

## Internal Quality Assurance Cell MIT-ADT University, Pune

Director

20.9.2019

Ramakant Kaplay

### The Minutes of the IQAC Meeting held on 20.09.2019 in MANET Hall, MANET Building of MIT-ADT University, Pune

Following members attended the meeting:

Leave of absence: Shri.Jogesh Sharma, (representative from 'employer' category) had communicated his inability to attend the meeting due to his prior commitment. His absence of leave is placed on record.

---

Meeting commenced with chanting of 'Gayatri Mantra'.

Chairperson, Hon'ble Vice-Chancellor commenced the meeting by welcoming all members and then he handed over the proceedings of the meeting to the Director, IQAC, MIT-ADT University.

Director, QA briefed the establishment of IQAC and the items discussed there in brief. The minutes of the first IQAC are confirmed with word of appreciation that that the Quality Enhancement Groups are formed and that the groups are functional. Director, QA briefed the objectives of IQAC to all the members in brief and discussed then Agenda one by one.

|  |   |
|--|---|
| <b>Agenda Item (IQAC/2019-20/02) - 01:</b> | Monitoring 'Teaching-Learning Process'  |
| <b>Proceedings</b>                         | <p>It is discussed to prepare the format for 'Teaching Monitoring Program' with immediate implementation. It is also discussed to conduct Quantitative &amp; Qualitative Monitoring of classes as this will improve TL Process. VC suggested that quantitative monitoring of classes will be done by HoI. There shall be separate policy to monitor qualitative aspect of teaching.</p> <p>It is suggested to establish 'Teaching Monitoring Cell' with the support of SoER which will chalk out the policy, the policy will be approved by VC with post-facto approval from AC, BoM and GM. This program of monitoring classes will be implemented from Jan, 2020.</p> |
| <b>Resolution</b>                          | <p>Thus it is resolved that 'Teaching Monitoring Cell' shall be established which will bring out the policy on 'quantitative and qualitative monitoring of teaching'. The policy after due approval will be implemented from January, 2020 in real spirit. Dr. Subrato Roy, Mr. Indraneel Lahiri, Dr. Priya Singh and Shri. Umashankar More will take lead in establishing 'Teaching Monitoring Cell'</p>   |
| <b>Agenda Item (IQAC/2019-20/02) - 02:</b> | <p>Tracking Students<br/>Advanced Learners and Slow Learners;</p> <ul style="list-style-type: none"> <li>✓ Research based Projects (product oriented ) for Advanced Learners and</li> <li>✓ Remedial Coaching Classes for Slow Learners</li> </ul>  |
| <b>Proceedings</b>                         | <p>There was discussion on need of categorising 'advance learner' and 'slow learner'. It is decided that special research opportunities will be provided to 'advance learners' at the same time 'remedial classes' will be conducted for 'slow learners'. The detail policy shall be prepared by the committee.</p>   |
| <b>Resolution</b>                          | <p>It is resolved that committee Mohandas Pawar shall be the Co-ordinator, while Karuna Gole, Amit Kulthe and Rajendra Raut shall be the member of the committee. The committee will prepare the policy and the policy shall be approved by Academic Council and will be implemented from next semester (January, 2020)</p>   |
| <b>Agenda Item (IQAC/2019-20/02) - 03:</b> | Feedback from 'Stakeholders' (Teachers, Parents, Employers, Students & Alumni)  |

|   |   |
|---|---|
| <p><b>Proceedings</b></p>                         | <p>All the schools get 'students feedback', some of them analyse it. However, it is now decided that there will be well-structured mechanism of 'Student Feedback'. Director, QA suggested to go ahead with the policy of getting the feedback from not only 'students' but also from 'parents', 'employers', 'teachers', 'alumni' on curriculum and other aspects also. The format shall be prepared by the committee constituted for the purpose. The committee shall prepare the format and give the entire mechanism of how to conduct and analyse the 'feedback' from all the stakeholders.</p> <p>It is decided that 'Sachin Pawar' will be the Co-ordinator, other members shall be incorporated from 'Quality Enhancement Group' by the Director, QA.</p> <p>Director, QA suggested to create 'Feedback Facilitation Centre', the centre will collect feedback, analyse them and communicate to the stakeholders for further improvement.</p> |
| <p><b>Resolution</b></p>                          | <p>Thus it is resolved that the 'Feedback Facilitation Centre' be established the committee under the Co-ordinatorship of Sachin Pawar will collect feedback, analyse them and communicate to the stakeholders for further improvement.</p> <p>The feedback policy will be implemented from next semester (January, 2020).</p>  |
| <p><b>Agenda Item (IQAC/2019-20/02) - 04:</b></p> | <p>Promotion of Research</p> <ul style="list-style-type: none"> <li>✓ Suggesting all teachers to register for Ph.D.</li> <li>✓ To promote 'inter-disciplinary' and 'inter-departmental/inter-school research'</li> <li>✓ To have the separate window 'Research Finding' on university website</li> </ul>  |
| <p><b>Proceedings</b></p>                         | <p>It is discussed to strengthen research promotion activities on campus. Dean, Research shall take lead in all these activities. Subrato Roy shall assist Dean, Research</p>   |
| <p><b>Resolution</b></p>                          | <p>It is resolved that Dean, Research will conduct half day seminar to boost up all the teachers to register for Ph.D. and promote inter-disciplinary and inter-departmental research. Similarly it is resolved that there shall be separate window as 'Research Findings' on university website. Creating the separate window for 'Research Findings' shall be done by</p>   |

