

**IQAC REGULAR MEETINGS**

**2020-21**

**SECOND MEETING**

**30.10.2020**

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

Director  
Ramakant Kaplay

02.11.2020

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

Following IQAC 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 (Hols representative)
3	Dr.Scahin Pawar	University Professor
4	Dr.Amit Kulthe	University Teacher
5	Indraneel Lahiri	Heads category
6	Dr.Mahesh Chopade	Administrative Officer, Registrar
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 (Advisor to VC), Special Invitee
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

Meeting commenced with the chanting of 'Gayatri Mantra'. Dr.Bhapkar presented the Agenda and Director, QA explained the Agenda points in detail.

*R.D. Kaplay*

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<b>Agenda Item (IQAC/2020-21/02)- 01:</b>	Confirmation of 'Minutes of last IQAC Meeting' held on 30.06.2020
<b>Proceedings</b>	Director QA, has gone through all the comments sent by IQAC member.
<b>Resolution</b>	The Minutes of the Last IQAC meeting and Action Plan with distribution of work are Confirmed by all IQAC Members.
<b>Agenda Item (IQAC/2020-21/02) - 02:</b>	To take the account of number of students going for Higher Studies
<b>Proceedings</b>	Dr.Bhapkar read out the agenda item. Director, QA explained how to find out the number of students going to higher studies. i.e. Diploma to UG, UG to PG, PG to Ph.D. and Ph.D. to Post Doctoral. He suggested to determine GER of MITADT University, Pune. He also suggested to make all the efforts to raise GER of our university higher than National GER
<b>Resolution</b>	It is resolved that all Schools / HoI, through IQAC coordinator at school level will provide the data to QA. The data shall be collected every year and GER of the School and eventually GER of the MITADTU will be determined every year
<b>Agenda Item (IQAC/2020-21/02) - 03:</b>	To get the actual figure of 'online faculty development program' attended by the faculty
<b>Proceedings</b>	Dr.Bhapkar read out the agenda and suggested to collect the relevant data
<b>Resolution</b>	It is resolved that the data will be collected for earlier years and such data shall be collected every year and communicate to QA regularly
<b>Agenda Item (IQAC/2020-21/02) - 04:</b>	To organize programs on sensitization of students and employees to the 'values', 'rights', 'duties', 'responsibilities of citizens'
<b>Proceedings</b>	Dr.Bhapkar explained the importance of organising such programs. Prof.Mukta Deshpande showed interest in this activity however, it will be finalised after discussing with the HoI
<b>Resolution</b>	It is resolved that either SoA or SoER or SHD will organise this program under the guidance of QA
<b>Agenda Item (IQAC/2020-21/02) - 05:</b>	To approve the policy on code of conduct for teachers, administrative staff and students and conducting periodic programs in this regard
<b>Proceedings</b>	Dr.Bhapkar emphasized the importance of the code of conduct. Director, QA pointed out that code of conduct for teachers and

*Dr. Bhapkar*



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	administrative officers is ready. However, code of conduct for students is to be prepared.
<b>Resolution</b>	It is resolved that the policy on code of conduct for teachers and administrative officers is to be approved by university authorities and policy on code of conduct for students is to be prepared on priority basis. It is also resolved that periodic programs will be organised in this regard.
<b>Agenda Item (IQAC/2020-21/02) - 06:</b>	To portray School of Design as one area distinctive to the priority of the university.
<b>Proceedings</b>	Director, QA discussed in detail the concept and suggested IoD could be one area distinctive to the priority of the university, however some other area could also be identified.
<b>Resolution</b>	It is resolved that for the time being IoD is identified as one area distinctive to the priority of the university and IoD will prepare report on this.
<b>Agenda Item (IQAC/2020-21/02) - 07:</b>	To analyse Students Diversity (needs of the students from different background and locales) the university is serving
<b>Proceedings</b>	Director, QA explained the point in detailed and also told that the format for the same is ready
<b>Resolution</b>	It is resolved that Students Diversity is to be determined by each school.
<b>Agenda Item (IQAC/2020-21/02) - 08:</b>	To introduce Student Satisfaction Survey based on NAAC guidelines from this academic year
<b>Proceedings</b>	Dr.Bhapkar presented the agenda and Director, QA explained the scope of SSS
<b>Resolution</b>	It is resolved that SSS will be implemented from this academic year alongwith the feedback from stakeholders
<b>Agenda Item (IQAC/2020-21/02) - 09:</b>	Enriching IQAC Library
<b>Proceedings</b>	Director, QA pointed out that separate books are collected in QA Department, which are exclusively on 'Quality Parameters'. All HoI should refer these books for improvement in academic quality of the school in particular and university in general
<b>Resolution</b>	It is resolved that IQAC Library be strengthened further

*B.D. Hapley*

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<b>Agenda Item (IQAC/2020-21/02) - 10:</b>	Audit of Knowledge Resource Centre
<b>Proceedings</b>	Director, QA pointed out that it is essential to conduct audit of KRC. Format for which shall be prepared by Rathod in consultation with all Librarians. Director, QA will guide them in preparing the format if required
<b>Resolution</b>	<i>It is resolved that audit of KRC shall be conducted before the end of this academic year.</i>
<b>Agenda Item (IQAC/2020-21/02) - 11:</b>	To take account of student's achievement, in academics, innovations, cultural activities, teaching, etc. and award certificate of excellence for their personal skills.
<b>Proceedings</b>	Dr. Bhapkar explained the importance of the achievements and emphasized that the data to be collected regularly.
	<i>It is resolved that this data will be maintained on regular basis</i>
<b>Agenda Item (IQAC/2020-21/02) - 12:</b>	Any other item with the permission of the chair a) Academic Audit and Compliance Report
<b>Proceedings</b>	Director, QA explained each and every comment in detailed and discussed the significance of 'writing the report correctly', 'presentation' and 'documentation' part. Dr. Ashok Giri also pointed out the significance of the audit.
<b>Resolution</b>	<i>It is resolved that all schools will prepare for the next academic audit in a more appropriate manner.</i>

Note: 1) Date of Next Meeting: 30<sup>th</sup> December, 2020 ~~is~~ Action Plan for the above with person responsible and the deadline is attached herewith

**Submitted for your approval.**

Director, QA  
MIT-ADT University, Pune

Forwarded by,

Registrar

Approved by,

Vice Chancellor

Final Approved by,

Executive President