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

Director   15.01.2021
Ramakant Kaplay

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

Following IQAC members were present for the meeting

Meeting commenced with the chanting of 'Gayatri Mantra'. Dr.Bhapkar presented the

Agenda and Director, QA explained the Agenda points on AQAR.

Agenda Item(*IQAC/2019-20/03*)**- 01**:	Confirmation of 'Minutes of last IQAC Meeting' held on 30.10.2020
Proceedings	Director QA, has gone through all the comments sent by IQAC member. Prof.Mukta Deshpande presented the gist of the program being organised on 'Professional ethics'. Dr.Bhapkar placed the details of the action taken report before the committee. He pointed out that almost 93% of work is done or assigned to the person(s) concerned.
Resolution	The Minutes of the Last IQAC meeting and Action Plan with distribution of work are Confirmed by all IQAC Members.
Agenda Item (*IQAC/2020-21/03*) **- 02**:	a) Learning outcome b) Presentation of AQAR c) Presentation of gist of Admin Audit d) IT Policy e) Best Practice by SHD f) Percentage of programmes where syllabus revision was carried out

Proceedings	a) Dr.Priya Singh presented the gist of the policy being prepared on 'Learning Outcome'. Dr.Mangesh Karad asked suggested that seek the suggestions from HoI and HoD before preparing the policy, to which Director, QA agreed and assured the chair that the ppt prepared by Dr.Priya Singh will be shared with the stakeholders concerned. b) Dr.Dhanajay Upasani presented the gist of the AQAR. Dr.Mangesh Karad and Dr.Anant Chakradeo raised some of the queries on the data presented. Ramakant Kaplay then explained in detail the 'disparity' and 'deviation' in the data submitted by the schools and sections of the university. He also pointed out the significance of the providing the original genuine data. He also brought the attention of the IQAC members, that if the data provided here is incorrect and shows disparity then same thing could be there in the UGC Report which is submitted to UGC on 4th December, 2020. Dr.Rahul More said there is some gap, we need to find out what it is. Director, Quality Assurance pointed out that the AQAR won't be submitted to NAAC as we are in the pre-accreditation stage. However, he pointed out the importance of providing the perfect data he also told what would be the penalty if the data submitted to NAAC is incorrect or has disparity. He further pointed out that the focus of 'agenda' of the todays meeting is revolving around 'collection of the data' only. c) Director, QA presented the observations on the data submitted by the schools and sections of the university on administrative audit, in a graphical manner. He also pointed out that the 'Report of the Experts' will be submitted to the Vice-Chancellor, once it is ready. d) Charudatta Kulkarni presented the IT Policy in brief. He pointed out that 40 small policies need to be included in the

	main policy, to which VC suggested that keep the policy as short one. e) The presentation of the Best Practice identified by IQAC in last meeting is made by Dr.Atul Patil, Director of SHD. f) Dr.Bhapkar read out the agenda
Resolution	a) It is resolved that the learning outcome policy will be prepared after getting the suggestions from the stakeholders. b) It is unanimously agreed by all that the data provided in AQAR has got disparity however, AQAR will be kept in the Quality Assurance Office. c) The IQAC committee noted down the observations of the data submitted by schools and sections on Administrative Audit. d) It is resolved that IT Policy will be prepared by Charudatta Kulkarni. e) It is resolved that the proposal of Best Practice, presented by SHD shall be incorporated in SSR f) It is resolved that the percentage of programmes where syllabus revision was carried out shall be determined by collecting the data
Agenda Item *(IQAC/2020-21/03)* **- 03**:	Number of MOOC courses and e-content developed by the teachers
Proceedings	Dr.Suraj Bhoyar presented the MOOC policy in brief. VC suggested that the concept of 'Honors' may be applied to programmes other than Engineering also.
Resolution	It is resolved that MOOC policy shall be implemented with the incorporation of VC's suggestions in it.
Agenda Item *(IQAC/2020-21/03)* **- 04**:	To analyse the 'Demand Ratio' for various programs and offer the programs accordingly
Proceedings	Dr.Bhapkar read out the agenda
Resolution	It is resolved that the data on demand ratio will be collected
Agenda Item *(IQAC/2020-21/03)* **- 05**:	To collect the data on 'Student-Teacher Ratio' and analyse it to bring at par with norms of different regulatory bodies
Proceedings	Dr.Bhapkar read out the agenda

Resolution	It is resolved that the data on student-teacher ratio will be collected
Agenda Item *(IQAC/2020-21/03)* **- 06**:	To determine average percentage of 'full-time teachers' against sanctioned posts
Proceedings	Dr.Bhapkar read out the agenda
Resolution	It is resolved that the data on full-time teachers against sanctioned posts will be collected
Agenda Item *(IQAC/2020-21/03)* **- 07**:	To analyse the 'Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last four years and suggest remedies to better the performance, if required
Proceedings	Dr.Bhapkar read out the agenda
Resolution	It is resolved that the data on avg. number of days from the data of last semester-end/year-end examination till the declaration of results during the last four years will be collected
Agenda Item *(IQAC/2020-21/03)* **- 08**:	To analyse 'Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last four years and suggest remedies to settle the complaints amicably
Proceedings	Dr.Bhapkar read out the data
Resolution	It is resolved that the data on avg. % of student complaints/grievances about evaluation against total number appeared in the examinations during the last 4 yrs will be collected
Agenda Item *(IQAC/2020-21/03)* **- 9**:	To go for Syllabi Audit (**Curriculum Design & Development; Academic Flexibility; Curriculum Enrichment; Feedback System**)
Proceedings	Dr.Bhapkar read out the agenda
Resolution	It is resolved that syllabi audit on the above points which has weightage of 150 will be conducted.
Agenda Item *(IQAC/2020-21/03)* **- 10**:	University has created an eco-system for innovations including Incubation centre, get a report of the same
Proceedings	Dr.Bhapkar read out the agenda
	It is resolved that the data/report will be collected from the AIC
Agenda Item *(IQAC/2020-21/03)* **- 11**:	To get a data/report on initiatives for creation and transfer of knowledge
Proceedings	Dr.Bhapkar read out the agenda