|  |   |
|--|---|
|  | the web-manager of the university. Dr.Subrato Roy will assist Dean, Research. Other members from Quality Enhancement Group shall help the all the activities regarding promotion of research.   |
| <b>Agenda Item (IQAC/2019-20/02) - 05:</b> | Policy on Consultancy   |
| <b>Proceedings</b>                         | It is unanimously decided to have 'policy on consultancy'. The policy is prepared by Director, QA. It is also discussed to include 'Film', 'Fine & Performing Art' and such other subjects under this policy for these schools have potential to offer consultancy. Thus concept of consultancy will be expanded beyond 'science' discipline.                           |
| <b>Resolution</b>                          | It is resolved that Sujit Phunde, Shakti Banerjee and Indraneel Lahiri will work in the committee to prepare the policy and get it approved. The members from 'Quality Enhancement Groups' formed earlier will also be the essential part of this. It is resolved to get the consultancy policy approved by VC, AC before March, 2020 and implement it from April 2020. |
| <b>Agenda Item (IQAC/2019-20/02) - 06:</b> | Instituting 'Minor Research Project' for teachers   |
| <b>Proceedings</b>                         | MRP Policy is prepared by Director, QA, however, it is decided to have official committee to get the Policy approved by AC. Implementation from next semester (Jan, 2010)   |
| <b>Resolution</b>                          | It is resolved to implement the MRP in its real spirit. It is suggested that Amit Kulthe, Karuna Gole, Umashankar More and Sachin Pawar will work to get the policy approved and implement it from next academic year (June, 2020).   |
| <b>Agenda Item (IQAC/2019-20/02) - 07:</b> | Instituting 'Research Seed Money' for newly recruited teachers  |
| <b>Proceedings</b>                         | Director, QA assurance told that the policy for 'Research Seed Money' is already prepared and needs to be implemented now. It is suggested that 'Research Seed Money' Policy may be implemented by the group which is working for MRP. All the members agreed to it.  |
| <b>Resolution</b>                          | It is resolved to implement 'Research Seed Money Policy' from the next academic year (June, 2020) after due approval from university authorities and university bodies.   |
| <b>Agenda Item (IQAC/2019-20/02) - 08:</b> | Organisation of 'Research Festival'   |
| <b>Proceedings</b>                         | Director, QA explained the concept of 'Research Festival', and need to organise such events as it promotes research culture among students (UG, PG, Research). All the members agreed to conduct such event.  |

|  |  |
|--|--|
| <b>Resolution</b>                          | Thus it is resolved that 'Research Festival' shall be organised by the university wherein 'models', 'posters' etc will be displayed. It will be two days event. The program structure shall be finalized by the 'Quality Enhancement Group', Shruti Deshpande, student representative shall be the part of co-ordinating this activity. The activity will be conducted from next academic year, if it is not possible to organise it this year.  |
| <b>Agenda Item (IQAC/2019-20/02) - 09:</b> | To start 'Research Journal' of the University  |
| <b>Proceedings</b>                         | Director, QA suggested to start 'Research Journal' of the university, he further added that the matter is already discussed in 'Quality Enhancement Group'. It will be reviewed journal.   |
| <b>Resolution</b>                          | Thus it is resolved that the 'Quality Enhancement Group' will prepare the structure of 'Research Journal' and will bring out its first volume before March, 2020.  |
| <b>Agenda Item (IQAC/2019-20/02) - 10:</b> | Multi-fold MoUs<br>MoU with IIT, IIM, Sanskrit University, IIS, Bangalore, ISRO, IUCAA   |
| <b>Proceedings</b>                         | Director, QA appreciated the MoU of the university with many organisations, however, he emphasized on having Multiple MoU's with 'A' grade universities, 'A' grade colleges, 'schools', 'research organizations' with particular emphasis on having MoU with 'IIT', 'IIM', IISc, ISRO, IUCAA   |
| <b>Resolution</b>                          | Thus it is resolved to expand the boundaries of existing MoU's to multi-fold nature. 'Quality Enhancement Group' will work to have multi-fold functional MoU's with the organisations suggested in this meeting.   |
| <b>Agenda Item (IQAC/2019-20/02) - 11:</b> | Compliance for UGC Recognition<br><ol style="list-style-type: none"> <li>1. INFLIBNET</li> <li>2. To subscribe 'Research Journal' for each subject</li> <li>3. Software For Plagiarism</li> <li>4. To provide computer to each teacher, if not provided earlier</li> <li>5. To have few 'smart-class rooms' with 'interactive boards'</li> <li>6. To upload the data on NAD</li> <li>7. Map of the University with distance from main gate</li> <li>8. Sign boards (radiating letters)</li> <li>9. Slogans based on the theme of the School</li> </ol> |
| <b>Proceedings</b>                         | Director, QA emphasised on meeting the need of data for the preparation  |

