MIT Art, Design & Technology University, Pune.

(UGC Listed State Private University)

Annual Report
of
Quality Assurance Department
2020-21

(May 2020-April 2021)

MIT-ADT
UNIVERSITY
PUNE, INDIA
A leap towards World Class Education

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Prepared by
Director, Quality Assurance

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Pune – 412 201

Note: This report, like last years report, is the outcome of the 'Work from Home' during the 'Lockdown Period' due to the outburst of the second pandemic wave.

Annual Report of Quality Assurance Department
(2020-2021)

CONTENTS

Annual Report of Quality Assurance Department

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तत् सवितुर्वरेण्यं
भर्गो देवस्य धीमहि
धियो यो नः प्रचोदयात

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

1. Preface

MIT ADT University, Pune established IQAC well in advance of its 'First Accreditation' due in 2022.IQAC completed its second year now. Quality Assurance Department in its second year has made conscious, consistent improvement in the overall performance of the University. QA laid down few more policies, conducted audit, prepared various formats and introduced new programmes. The second report of the QA will The report provided in the following pages will enable the university in taking the 'academic and administrative decisions' which will help improve the 'quality' of 'academic' and 'administrative' work in the university. IQAC has been conducting its meeting quite regularly. Every meeting starts with chanting of 'Gayatri Mantra' and ends with 'Rashtra Geet'.The functioning of the QA Department revolves around its vision which is derived from the essence of Gayatri Mantra.This year QA got good support from all the stakeholders of the university. The support from Hon'ble Vice-Chancellor and Executive President, Prof.Dr.Mangesh Karad sir, who is also the Chairman of the IQAC has been overwhelming.

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Ramakant Kaplay
Director, Quality Assurance

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Place: Pune
Date: 2nd May, 2021

Actual work done during the year 2019-20

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;

Developed the academic parameters like mapping of employability, entrepreneurship and skill development

ii) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

Prepared the formats for the feedback on curriculum from various stakeholders

iii) Dissemination of information on various quality parameters to all stakeholders;

Disseminated the latest AQAR to all schools

iv) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

Organized webinars on Professional Ethics for teachers and students

v) Documentation of the various programmes/activities carried out by Quality Assurance;

The documents of all the activities carried out by QA are properly kept in the QA Office

vi) Dissemination of best practices;

QA identified SHD as one of the Best Practice

vii) Periodical conduct of Academic and Administrative Audit and its follow-up

a. Collected the Compliance Report of Academic Audit
b. Prepared the format for Administrative Audit
c. Conducted the Administrative Audit
d. Prepared the report of the Administrative Audit

viii) Preparation and submission of the Annual Quality Assurance Report (AQAR).

a. Prepared the Report of AQAR and submitted the same to AC for its approval

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

1.1. Minor changes in the Constitution of IQAC

Vice-Chancellor, Dr.Sunil Rai resigned in his place Dr.Mangesh Karad took over initially as Acting Vice-Chancellor and now he is full-functionary Vice-Chancellor, hence the Chairperson of the IQAC is now Dr.Mangesh Karad

The minor changes in the composition of 'First IQAC' is as follows:

Chairperson

❖ *Prof. Dr. Mangesh Karad (Head of the University / 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) resigned his post as an Assistant Professor. The nomination in his place is to be done.***
❖ *Dr. Amit Kulthe ('Assistant Professor', School of Food Technology)*
❖ *(Mrs.) Vidya A. Ambhore ('Women', Assistant. Prof., MANET)*
❖ *Dr.Priya Singh ('AssociateProfessor', School of Humanities)*
❖ ***Dr. Subrato Roy (Professor & Head, School of Broadcasting and Journalism) resigned in his place Prof. Mukta Deshpande, Professor, School of Architecture is nominated***
❖ *Indraneel Lahari (Assistant. Professor & Head, School of Film & Television)*
❖ *Dr. Karuna Gole (Head, & Assistant. Prof., School of Management)*
❖ *Mohammad Rajaullaha ('Research', Assistant Prof., School of Architecture)*
❖ ***Shakti Banerjee (School of Design), in his place Shri. Ravindra Bachate is attending the meetingas directedby Director, IoD***

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

Members from Administration (Few Senior Administrative Officers)

- ❖ **Shri.Dr. Mahesh Chopade, (Registrar), he is newly nominated as he took over from Shri.Shivasharan Mali**
- ❖ *Shri.Shivasharan Mali (Invited Member)*
- ❖ *Shri. Dnyandeo Neelwarna (Controller of Examinations)*
- ❖ *Ms. Nayana Godse (Finance and Accounts Officer)*

Members from HR & Estate

- ❖ *Shri. Prabhu is attending the meeting as Head, HR in place of Shri.Prathmesh Kulkarni*
- ❖ *Shri.Prakash Korde (Engineer from Estate Section)*

Members from Library (Librarian)

- ❖ *Kishore Patnala (Librarian) resigned, in his place Shri.Lahu Rathod is nominated*

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) is replaced by Vibhor*

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)*, he never attended any meeting

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. Charudatta Kulkarni (In-charge, IT Cell)*

Special Invitee *(as and when required)*

❖ ***Dr. Milind Dhobley, School of Fine And Applied Art is nominated in place of Dr.Renu Vyas (HoI, School of Bioengineering) as her term of 1 year is over***

IQAC Director

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

1.2.   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 2 weeks in advance and the Agenda was circulated one week in advance.