Resolution	It is resolved to collect the data on initiatives for creation and transfer of knowledge
Agenda Item *(IQAC/2020-21/03)* **- 12:**	To felicitate 'Patent Awardee' and 'Ph.D. Awardee' faculty
Proceedings	Dr.Bhapkar read out the agenda
Resolutions	It is resolved that 'Certificate of Honor', 'Announcement on website/newspaper', 'Commendation & Medal at a University Function' will be approved by the university authorities
Agenda Item *(IQAC/2020-21/03)* **- 13:**	To get the list of research papers published by all the faculty during 2016-2020, with functional link and find out the number of papers published per teacher per year
Proceedings	Dr.Bhapkar read out the agenda
Resolutions	It is resolved to collect data on research papers published
Agenda Item *(IQAC/2020-21/03)* **- 14:**	To get the list of books published by all the faculty during 2016-20 with functional link, and find out the number of books published per teacher per year
Proceedings	Dr.Bhapkar read out the agenda
Resolutions	It is resolved to collect data on books published by the teachers
Agenda Item *(IQAC/2020-21/03)* **- 15:**	To collect the Bibliometrics of the publications during the last four years, year-wise based on average Citation Index in Scopus/ Web of Science/PubMed/ Indian Citation Index
Proceedings	Dr.Bhapkar read out the agenda
Resolutions	It is resolved to collect the bibliometric of the publications
Agenda Item *(IQAC/2020-21/03)* **- 16:**	To find out Average percentage of students participating in extension activities during the last four years *(Agenda Item (IQAC/2019-20/04) - 08: to strengthen extension activities, nothing being done)*
Proceedings	Dr.Bhapkar read out the agenda
Resolutions	It is resolved that the data related to extension activities will be collected
Agenda Item *(IQAC/2020-21/03)* **- 17:**	To find out the status of number of functional MoU's of the university with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research since the inception of the university

Proceedings	Dr.Bhapkar read out the agenda
Resolutions	It is resolved that the data on functional MoU's will be collected
Agenda Item *(IQAC/2020-21/03)* **- 18**:	To monitor the status of Available bandwidth of internet connection in the University (Leased line) regularly, particularly in the wake of on-line teaching
Proceedings	Dr.Bhapkar read out the agenda
Resolutions	It is resolved that the data on available bandwidth of internet connection shall be collected and will be monitored by IT Section regularly.
Agenda Item *(IQAC/2020-21/03)* **- 19**:	To determine Average percentage of students benefited by career counselling during last four years (Competitive exam centre must be established policy is ready) *Agenda Item (IQAC/2019-20/03) – 22: & Agenda Item (IQAC/2019-20/02) – 29 B.A. Administrative Services*
Proceedings	Dr.Bhapker presented the scheme of 'Competitive Examination Centre'.
Resolutions	It is resolved that the CEC will be made functional
Agenda Item *(IQAC/2020-21/03)* **- 20**:	Any other item with the permission of the chair a) To categorise all courses with reference to 'employability', 'entrepreneurship' and 'skill-development' b) *Establish chair in the name of Dr.A.P.J.Abdul Kalam* c) *Rejuvenate establishment of Vivekanand Chair* d) *Outreach & Inclusivity - % of students from other states, countries (Region Diversity); Women Diversity; Economically & Socially Challenged Students; Facilities for PH* e) *Graduation Outcome: % of students placed* f) *Faculty:Experience Ratio; 1:1:1 (8yrs + 8-15 yrs + > 15 years)* g) *AQAR* h) *Top 25 publications* i) *To assist establish Research Centre in Consciousness and Well Being on the campus* j) *Peer perception – Employers & Academic Peers*
Proceedings	Dr.Bhapkar read out the agenda
Resolutions	It is resolved that a) all the courses will be categorised from employability, etc. point of view

	b) the proposal of establishing chair in the name of Dr.Abdul Kalam may be considered
	c) Vivekanand Chair will be made functional
	d) Data on outreach and inclusivity will be collected by the team of NIRF
	e) Data on Graduation outcome will be collected by the team of NIRF
	f) Data on faculty:experience ratio will be collected by the team of NIRF
	g) New format of AQAR and templates will be circulated to all concerned on or before 15th January, 2021
	h) Dr.Sai Susrula will take initiative in establishing Research Centre in Consciousness and Well being on campus
	i) Data on Peer Perception will be collected by the team of NIRF

Note: 1) Date of Next Meeting: 30th March,2021 2) Action Plan for the above with person responsible and the deadline is attached herewith