|  |   |
|--|---|
|  | <p>of the report to be submitted to UGC. He focussed on the following issues to have INFLIBNET facility in Central Library of the university, software for plagiarism, to have at least one smart-class room with interactive boards, to have map of the university at the main entry he also suggested to have 'theme-based' display 'slogan boards' in the premises of each school.</p> <p>Dr. Charudatta Kulkarni will assist have interactive boards in each school.</p>  |
| <b>Resolution</b>                          | It is resolved to give priority to the UGC work and meet the essential requirements mentioned above like INFLIBNET, Smart Class Rooms with Interactive Boards, theme based slogan boards in each school.  |
| <b>Agenda Item (IQAC/2019-20/02) - 12:</b> | University Central Library  |
| <b>Proceedings</b>                         | Director, QA explained the necessity of having 'Central Library' for the university as one of the essential requirement for UGC recognition. Chair agreed to have separate Central Library.   |
| <b>Resolution</b>                          | It is resolved that university will immediately identify one of its existing library as 'Central Library' of the university. Kishore Patnala, the librarian of MITCOM will take lead in establishing the 'Central Library'. It is decided to give priority to this work. Kishore Patnala will take due care of fulfilling the UGC requirement with regards to Central Library.  |
| <b>Agenda Item (IQAC/2019-20/02) - 13:</b> | <p>Governance: Academic Audit of all the university academic departments</p> <ol style="list-style-type: none"> <li>Academic Audit of all the university academic departments</li> <li>To form 'Academic Audit Co-ordination Committee'</li> </ol>  |
| <b>Proceedings</b>                         | <p>Director, QA explained the importance of 'Academic Audit' as an essential requirement for UGC recognition (5.5) and NAAC. VC also expressed his opinion to have regular academic audit.</p> <p>The matter of 'frequency' with which academic audit should be conducted is also discussed. Prof. Dr. Mangesh sir asked whether to conduct Academic Audit six monthly ? Director, QA suggested to conduct 'Academic Audit' on yearly basis that is at the beginning of the every Academic Year.</p> <p>Director, QA expressed the need to constitute 'Academic Co-ordination Committee'. He also opined to have 'Academic Audit' on NAAC</p> |

|  |  |
|--|--|
|  | <p>pattern from the next Academic Year, so that university will prepare for the NAAC.</p>  |
| <b>Resolution</b>                          | <p>It is resolved that 'Academic Audit' will be carried out in the month of December, 2019. The format for the Academic Audit will be prepared by Director, QA. It is also decided to have external members in the 'Academic Audit' committee.</p> <p>Dr.Renu Vyas, will be the Co-ordinator of the 'Academic Co-ordinating Committee'. Suraj Bhojar, Prof.Dr.Charudatta Kulkarni, Umashankar More will be the members of the committee. It is also decided to call the meeting of all HoI immediately to discuss the item of 'Academic Audit'. Once the Audit is done the report will be submitted to Quality Assurance and the comments will be then circulated to each department for meeting the compliance. The departments shall submit the proposed definite plan of action before January, 2020.</p> |
| <b>Agenda Item (IQAC/2019-20/02) – 14:</b> | <p>Infrastructure Safety &amp; essential infrastructure development</p> <ul style="list-style-type: none"> <li>➤ Putting 'Fire-Extinguisher' in laboratories, Canteen, Hostels initially then class-room and other places</li> <li>➤ Facilities for 'Differently-able persons</li> <li>➤ Ladies Common Room(s)</li> </ul>  |
| <b>Proceedings</b>                         | <p>Director, QA suggested to meet the essential infrastructure safety and infrastructure development to meet the compliance for UGC recognition. He suggested to install 'fire-extinguishers' in laboratories, canteen, hostels, class rooms and other important places.</p> <p>He also suggested to built up the facilities for 'Differently-able persons' like 'ramp', 'special toilets' etc.</p> <p>Prof.Dr.Mangesh Karad sir instructed Shri. Korade to look after the matter and establish the required infrastructure facilities on priority basis before UGC committee visits the university.</p>   |
| <b>Resolution</b>                          | <p>Thus it is resolved to provide essential 'infrastructure safety and necessary infrastructure for differently-able person' and also make provision of 'separate ladies common-room' with all essential amenities in each department.</p> <p>Shri.Prakash Korade will be the person in-charge who will take care of providing all the essential facilities before UGC committee visits</p>  |