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

1st Regular Meeting   - 30/06/2020

2nd Regular Meeting   - 30/09/2020

3rd Regular Meeting   - 04/01/2021

4th Regular Meeting   - 30/03/2021 *(This meeting is conducted through e-mail due to lockdown)*
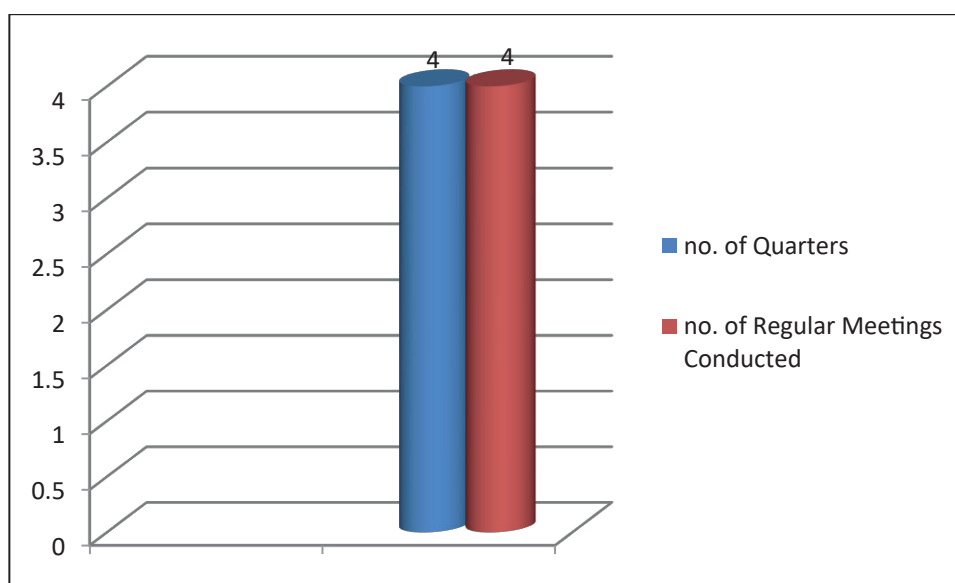

Fig. 1. No. of Regular Meetings conducted in four quarters

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'. However, as it was observed that there is lot of disparity in the data collected for AQAR, the focus of the agenda of most of the meetings of this academic year was revolving around the correct 'Data' Collection.

.1st Regular Meeting: There were 9 Agenda and action on all agenda is taken successfully, some of which included 'organization 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.

1st Regular Meeting: There were 11 Agenda and 3 items under any other agenda
2nd Regular Meeting: There were 11 Agenda
3rd Regular Meeting: There were 20 Agenda and 10 items under any other agenda
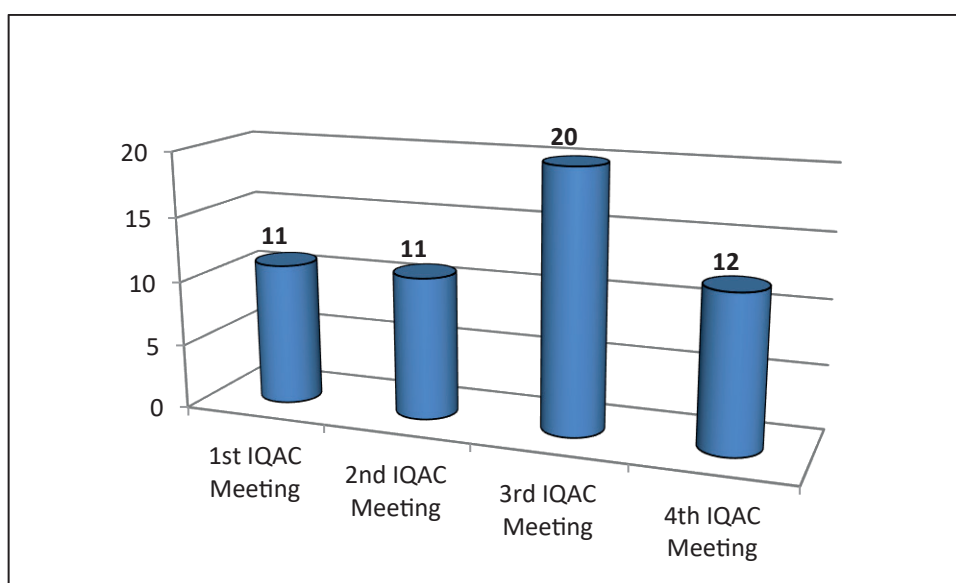4th Regular Meeting: There were 12 Agenda

Fig. 2. The column graph of Meeting-wise 'Number of Agenda' of IQAC Meetings
Action for most of the Agenda (i.e. more than 80%) is initiated.

Action Plan

    1.2.1. QA prepared the Action Plan for the Minutes of the meeting. And the same is being implemented.

    1.2.2. The Action Plan format is as follows:

Sr.No.	Agenda Item	Person(s) responsible to complete the activity	Deadline	Remarks

    QA department initiated the actions for most of the agenda of all the four Regular Meetings.

1.3. Special Meetings with HoI of all Schools

(A) This time around QA decided to interact with all HoI on one to one basis to disseminate the activities of IQAC to all HoI.

1) SoER – Dr.Aasawari Bhave
2) SHD – Dr.Atul Patil
3) SoE – Dr. Kishore Ravande Saturday 28th Nov.20
4) IoD – Dr. Anat Chakradeo Monday 30th Nov.20
5) SoFT – Dr.Vasant Pawar Tuesday 1st Dec.20
6) SoBr – Dr. Renu Vyas Wednesday 2nd Dec.20
7) SFT – Shri. Amit Tyagi Friday 4th Dec.20
8) SoA – Ashwini Pethe 7th Dec.20
9) ISBJ – Shri. Krishnamurthy Thakur 8th Dec. 20
10) MITCOM – Dr. Karuna Gole 10th Dec. 20
11) SoD – Dr. Amol Deshmukh 11th Dec. 20
12) Department of Mechanical Engineering – Dr. Sudarshan Sanap
13) Department of Aerospace – Dr.Sunil Dingre
14) Department of Mechanical Engineering– Dr.Virendra Shete
15) Department of Applied Sciences – Dr.Shalini Garg
16) Department of Electroncis – Dr.Rekha Sungandhi

Except two HoI all attended the one to one meeting in QA's cabin.

1.4. Special Meeting with the School level IQAC Co-ordinator

Special meeting was organized with the 'School level IQAC Co-ordinator' to gave them the idea about the disparity in the data submitted by all the schools. It was also

discussed that the disparity should be removed before the next IQAC meeting as the AQAR report will be submitted before the IQAC for its approval. However, despite repeated request the disparity in the data in AQAR remained as it is. The same was presented before the IQAC. One of the invited member pointed out to find out the gap for the disparity. QA took up the job and found out the reasons for not getting the correct data, the same was presented in the last meeting of this academic year and it was suggested that 'Data Analysis Centre' be established as an 'Extended Arm' of the IQAC. The same was approved in principle. The proposal for establishing the 'Data Collection & Analysis Centre', with its organizational structure, is submitted to the university authorities for its final approval.

