr.Bhapkar read out the agenda and Director IQAC suggested Dr.Pradip Das to take initiative in this regard to which he agreed immediately.</p>
<b>Resolution</b>	<p>It is resolved to increase the collection of 'Rare Books' and Dr.Pradip Das will take initiative to increase the collection of rare books</p>
<b>Agenda Item(IQAC/2021-22/01)- 13:</b>	<p>To get waste food recycling machine</p>
<b>Proceedings</b>	<p>Dr.Bhapkar read out the agenda. The work is assigned to Dr. Mohandas Pawar, IQAC member, he agreed to work for the same.</p>



<b>Resolutions</b>	It is resolved to get 'Waste Food Recycling Machine' for the university. Dr.Mohandas Pawar will take lead in this regard
<b>Agenda Item(IQAC/2021-22/01)- 14:</b>	To have rain water or roof water harvesting of the entire university
<b>Proceedings</b>	Dr.Bhapkar read out the agenda. It is further discussed that Dr.Satish Patil and Eknath Pore (Chairman, Criterion 7) will take initiative in this regard.
<b>Resolutions</b>	It is resolved to have 'Roof Water Harvesting System for the entire university. It is further resolved that Dr.Satish Patil and Eknath Pore will take lead in this regard.
<b>Agenda Item(IQAC/2021-22/01)- 15:</b>	To identify New Research Areas suitable to local and regional needs
<b>Proceedings</b>	Dr.Bhapkar read out the agenda. Director, IQAC asked Dr.Anupama Devkatte, IQAC member and Dr.Mathew Karvinkoppa, IQAC member, to take initiative in this regard.
<b>Resolutions</b>	It is resolved to identify 'New Research Areas, suitable to local and regional needs' of all the programs on campus. Dr.Anupama Devkatte, IQAC member and Dr.Mathew Karvinkoppa, IQAC member, will take lead in this regard.
<b>Agenda Item(IQAC/2021-22/01)- 16:</b>	Any other item with the permission of the chair. a) CR, Confidential Report(s) of employees, b) Grievance Redressal Mechanism for teaching and non-teaching staff, c) Health insurance of students and staff, health audit
<b>Proceedings</b>	a) Dr.Bhapkar read out the agenda. Dr.Ramchandra Pujeri sir pointed out the need to have 'Confidential Report' and even need to communicate the same to all the employee. It is decided to initiate the process. b) It is discussed to have the well-structured system of



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	<p>Grievance Redressal Mechanism for both teachers and non-teaching staff. Registrar will take lead in this regard</p> <p>c) It is discussed to have 'Health Insurance' done for both students and staff of the university,</p> <p>d) Dr. Sujit Phunde sir presented the gist of the TnP</p>
<b>Resolutions</b>	<p>It is resolved that</p> <p>a) University should have the system of 'CR' and Shri. Vishant Chimate, and Shri. Prathmesh Kulkarni will take lead in this regard,</p> <p>b) Well-structured Grievance Redressal Mechanism for teaching and non-teaching staff will be established,</p> <p>c) Health Insurance of students and staff be done. Registrar will take lead in this regard</p>

Note: Date of Next Meeting: 30<sup>th</sup> September, 2021

Submitted for your approval.

  
Director, IQAC  
MIT-ADT University, Pune  
**Director**  
**Quality Assurance**  
**MIT-ADT University, Pune**

Final Approval by,

  
Vice-Chancellor &  
Executive President