|  |   |
|--|---|
|  | University.   |
| <b>Agenda Item (IQAC/2019-20/02) - 15:</b> | Training for Administrative Staff   |
| <b>Proceedings</b>                         | Director, QA raised the need of having "Training program for Administrative Staff". On this Prof.Dr.Mangesh Karad Sir, member from Management, IQAC suggested that Ravi Kulkarni has conducted training programs for administrative staff. However, the training was mostly related to 'behavioural aspect', hence it is decided to conduct training program for administrative staff with a focus on 'university administration' and 'university system'. Particularly the focus of the training will be on 'filing', 'drafting', 'ordinances', 'regulations', 'statutes', 'HR policy', etc.                       |
| <b>Resolutions</b>                         | It is resolved that "Training for Administrative Staff" will be conducted as early as possible. The 'Administrative Training Committee' is constituted. Shri.Shivsharan K. Mali, Registrar, will be the Co-ordinator of the committee, who will be assisted by Mrs.Vidya Ambore, (Teacher Women Representative, MANET) & Ravi Kulkarni, Director, SCIL. Director, QA opined to assist the co-ordination of the training program voluntarily.  |
| <b>Agenda Item (IQAC/2019-20/02) - 16:</b> | Separate 'IQAC Window' on university website  |
| <b>Proceedings</b>                         | Director, QA suggested need of having separate window of IQAC, he also explained the what are the things to be displayed through this window. The points include 'IQAC Committee', 'Awareness Seminars for Teachers', 'circulars', 'feedback', 'thesis of the month', 'activities of the month', 'achievements of the month', 'NAD', 'plan of the academic year', etc.<br>Prof.Dr.Mangesh Karad, member from management suggested that web-manager of the university will help create the window with immediate effect.<br>Director, QA pointed out that the news of IQAC Meeting is flashed on university website. |
| <b>Resolution</b>                          | It is resolved to create 'separate window' of IQAC with the details as suggested by Director, Quality Assurance. The window will be created as early as possible.<br>Dr.Charudatta Kulkarni and Suraj Bhojar will take initiative in creating the separate window of IQAC. Both of them will co-ordinate with   |



|  |  |
|--|--|
|  | university web-manager.  |
| <b>Agenda Item (IQAC/2019-20/02) - 17:</b> | To form a 'working core team' for smooth and better functioning of Quality Assurance<br>1) Dr.Rajiv Ghode, 2) Dr.Sagar Vidwans, 3) Payal Sanghavi, 4)Dhanlekshmi Yedurkar, 5) Umashankar More, 6) Mahesh Kamthe, 7) Monica Vishnoi, 8) Vrushali Rampure, 9) Tejswini Yadav, 10) Nishigandha Patel, 11) Ganesh H. Kekan & 12) Sukhapreet Kaur   |
| <b>Proceedings</b>                         | Director, QA suggested that 'Working Core Team' for Quality Assurance, the group that is created as an outcome of recently conducted 'Teaching Quality Upkeep Program', will be assisting QA in its day to day activities and meet compliance of the minutes of IQAC meeting and other quality related activities.<br>Prof.Dr.Mangesh Karad sir suggested to incorporate members from this 'working core team' in the committees created in this IQAC meeting. This way the overlapping of the work can be avoided. The suggestion is accepted by Director, QA and other IQAC members. |
| <b>Resolution</b>                          | It is resolved that the 'working core team' will assist Director, QA in all quality related matters on regular basis.  |
| <b>Agenda Item (IQAC/2019-20/02) - 18:</b> | IQAC co-ordinator at School Level  |
| <b>Proceedings</b>                         | Director, QA expressed the need to have one –IQAC co-ordinator from each school. Prof.Dr.Mangesh Karad sir asked the role of the co-ordinator at school level to which Director, QA opined that the co-ordinator at school level will work in tune with IQAC at university level.  |
| <b>Resolutions</b>                         | It is resolved to have one IQAC co-ordinator at school level. The nomination for this shall be done by HoI, HoI himself / herself could be the co-ordinator at school level. The IQAC co-ordinator at school level shall work in tune with the vision and mission of IQAC at university level. The process of getting the nomination will be initiated by Registrar, of the university.  |
| <b>Agenda Item (IQAC/2019-20/02) – 19:</b> | Gender Sensitization Lab   |
| <b>Proceedings</b>                         | Director, QA expressed the need of establishing 'Gender Sensitization Lab' on the campus. Dr.Renu Vyas asked the exact role of 'Gender Sensitization'. Subrato Roy, expressed that this sensitization programs shall be even for male gender. Director, QA added to it that all the stakeholders, including students, teachers, administrative staff would be  |