1.5. Special Meeting with Chairman, BoS and Deans

Special meetings with Chairman, BoS and Deans were called to discuss the role and responsibilities of BoS members. Director, QA proposed the idea of having two separate BoS for UG and PG. He defined the roles and functions for both UG and PG. For UG there were 54 roles and functions and for PG there were 59 roles and functions. After detailed discussion Vice-Chancellor, suggested to keep the ordinance brief. The ordinance was one more time sent to all the stakeholders concerned to give their feedback. The suggestions given by the stakeholders were duly incorporated in the revised draft the same was placed before the Chairman, BoS and Deans. In the revised ordinance the items were brought down to 7 only. Then finally it was placed before the Board of Management for its final approval.

1.6. Special Meeting with Academic Ordinance Revision Committee

Special meetings were conducted with 'Academic Ordinance Revision Committee' in which entire pattern how the ordinance is based on NEP, NAAC, UGC, and other educational reforms was discussed. The ordinance is being revised drastically, keeping some of the reforms including CBCS pattern aside for the reason that we as a university are not mature enough to take up so many educational reforms which also included 'Academic Credit Bank' etc. It is also decided to include Examination Ordinance in this Academic Ordinance. The work of finalizing the ordinance is still going on.
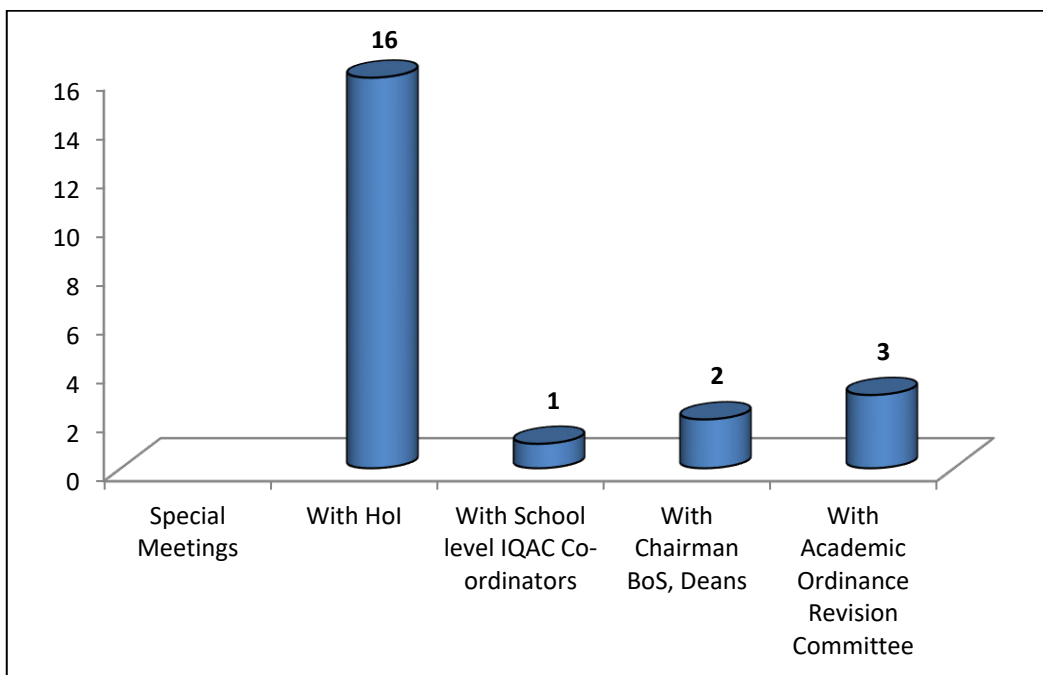
1.7. Webinars organized by IQAC

In one of the meeting it was resolved that 'Awareness programmes on Professional Ethics for 'Teachers' and 'Students' be organized by some of the schools. School of Architecture, took lead in this and Prof. Mukta Deshpande, a IQAC Member, organized three Webinars.

The reports of all the 3 webinars are prepared similarly, feedback from stakeholders is also collected.

1.8. Audits conducted for the University

IQAC, conducted following audits this year:

(i) Administrative Audit

IQAC in its meeting held on 30th December, 2019 decided to conduct its very first 'Administrative Audit' (Agenda Item (IQAC/2019-20/02) - 13:). Administrative Audit Formats' were prepared and approved by the university authority. It was decided to conduct the administrative audit by the committee constituted of internal members.

The motive of conducting 'administrative audit' was to consider and review MIT-ADT universities mechanisms for monitoring and enhancing the administrative quality and standards which are necessary for achieving the stated aims and objectives of the university.

First administrative audit is the 'full university administrative audit' of the all the administrative units of schools/colleges/institute/departments and university administrative sections/units in the university; it is conducted for the period 2019-2020.

The actual audit was conducted between 20.12.2020 to 30.12.2020. In all there were 34 administrative units across entire university.

QA prepared the formats for School to submit their report and then Evaluation Format for the Experts. The total weightage for the audit was of 1000. The formats are available in the office of the Quality Assurance Department.

Internal Audit:

It was decided to carry out 'Internal Audit' by 'Senior Professors' and 'University Officers'. The panel for 'administrative audit' was nominated by the Vice-Chancellor. The committees essentially constituted of 'Deans', 'Professors', 'Principal', 'Director', 'Registrar', 'University Officers', 'Advisor to VC', etc.

The panel appointed to carry out the administrative audit of the University met Director, Quality Assurance before actual school visit. The Director, Quality Assurance briefed the Chairperson and the committee members the motive of the administrative audit. The panel then visited the schools/sections/units/departments/colleges/institutes and interacted with stakeholders. Director, Quality Assurance and two members from 'Quality Assurance Department' co-ordinated the administrative audit. The panel then prepared the report and submitted it the Director, Quality Assurance. At the end of the audit the committee met the Vice-Chancellor and briefed the report in short.

The Methodology Used

The administrative units submitted the report in the given format. Methodology used by the committee included 'physical inspection', 'review of the relevant documents, files, registers', and 'discussion'.
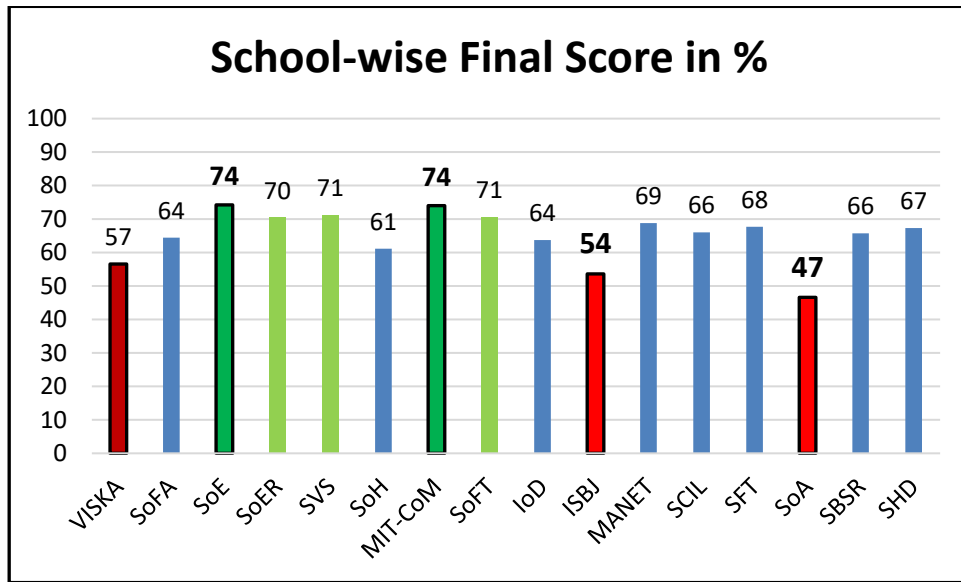
Report:

The graphical representation, as expressed in this report, is based on the written information supplied by the school/college/institutes/departments/sections/units and on the information, comments/remarks, and score given by the panel of experts.
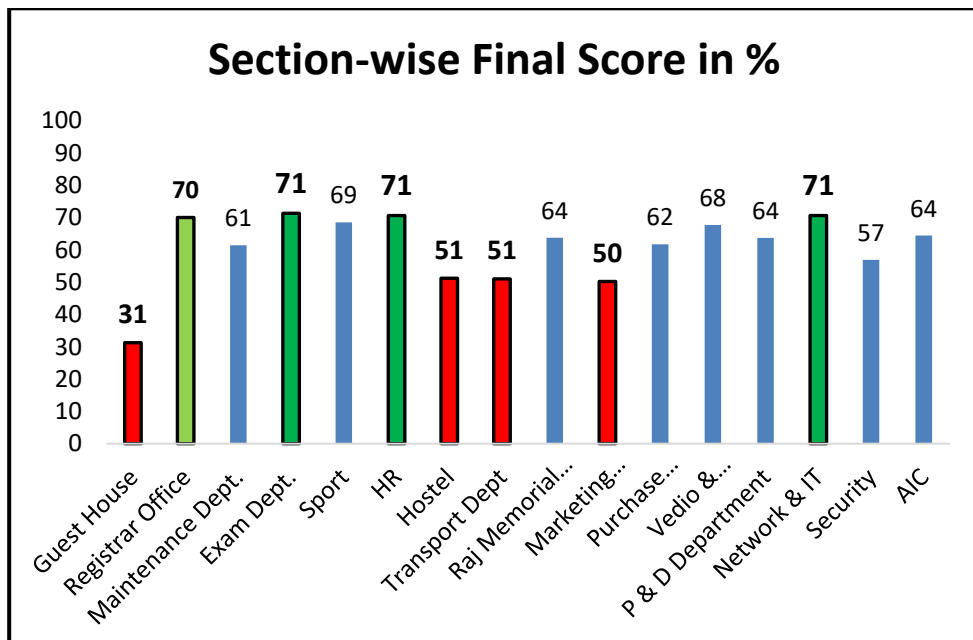
Statement of Assurance

Director, Quality Assurance compiled this audit report without making any change in the 'scores', 'comments', 'remarks', 'observations', and 'suggestions' made by the panel. The comments, remarks, observations and recommendations made by panel of experts are reproduced verbatim.

The findings of the administrative audit for the administrative sections of the school and University Department are given graphically below.

School-wise Final Score in %

School	Score
VISKA	57
SoFA	64
SoE	74
SoER	70
SVS	71
SoH	61
MIT-CoM	74
SoFT	71
IoD	64
ISBJ	54
MANET	69
SCIL	66
SFT	68
SoA	47
SBSR	66
SHD	67

Final Score of the administrative units of the various schools

Section-wise Final Score in %

Section	Score
Guest House	31
Registrar Office	70
Maintenance Dept.	61
Exam Dept.	71
Sport	69
HR	71
Hostel	51
Transport Dept	51
Raj Memorial...	64
Marketing...	50
Purchase...	62
Vedio &...	68
P & D Department	64
Network & IT	71
Security	57
AIC	64

Final Score of the administrative departments at the university level

QA also prepared the Action Plan and the report with action plan is approved by the Vice-Chancellor and the same was then placed before the BoM for its final approval. The report on administrative audit is approved by the BoM.

(ii) Library Audit

QA Department prepared the formats for the Library Audit. The Library Audit was conducted internally. The team constituted of Registrar, Director, Deans, Principal and HoI. The teams visited 15 departmental libraries and KRC during 6th January, 2021 to 23rd March. 2021.

The committee will be submitting its score and then QA will prepare the Library Audit Report, the same shall be placed before IQAC and Academic Council for its approval.