|  |  |
|--|--|
|  | <p>the essential part of this program. He also added that the aspect of 'gender sensitization' should be included in the curriculum.</p> <p>Prof.Dr.Mangesh Karad sir, suggested to have Dr.Karuna Gole as the Co-ordinator and Dr.Divya Nai/Dr.Priya Singh and Subrato Roy as the members. The committee may be expanded.</p>   |
| <b>Resolution</b>                          | <p>It is resolved to establish 'Gender Sensitization Lab' on university campus as early as possible. Dr.Karuna Gole will be the co-ordinator of the committee and Dr.Divya Nair and Subrato Roy will be the members of the committee.</p> <p>The committee will prepare the structure and define the functions of the 'Gender Sensitization Lab'. The lab will be functional from January, 2020.</p>   |
| <b>Agenda Item (IQAC/2019-20/02) - 20:</b> | Establishing 'Vivekanand Chair'  |
| <b>Proceedings</b>                         | <p>Director, QA expressed to establish 'Chair' in the name of 'Vivekanand'. He, as an answer to the query raised by Dr.Renu Vyas, explained the functioning of the chair to all the members.</p> <p>Hon'ble Executive President, Prof. Dr. Mangesh Karad sir accepted to establish the chair. Director, QA, voluntarily took the responsibility of preparing the proposal.</p>   |
| <b>Resolution</b>                          | It is resolved to establish 'Vivekanand Chair' on university campus. The proposal will be approved by VC and later on by Academic Council and BoM. The chair may be established from next academic year.   |
| <b>Agenda Item (IQAC/2019-20/02) - 21:</b> | Formative & Summative Assessment   |
| <b>Proceedings</b>                         | <p>Director, QA expressed the idea introduce 'formative &amp; summative assessment'. He also expressed the need to prepare the 'policy on summative &amp; formative assessment'. He also requested to constitute the committee for the same. Everyone agreed to it and Controller of Examination, voluntarily, agreed to take lead in this regard.</p>   |
| <b>Resolution</b>                          | It is resolved that 'formative & summative assessment' shall be implemented from next academic year (2020-21). Controller of Examination will take lead in this. Dr.Priya Singh, (representative from university teacher, Associate Professor) will be the Co-ordinator of the committee. The committee will prepare the policy which will be approved by VC, AC. It is also decided to conduct awareness program on 'summative & formative assessment'. |

|   |   |
|---|---|
| <p><b>Agenda Item (IQAC/2019-20/02) – 22:</b></p> | <p>Exam Reforms<br/>Open Book Exam, Take Home Exam, Research Paper Review (PG), paper presentation (Course Work)</p>  |
| <p><b>Proceedings</b></p>                         | <p>Director, QA expressed the idea to have ‘exam reforms’. He elaborated to have ‘open book exam’, ‘take home exam’, ‘research paper review’, ‘paper presentation’(as an essential part for course work of Ph.D. program) as essential part of the university examination. Dr.Subrato Roy, (representative from Professor &amp; HoD category) suggested to look into the ‘exam pattern’ followed by ISBJ. To this Director, QA added that ‘we may have 70-30 pattern and even 80-20 pattern’. Prof.Dr.Mangesh Karad Sir suggested that CoE will look into the matter. The policy in this regard shall be prepared in this regard. CoE will take lead in this and Registrar, Shri. Shivsharan Mali and Director, QA will assist CoE in preparing the policy.</p>   |
| <p><b>Resolution</b></p>                          | <p>It is resolved to prepare ‘policy on exam reform’ CoE, in consultation with Registrar and Director, QA will prepare the policy. Committee will submit the policy before November, 2019, it will be approved by AC and the policy will come in to force from next academic year (June, 2020). It is further resolved that CoE will take lead in preparing policy on exam reform.</p>  |
| <p><b>Agenda Item (IQAC/2019-20/02) – 23:</b></p> | <p>Quality Enhancement Groups: Authors Club, ‘Disaster Management Program’ for Private Universities, etc.</p>   |
| <p><b>Proceedings</b></p>                         | <p>Director, QA presented the idea of creating ‘Quality Enhancement Groups’ on university campus. Formation of this group was the outcome of the initiative taken by IQAC earlier. Director, QA launched the ‘Teaching Quality Upkeep Program’. Through this program the ‘interest’, ‘passion’ of the individual teacher is identified and 29 various groups are formed. He also informed IQAC that Hon’ble Executive President, Hon’ble Vice-Chancellor, Registrar, Director, Strategic Planning &amp; Development and Student Affairs, Director, QA interacted with these groups. The groups are requested to submit the plan of action before 10<sup>th</sup> October, 2019.</p> <p>Director, QA suggested that many important activities like ‘research club’, ‘media fest’, ‘film festival’, ‘innovation studio’, ‘university newsletter’, ‘competitive examination centre’ have emerged through the</p> |