(iii) Compliance to the Academic Audit

QA conducted the drive to get the compliance on the academic audit conducted last year. It collected the reports from the schools, all the schools submitted the compliance to the academic audit except two schools. The QA Department then prepared the Compliance Report the same was placed before the 2nd IQAC meeting held on 30th October, 2020 {Agenda Item (IQAC/2020-21/01) – 11}. It was also discussed that university is aiming to get A+ grade in its very first accreditation to achieve this the average score must be 82.25% however, the average score during the audit is well below this mark, it is only 48.2%. QA also pointed out the reasons for such a poor performance. It is observed that the data submitted was incomplete and the schools were not in a mind set to take up the academic audit, this has resulted into the very poor performance.

Following is the list of audit that is discussed in one of the IQAC Meeting.

(i) Academic Audit

(ii) Administrative Audit

(iv) Carbon Audit

(v) Energy Audit

(vi) Environmental Audit

(vii) Finance Audit

(viii) Green Audit

(ix) Gender Audit

(x) Infrastructure Audit

(xi) Knowledge Resource Centre's Audit (Library Audit)

(xii) Q.Papers Audit

(xiii) Syllabi Audit

(xiv) Infrastructure & Land Utilization Audit

(xv) Water Audit

(xvi) Research Audit

Of all the above audits, so far, 3 audits are conducted by the QA. And the work of 3 more audits is in process.

i)   The format for 'Energy Audit' is prepared by the QA.

ii)   The work of data for 'Gender Audit' is collected. The report for the same is being prepared and it is likely to be submitted this academic year only.

iii) Similarly, the data for 'research audit' is also collected, however, the data will be verified and validated then the writing part of the report will be taken-up by the QA Department.

1.9.   Signage Arrow Boards and Name Plates

QA suggested to prepare Signage Arrow Boards outside and Name Plates inside the Departments. The detailed list of the same is submitted for the approval of the university authorities. The IoD has taken up the initiative to prepare the design. The design is prepared and VC has selected few of the design the same shall be installed soon in the campus.

In addition to this QA also suggested to have Parking Shed for the vehicles, reflectors on road side and University Diary and the University Calendar.

1.10.   Policies Prepared by IQAC

i)   Ordinance on Roles and Functions of BoS approved by university authorities

ii)   Recruitment and Promotion Policy is approved by the university authorities

iii) Feedback policy, discussed in one of the meeting of IQAC {Agenda Item(IQAC/2019-20/01)-09} is approved. The format of the Feedback, prepared by QA Department, on curriculum from 'parents', 'students', 'alumni', 'employer', 'teachers' is circulated to all HoI and also shared with the Chairperson of the Criterion 1 for further necessary action.

iv)   Leave Policy, prepared by QA was circulated to all the stakeholders for seeking suggestions. The policy was discussed in brief in the special meeting conducted by

HR, the suggestions given in the meeting are also incorporated by HR Department, the policy is finally approved by BoM

v) Academic Ordinance: 3 meetings conducted, the part of academic matter is finalized. The matter related to exam is being finalized

vi) Scholarship Policy & Fee Concession and Rebate Policy is prepared and is being submitted for final approval

vii) Policy on Code of Conduct for Teachers and Administrative Staff is prepared.

viii) Policy on procedures for maintaining and utilizing physical, academic and support facilities is prepared.
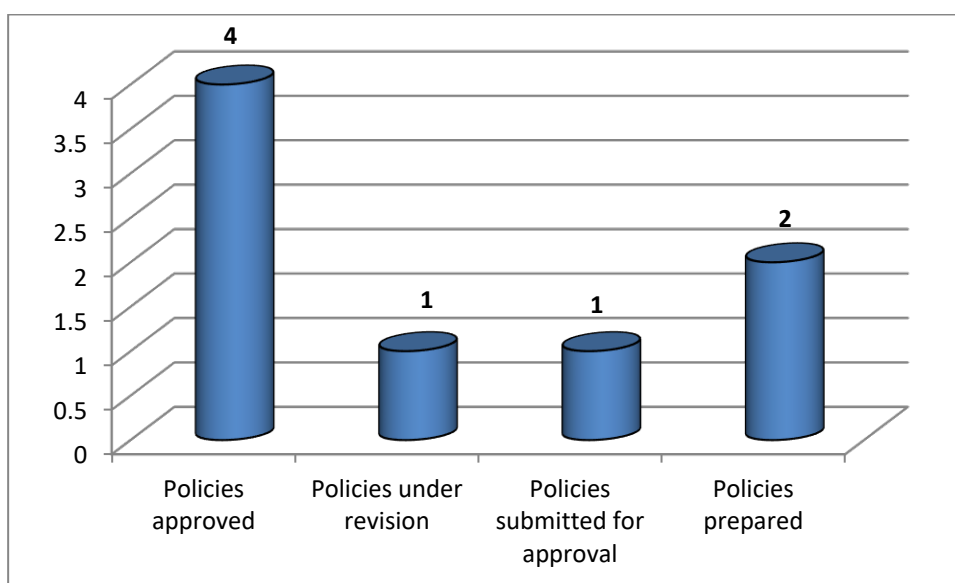
Policies prepared by QA Department in the academic year

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

1.11. Formats Prepared by IQAC

i) Academic Audit Compliance Report Format

ii) Administrative Audit Format

iii) Administrative Audit Evaluation Format

iv) Library Audit Format

v) Library Audit Evaluation Format

vi) Energy Audit Format

vii) UGC Formats

viii) Feedback Formats

ix) Format for determining average percentage of courses having focus on employability/entrepreneurship/skill development offered by the

university. This point was discussed in the IQAC meeting { Agenda Item (IQAC/2020-21/01) - 11:}

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

1.12. Templates prepared by QA

In all for 7 Criteria of NAAC, there are 34 Key Indicators with 115 matrix. We have prepared 149 Templates (90 templates for first 3 criteria + 59 for the last four criteria). The templates are ready for the schools, teachers, officers and departments to make entry. The data will be generated and the calculations will be done as small programmes are prepared by the team of QA, which will help write the information in each and every key indicator very easily. This way QA will assist all the School level IQAC Co-ordinator to fill-up the correct information/data for AQAR. It will also help NAAC Steering Committee and all the 7 Criteria Chairman in collecting the data, which in turn will ease out the process of writing the 'First SSR' of the university.

1.13. Annexures prepared by QA

QA has prepared formats for 28 Annexures required for UGC Report, these formats cover some of the criteria of NAAC. Thus data generated through this format will also help NAAC Steering Committee Members for the preparation of SSR.
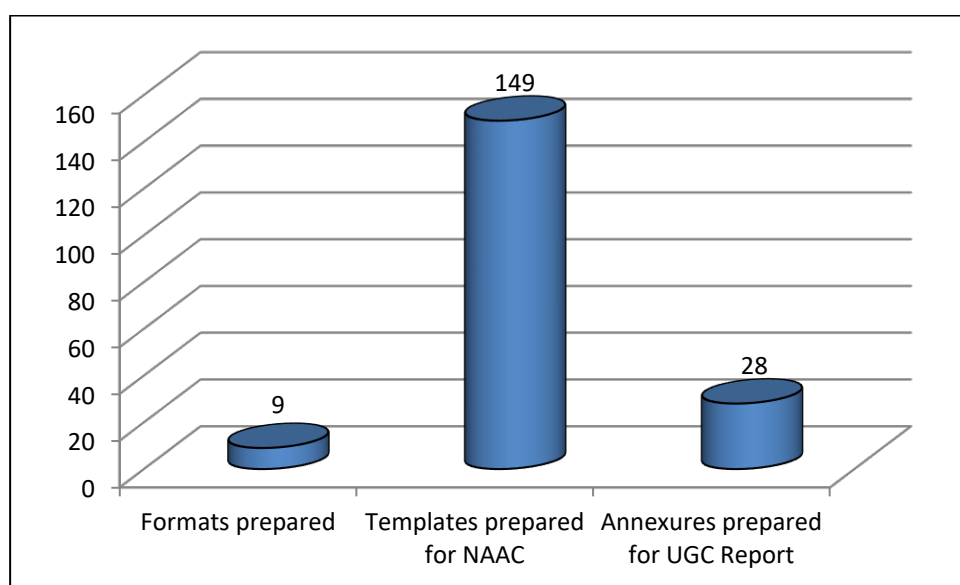
Formats prepared for Audit, UGC, AQAR and NAAC SSR Report

1.14. Innovative activities of Quality Assurance

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

Director, QA had suggested to introduce programme in B.A.(Administrative Services) on 7th January, 2019 and IQAC in its meeting held on 20th September, 2019 approved the proposal of launching new programme in B.A.(Administrative Services)

As university promises to introduce 'Innovative and Modern Curriculum Design' at the Degree Level, there is growing demand from the different corner of the region and state in particular to establish 'Guidance Centre' for IAS Examinations. As a part of this, State Govt. established 'Pre-IAS Coaching Centres'. Students take admission in these centres after their graduation and prepare for the IAS Examinations'. Very few universities in Maharashtra have so far offered graduate Programme in 'Civil Services'. Ours is the unique university to offer such Programme at graduate level, wherein student will be getting his/her regular B.A. Degree with subjects of his/her choice and will be preparing for IAS Examination simultaneously for three years with six semesters. All the courses offer good opportunity to students to prepare for IAS Examination and develop their hidden skills. Expert teachers from different fields and from university will be delivering goods to the students, 'School of Civil Services' of MITADTU, Pune will definitely be rated among the top educational institutes of India. The establishment of the new School, School of Indian Civil Services and launching of new programme in B.A. (Administrative Services) with opportunity to pursue integrated programme in M.B.A. and M.A. is approved by the Academic Council and BoM.

QA assisted Director, SICS to prepare the 'Programme Structure' and assisted in preparing the Agenda of the 1st BoS meeting. The curriculum is approved by the BoS in its meeting. The programme will be launched from the next academic year i.e. 2020-21

Uniqueness of the Programme: *The programme offered by M.I.T.-ADT University will be preparing the students for IAS Examination while they get regular degree in B.A.* During the entire three years Degree Programme (split into 6 semesters) you will be preparing for IAS Examination as the curriculum is exactly

based on IAS Curriculum and Examination Pattern is also exactly same as that for IAS EXAMINATION i.e. We prepare the students for (i) Prelims, (ii) Mains Written & (iii) Personal Interview, all these subjects are spread over 3 years. Very few universities in Maharashtra offer such type of graduate programme with dedicated courses based exactly on IAS Subjects and Pattern.

Additional Opportunity:

- *Student who is desirous of pursuing MBA after Graduation shall be provided this opportunity in the university itself, provided he/she fulfils the eligibility criteria for taking admission to MBA Programme.*
- *We also offer integrated programme B.A. & M.B.A with the exit option after B.A. The students desirous of continuing with M.B.A will continue their studies in the university itself.*

Alternative Opportunities

- Student may opt to go for PG Programme in any of the one Electives (Specialisations) he/she chooses from the three electives. That means students will have opportunity to pursue PG in 'Geography' or 'History' or Economics. *Our university will be providing this opportunity to our students and students from other universities also.*
- He/she can also apply for professional programs like LLB also
- In case student does not qualify for the UPSC exam, the student will be in a very good position to qualify for other competitive exams like MPSC at state level.

There are very few colleges in Maharashtra which offer such a programme. However, getting admission to the programme may be very competitive. The intake capacity is very limited.

Government strives to have a workforce which reflects gender balance,we as a MITADT University boast to have more girl student workforce taking up their studies. This is reflected through our girl student strength, which is almost nearing 60% of the total student strength in the year 2020-21. Therefore, girl students are encouraged to take admission to this programme also.

Programme Design:

The MITADT University, Pune has introduced the Elective Based Credit System (EBCS) for this B.A. (Administrative Services) Programme. Each Semester the curriculum comprises of *one* Optional paper and other IAS-Linked courses (papers). The IAS-linked courses (papers) will cover the entire syllabus of IAS examinations including 'Prelims' and 'Mains'.

Special Preparation cum Guidance Semester:

MAY, JUNE, JULY after the end of the VI Sem Exam. Students will have to prepare on their own during the preparation period and they can continue to stay in the hostel till practice exam is over. Students will have access to the library during this practice period and computer lab during free hours. 2 hrs doubt clearing discussion session with the teachers will be organised fortnightly.