|  |   |
|--|---|
|  | discussion with these groups.   |
| <b>Resolution</b>                          | It is placed on record with word of appreciation that these groups will help university achieve the quality it desires and deserved. IQAC also appreciated Hon'ble Executive President's gesture on agreeing in principle to fund 'Innovations'.  |
| <b>Agenda Item (IQAC/2019-20/02) - 24:</b> | <p>'Teachers Capacity Building Program'</p> <ul style="list-style-type: none"> <li>➤ Induction Training for newly recruited Teachers</li> <li>➤ Mid-Career Training</li> <li>➤ End-Career Training</li> </ul>   |
| <b>Proceedings</b>                         | <p>Director, QA expressed the idea to conduct 'teachers training' at three different stages of an university teacher. 1) Induction Training at entry level, 2) Mid-Career Training and 3) End-Career Training.</p> <p>He expressed the need to have such training</p>   |
| <b>Resolution</b>                          | <p>It is resolved to introduce the concept of conducting 'teachers training' at three stages 1) Induction Training at entry level, 2) Mid-Career Training, 3) End-Career Training. The program will be called as 'Teachers Capacity Building Program' under which all these three training programs shall be conducted regularly.</p> <p>It is further resolved that SoER will take lead in preparing the module of this program. The plan will be prepared before October, 2019 and the program will be conducted from next semester (January, 2020).</p>  |
| <b>Agenda Item (IQAC/2019-20/02) - 25:</b> | <p>To adopt robust recruitment policy for appointment of teachers</p> <p>To introduce 'Demo-lecture' for recruitment of Teachers with due weightage given to students ranking + Personal Interview + Research Proposal and providing seed money to newly recruited teacher</p>  |
| <b>Proceedings</b>                         | <p>Director, QA floated the idea of strengthening the recruitment process of teachers and make it more robust so that 'good quality potential candidates' become the teachers and they will serve the university and its stakeholders in a more effective manner.</p> <p>He suggested to conduct i) demo teaching lecture (with weightage of students ranking), ii) personal interview and iii) presentation of research proposal. He further suggested that if the candidate is found suitable from the 'teaching skill' point of view and experts also opine that 'research proposal' presented by the candidate is worth for funding then 'research seed money' will be allocated the candidate at the time of</p> |

|   |   |
|---|---|
|   | <p>joining. Director, QA further suggested that university should put condition on the candidate who joins as university teachers (Assistant Professor, Associate Professor, or Professor) of bringing out one quality publication after completion of one year. To this Dr.Ashok Giri (representative from 'research', Sr.Scientist, CSIR, NCL, Pune), suggested to ensure the quality of publication, he suggested that the research paper should be in SCI journals, to which Director, QA and other IQAC members supported.</p> <p>Some of the schools like Bioengineering and other schools conduct demo lectures with focus on research at the time of recruitment. It is decided to strengthen the recruitment process.</p> <p>At the end Hon'ble Executive President. Prof.Dr.Mangesh Karad sir said that 'we should have robust policy' for teachers recruitment. The benefit of such policy will strengthen the 'research publication' of the university.</p> <p>The policy will be prepared in this regard under the guidance of Director, QA, Prathmesh Kulkarni and Suraj Bhojar will work as members.</p> |
| <p><b>Resolutions</b></p>                         | <p>It is resolved to have 'robust recruitment policy for teachers'. The policy with a focus on 'demo lecture', 'personal interview' and 'research proposal' (with research seed money) shall be prepared by Director, QA and Prathmesh Kulkarni and Suraj Bhojar will assist him as members. The policy shall be approved by AC, BoM and GB and implemented from next semester (January, 2020).</p>   |
| <p><b>Agenda Item (IQAC/2019-20/02) - 26:</b></p> | <p>University appreciates and places on record 'Awards' won by VC, officers, individual teachers, School, Sports, University</p>  |
| <p><b>Proceedings</b></p>                         | <p>Director, QA suggested to place on record with word of appreciation the awards won by the individual teachers, schools, sports, etc.</p> <p>He also suggested to appreciate the awards by felicitating the teachers in separate function.</p> <p>Hon'ble Executive President appreciated the idea and he suggested the program shall be conducted in 'Raj Memorial Hall'. Dr.Karuna Gole madam suggested to offer 'book' as an token of appreciation.</p>  |
| <p><b>Resolution</b></p>                          | <p>It is resolved to place on record the achievements of following teachers, officers, sections, school, etc who won the award recently. The names of</p>   |

|   |  |
|---|--|
|   | <p>the award winner are as follows:</p> <ol style="list-style-type: none"> <li>i. Prof.Dr.Sunita Mangesh Karadm Director, MITCOM</li> <li>ii. Hon'ble Vice-Chancellor, Dr.Sunil Rai</li> <li>iii. Dr.Pujeri,</li> <li>iv. Dr.Karuna Gole</li> <li>v. Dr.Bhapkar</li> <li>vi. Dr.Todmal</li> </ol> <p>It is further decided to felicitate these distinguished person in a next function which will be organized in 'Raj Memorial Hall' of the university.</p>   |
| <p><b>Agenda Item (IQAC/2019-20/02) - 27:</b></p> | <p>Introducing Certificate / Diploma Program in Education (Teaching Skills) for University Teachers, so that teaching skills will be strengthened</p>  |
| <p><b>Proceedings</b></p>                         | <p>Director, QA suggested to offer 'Certificate / Diploma Program in Teacher Education (Teaching Skills)' for its university teachers so that every teacher will have official degree in education. He also brought to the notice of the IQAC member the guidelines of NEP which emphasizes teachers to possess official degree in 'education'.</p> <p>Director, QA suggested that SoER should take initiative in this regard. The program may be offered on week ends on convenient dates of teachers. The duration of the program, content of the curriculum and operational details shall be prepared by SoER. The program details shall be kept ready before Decemebr, 2019 and program may be implemented from January, 2020.</p> |
| <p><b>Resolution</b></p>                          | <p>It is resolved to introduce 'Certificate / Diploma Program in Teacher Education' for university teachers on week-ends or other convenient dates. The program structure, content and curriculum shall be prepared by SoER and kept ready before December, 2019, after due approval from AC it will be implemented from January, 2020.</p>  |
| <p><b>Agenda Item (IQAC/2019-20/02) – 28:</b></p> | <ol style="list-style-type: none"> <li>a) To reform CBCS Ordinance keeping in view the aspect of 'Academic Flexibility' and 'Learning Outcome' (Modular Curricula with Inter-disciplinary Liberal approach).</li> <li>b) To prepare and adopt 'Policy for Transfer of Credits'</li> <li>c) Curriculum Revision: issues relevant to             <ul style="list-style-type: none"> <li>▪ Gender, Environment and Sustainability,</li> </ul> </li> </ol>   |

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>▪ Human Values</li> <li>▪ Internship, field projects and</li> <li>▪ Professional Ethics into the Curriculum</li> <li>▪ Research based component (10-12%) in the curriculum this will keep on changing every year</li> <li>▪ Curriculum Enrichment Meeting of all teachers</li> <li>▪ Curriculum revision committee (internal, external – researcher, professors, industrialist, govt. organization)</li> <li>▪ Feedback from various stakeholders on Curriculum – Teachers, students, employers, parents, alumni</li> </ul>   |
| <p><b>Proceedings</b></p>                         | <p>Director, QA expressed the need to revamp the CBCS policy with focus on transfer of credits, electives, optionals and other essentials of CBCS policy.</p> <p>He also expressed the need to regularly revise curriculum with involvement of all teachers of the school or department. He further suggested to include ‘gender’, ‘environment’, ‘human values’, ‘internship’, ‘field projects’, ‘research based component (10-12%)’.</p> <p>He also suggested to constitute ‘curriculum revision committee (internal, external – researcher, professors, industrialist, govt. organization). Once the curriculum is revised the feedback from various stakeholders shall be sought and their suggestion shall be incorporated in the curriculum wherever needed.</p> |
| <p><b>Resolution</b></p>                          | <p>It is resolved to prepare policy on CBCS with focus on ‘electives’, ‘optional credits’, ‘audit credits’, etc. and ‘transfer of credits’. It is also resolved that there shall be ‘curriculum revision committee’ in each school. The curriculum shall essential include following components: ‘gender’, ‘environment’, ‘human values’, ‘internship’, ‘field projects’, ‘research based component (10-12%)’. Feedback on curriculum from various stakeholders will also be collected and included wherever feasible.</p> <p>It is further resolved that all HoI and Deans will be the member of the committee which will prepare the policy on CBCS. The CBCS policy shall be implemented from next academic year.</p>   |
| <p><b>Agenda Item (IQAC/2019-20/02) - 29:</b></p> | <p>To suggest ‘Introducing New Program’</p> <ul style="list-style-type: none"> <li>▪ To introduce new ‘Fundamental Course in Teachings of Vivekananda so that value education is provided to students</li> </ul>   |

|                           |  |
|---------------------------|--|
|                           | <p>(SHD)</p> <ul style="list-style-type: none"> <li>▶ To award 'Certificate'(Program) to all students who complete SHD courses for the tenure of their program</li> <li>▶ To explore the possibility of introducing new Program in B.A.(Hons in Civil Services) so that students are prepared for competitive examination at highest level in the country</li> <li>▶ To introduce Foundation Course on Environmental Sciences for all the programs as per the directions of Supreme Court to bring awareness among students</li> <li>▶ Introducing Integrated Program in Pharmacy</li> <li>▶ Course on '<i>Dnyaneshwari: Traditional and Modern perspective</i>' spans two years. Classes will be held on weekends (Saturday and Sunday) so as to enable working people also to take the course.</li> </ul>  |
| <p><b>Proceedings</b></p> | <p>Director, QA emphasized the need to introduce new programs every year. He suggested to introduce few new programs like To introduce new 'Fundamental Course in Teachings of Vivekananda', ' course on Dnyaneshwari', 'Program in Pharmacy', 'environmental science' (for all disciplines), he also suggested to explore the possibility of introducing new Program in B.A.(Hons in Civil Services) so that students are prepared for competitive examination at highest level in the country. He further suggested that the 'outline' of the program is ready. He suggested to constitute the committee of IAS Officers and subject experts.</p> <p>Hon`ble Executive President, Prof. Dr. Mangesh Karad sir explained that university has plan to introduce 'Law' and 'Liberal Education', however, 'Pharmacy' can not be started as regulatory body in pharmacy has decided not to permit any organization to introduce new program in pharmacy.</p> <p>He also opined that idea of introducing B.A. (Administrative Services) sounds well and university will positively think on it. He further suggested that Dr.Pujeri, Director, Strategic Planning &amp; Development, and Students Affairs will take lead in co-ordinating the activities to introduce the program.</p> |
| <p><b>Resolution</b></p>  | <p>It is resolved that new programs in 'Fundamental Course in Teachings of Vivekanand', 'Dnyaneshwari-Traditional and Modern Perspective' may</p>  |