BoS Constitution of B.A.(Administrative Services)

QA prepared the constitution of BoS in B.A.(Administrative Services) and got it approved. It also assisted in arranging first meeting of BoS, and participated in the meeting as an 'Invited Member'.

ii)   Introduced B.A. (Prakrit) Jainism program

Director, Quality Assurance has assisted Vardhaman Education & Research Institute, Pune launched the program successfully on the campus. This is the program of its own kind.M.A.(Prakrit) is also approved by the university authorities.

iii) Competitive Examination Centre

The outlines for the Competitive Examination Centre is approved by the Vice-Chancellor now.

1.15. NEW INITIATIVES

i) Service Book

Last year QA Department has prepared the format for Service Book, this year it is approved and the service books are printed. Even entries, in service book, of most of the staff (both teaching and non-teaching) are made.

ii) Identifying Best Practice

In NAAC the weightage given for Best Practice is 30. In various meetings of IQAC {Agenda Item (IQAC/2020-21/01-05 and IQAC/2020-21/03)-02 and } the item of Best Practices and its significance was discussed in detail. The format of Best Practice of NAAC, was shared with SHD, Director and his team of SHD prepared the Report for Best Practices in consultation with the QA Department. Director, SHD also made presentation of the proposal in one of the meeting of IQAC, as an invited member.

The report contained following aspects, as per NAAC guidelines:

Title of the Practice

Objective of the Practice

The Context

The Practice

Evidence of Success

Problems Encountered

Notes

MITADT University, Pune operates in the context of the larger education system in the state of Maharashtra. In order to be significant in changing national higher education contexts, is responsive to the emerging pressing issues of 'Liberal Education'. NEP has suggested to give more emphasis on 'Liberal Education', MITADTU, Pune is the first university in Maharashtra, and most probably in India also to start 'Liberal Education' under the banner of School of Holistic Development. The operation of SHD is appreciated by the Academic Audit Committee also. MITADT University, Pune is proactive in the efforts towards development in the larger context. The role of the university is reflected in terms of running SHD successfully within its regular functioning. The impact of the SHD is a sure reflection of its quality.

The practice of offering various 'Skill Development' programs is internally evolved and used during the last 3 years leading to positive impact on the regular teaching-learning practice of the university, thus IQAC identified SHD as one of the 'Best Practices'. This is practice is relevant mainly within the university and is pertaining to 'academic aspect' of the university functioning. The 'Best Practice' is hosted on the website.

1.16.   Visits to various Schools

Director, QA visited 10 schools to assist the departments prepare the documents for the proposed UGC Committee's visit to the university.

1.17.   Constitution of NAAC Steering Committee

IQAC in its first meeting of the academic year {Agenda Item (IQAC/2020-21/01) – 11} had suggested to form the 7 Criteria wise committees and also suggested to constitute NAAC Steering Committee which will take the job of preparing the SSR. QA has defined the functions and roles & responsibilities of 'NAAC Steering Committee' as well as that of the 7 criteria-wise committees. It was clearly mentioned the need of separate committee for NAAC visit than the IQAC Committee as the functions of IQAC are for the throughout the year, while the function of the NAAC Steering Committee is for the event only i.e. NAAC SSR preparation and managing the Peer Team Visit.

The NAAC Steering Committee is chaired by Dr.Ramchandra Pujeri, Director, Student Welfare with Dr.Priya Singh, School of Education and Research, Dr.Nachiket Thakur, Institute of Design, Dr.Satish Patil School of Engineering, Dr.Atul Patil, School of Holistic Development, are the other members.

The chairman of the 7 criteria-wise committees are Dr.Shalini Garg, School of Engineering, Dr.Anil Kumar Sathe, School of Engineering, Dr.Virendra Bhojwani School of Engineering, Dr.Anjali Bhoite, School of Food Technology, Avdhut Kulkarni, MANET, Dr.Rupa Hiremath, MITCOM, and Dr. Eknath Pore, MANET, respectively. It is decided that the Chairman of the individual Criteria wise committee may pick up his or her team for necessary assistance. Director, QA will assist the Steering Committee and the Chairpersons of all the 7 criteria wise committees, if required.

So far few meetings are conducted by the Chairman, Steering Committee, Director, QA participated in the first meeting of Steering Committee.

The Chairman of the 3rd Criterion i.e. Research, Consultancy and Extension Activity has submitted the ppt and some of the documents to QA for information. QA has now decided to collect the actual research papers as an evidence for the claim made for the research papers. QA will also initiate the activity of collection of data for all the key indicators soon.

1.18. Other Activities of Quality Assurance

1) Induction Training Programme

QA, based on the suggestion of IQAC {**Agenda Item** (IQAC/2019-20/02) - 24:} has prepared the Induction Training Programme for the new entrants (university teachers) proposal last year, due to some unavoidable circumstances it could not be conducted last year. The point was raised in the meeting of HR with the HoI, to conduct 'Induction Programme' there Dean, Dr.Aasawari Bhave pointed out that the proposal is already prepared by SoER in consultation with QA Department the same may be conducted this year. The proposal with some changes is submitted for the approval. The VC has approved the proposal to conduct the 3 days programme with inclusion of some of the important aspects like IQAC, NAAC etc. in the 'Induction Programme' itself.

2) Launching Environmental Sciences as compulsory course

IQAC in its second meeting of the academic year 2019-20 { Agenda Item (IQAC/2019-20/02) - 29:} had suggested to launch Foundation Course on Environmental Sciences for all the programs as per the directions of Supreme Court to bring awareness among students. The university authorities have taken the cognizance of the issue and Registrar issued circular to all the Schools to introduce this course from the coming academic year. Most of the schools have already introduced this course in some or the other form.

3) UGC Recognition Proposal

Quality Assurance has prepared the UGC Report the same was submitted to UGC in the month of December. However, QA Department took up the task of updating the UGC Report and also validating the data that is submitted. The data is collected after lot of efforts and the updated report is ready.

A internal committee (UGC Compliance Committee) is constituted under the chairmanship of Dr.Anant Chakradeo, Pro-Vice-Chancellor, with Dr.Ramachandra Pujeri, Dr.Kishore Ravande, Dr.Mahesh Chopade, Dr.Dnyandeo Neelwarna, Shri.Shivasharan Mali, Ms.Nayan Godse and Ramakant Kaplay being the other members. Several meetings were conducted to take the account of the progress of the preparation of various departments and schools. The files and documents were

checked by the committee initially, in the second stage committee is now visiting all the schools to validate the data and documents and also help them prepare properly for the UGC Committee's visit.

So far visit of 10 Schools is done.

All the Schools and sections/departments have now understood the importance of university set up and good improvement is seen in preparing the files, maintaining the documents.

The UGC Report will be submitted soon after the lockdown is over and will upload the same on the university website.

4) **Meetings with Administrative Sections**

QA department with the due support from 'Registrar Office' conducted separate meetings with the Administrative Departments to assist them prepare for UGC Compliance. It conducted meetings with 'HR', 'CAFO', 'P & D', 'Exam', 'Registrar Office', 'Hostel'.

5) **Contribution to University Bodies**

5.1. Academic Council

As usual QA is making all efforts to bring forth the work of IQAC in the academic council. It also gets due approval of the Academic Council, for the work done by the IQAC. It also suggest some innovative initiatives like launching of new programme in B.A.(Administrative Services).

5.2. Board of Management

In BoM also the IQAC related issues are discussed. Recently, the Administrative Report, UGC Report, ordinance on roles and functions of BoS, Recruitment Policy etc were discussed and duly approved

1.19. **Teachers Promotion**

Director QA played its part in promotions of University Teachers under CAS. As of now 5 cases of promotions are done.

1.20. Mixed Activities

i. Assisting newly appointed administrative staff of ISBJ in doing the activities of IQAC in their school

Director, Quality Assurance has been actively involved in assisting the newly appointed staff in training them properly.

ii. Conducted meeting of UGC Committee at university level
Director, Quality Assurance.

iii. Conducted meeting of the Audit Committee for Administrative Audit
Director, Quality Assurance conducted meeting of all Internal Audit Committee twice to explain the 'Administrative Audit Format' as this was the first administrative audit of the university.

iv. Awareness on Criteria 1 for IoD
Quality Assurance conducted two meetings with the committee constituted in IoD to take care of all the activities of IQAC. The meetings were arranged to bring the awareness on various aspects of Criterion 1 of NAAC. The second meeting was conducted with all the HoD's of various departments of IoD.

v. School of Holistic Development conducted Suryanamskar Program on the eve of Shiv Jayanti with the support of IQAC

vi. Fire Safety: Fire Safety measures, which were not there in some of the buildings. QA pointed out this and now Fire System are being installed in different buildings.

vii. List of the Files to be kept ready for UGC Compliance: University has applied to UGC for getting its approval. In this regard QA prepared the detailed list of the files to be kept ready for UGC Compliance. The list of files consisting 81 different files and 14 different Registers, is sent to all the schools. All the schools have started preparing the files in accordance with the list circulated to them. QA also prepared separate list of files for 'KRC', 'Hostel', 'Registrar', 'P & D', 'HR', 'Exam', 'CAFO'

viii. Report on 'Revaluation Cases in Examination'.
In NAAC's guidelines, in the 2nd Criteria 'Teaching, Learning and Evaluation', Key Indicator 2.5.3 QlM (Qualitative Matrix) there is emphasis on IT integration and reforms and also on 'Revaluation Cases' and 2.4 (*Number of revaluation applications year wise during the last 3 years*) of the 'Extended Profile of the University'. QA decided to focus on cases of 'Revaluation' which is considered

as one of the complaint against the assessment done by the examiners (*the aspect of IT integration and Reforms in Examination will be dealt separately*). Keeping the same idea in the mind Quality Assurance Department analysed the data and prepared the report on 'Revaluation Cases in Examination' and submitted the same to the 'Vice-Chancellor' and 'Controller of Examinations'.

1.21. Outcomes of Activities of Quality Assurance Department

- ❖ University administration is getting set now
- ❖ University is almost ready for UGC Recognition as most of the documents ready now
- ❖ Administrative audit has given all the sections and schools the proper direction to move ahead
- ❖ University is gearing up for its first accreditation now
- ❖ Some important policies and ordinances are now being implemented, which will set the administrative process in tune with the higher education policies at national level.

1.22. Action Plan for the next year

1) **Re-constitution** of the IQAC for its 2nd term:
   a. The IQAC needs to be re-constituted for its 2nd term from the coming academic year i.e.2020-21. The QA Department will initiate the activity of nomination well before the beginning of the next academic year.

2) **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

3) **Schedule of Next Years Regular Meetings**

   First IQAC meeting   – 30th June, 2021
   Second IQAC meeting   – 30th September, 2021
   Third IQAC meeting   – 30th December, 2021
   Fourth IQAC meeting   – 30th March, 2022

4) Schedule of Special Meetings

Special Meeting with Academic Council – July, 2021

Special Meeting with BoM – August, 2021

Special Meeting with Administrative Staff – October, 2021

Special Meeting with Students Representative from each school – November, 2021

Special Meeting with IQAC Co-ordinators at School Level – January, 2022

Special Meeting with Alumni – February, 2022

5) Compilation of AQAR of the University

The AQAR submitted by all schools till September, 2021 shall be compiled by 'Quality Assurance Department' and will be placed before IQAC in its meeting scheduled in December, 2021. The AQAR will be displayed on university website.

1.23. Other Audits

QA is planning to conduct following audits on priority basis

i) Energy Audit
ii) Syllabus Audit
iii) Research Audit
iv) Environmental Audit

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

QA is making all the efforts to take action on all the agenda of all the meetings conducted during the academic year. However, some of the agenda could not be completed. All such agenda will be taken up in the coming year.

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

Photo.1. Internal Administrative Audit of MANET, dt.22 Dec. 2020

Photo 2. Internal Library Audit of SoER Departmental Library, dt. 07 Jan. 2021

Photo.3. Internal Administrative Audit of IoD, dt. 21Dec2020

Photo 4. Regular last meeting of IQAC dt.30 Mar. 2021

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