|   |  |
|---|--|
|   | <p>be introduced. Director, QA will take lead in introducing course in Teachings of Vivekanand. Further it is decided to identify person(s) who will take initiative in introducing program in ‘Dnyaneshwari-Traditional and Modern Perspective.</p> <p>It is further resolved that program in ‘Law’ and ‘Liberal Education’ may be introduced.</p> <p>It is also resolved that the idea, floated by Director, QA, of introducing new program in B.A. (Administrative Services) is accepted in principle. It is further decided that Dr.R.Pujeri, Director, Strategic Planning &amp; Development and Students Affairs will co-ordinate the activity of introducing the program in B.A.(Administrative Service).</p>  |
| <p><b>Agenda Item (IQAC/2019-20/02) - 30:</b></p> | <p>Any other item with the permission of the chair</p> <ol style="list-style-type: none"> <li>a) Instituting ‘Best Teacher Award’</li> <li>b) To go for roof-water harvesting of each and every building on campus</li> <li>c) To decide not to use plastic bottles in meetings and other places in university</li> <li>d) Healthy snacks</li> <li>e) Branding University’s Name</li> <li>f) BoS member’s training</li> <li>g) University publication</li> <li>h) Educational Fest</li> </ol>  |
| <p><b>Proceedings</b></p>                         | <p>Director, QA declared that regular agenda are covered and now the topic is open for discussion if there is ‘any other agenda’ to be discussed with the permission of the chair.</p> <p>Director, QA on his own suggested to discuss the few matter. He suggested to introduce ‘Best Teacher Award’, to go for roof-water harvesting of each and every building on campus, to decide not to use plastic bottles in meetings and other places in university, healthy snacks, Branding University’s Name (by placing university’s name on pen, napkin, shawl, crockery, calendar, etc.), educational fest</p> <p>He also suggested to have policy on ‘university publication’. Registrar, will take initiative in bringing out this policy.</p> <p>Shri.Sudhir Rane, appreciated the entire proceedings of the meeting and also appreciated the idea of instituting the chair in the name of</p> |

|                          |   |
|--------------------------|---|
|                          | <p>‘Vivekananda’, however, he suggested to establish chair in the name of great scientist ‘Thomas Alva Edison’, ‘C.V.Raman’, etc. To this Executive President suggested that university is open to institute chair in the name of such eminent persons.</p> <p>Dr.Subrato Roy raised the issue of ‘students attendance’ in the class. To this Executive President suggested that we have policy on it and it will be implemented in its true spirit.</p> <p>Dr.Ashok Giri suggested to have ‘Common Sharing Facility’, to this Director, QA suggested that university is thinking to provide such facility with dedicated technical staff. The common sharing facility, including instruments, etc shall be provided to all the stakeholders.</p> <p>Few members suggested to go for ranking of the university.</p>   |
| <p><b>Resolution</b></p> | <p>It is resolved that university will institute ‘Best Teacher Award’. Shri. Sudhir Rane (representative from society) requested university to accept his offer of donation in the name of his father. Director, QA appreciated the idea which was well received by all IQAC members. Hon’ble Executive President, Prof.Dr.Mangesh Karad sir agreed to grant ‘Best Teacher Award’ in the name of father of Shri.Sudhir Rane. The rules and regulations for the ‘Best Teacher Award’ shall be prepared by QA in consultation with Registrar.</p> <p>It is further resolved that Registrar will issue circular on bringing awareness of ‘not use plastic bottles’ and ‘junk food’ in the meetings and make use of food like ‘Lahiya’ and ‘Futane’.</p> <p>It is also resolved to put university’s name on items like pen, napkin, shawl, crockery and also bring out MIT-ADT University’s own Calendar.</p> <p>It is further resolved to provide ‘Common Sharing Facilities’ to all the stakeholders of the university. Mr.Mohammad Rajaullah will co-ordinate the activities.</p> <p>It is resolved that Dr.R.Pujeri will co-ordinate the activities related to ranking of the university like NIRF.</p> |

**DIRECTOR QUALITY ASSURANCE**



**Date of Next Meeting:** December, 2019

Meeting is concluded by Hon'ble Executive President who offered vote of thanks to every one including the chair. Meeting is concluded with 'National Anthem'.

*R.D. Kaplay*  
*[Ramakant Kaplay]*  
**Director, IQAC**

  
**Registrar**

  
**Vice-Chancellor**