



Office of the Quality Assurance

Internal Quality Assurance Cell MIT-ADT University, Pune

Director
Ramakant Kaplay

30.12.2019

The Minutes of the IQAC Meeting held on 30.12.2019 in MANET Hall, MANET Building of MIT-ADT University, Pune

Following members attended the meeting:

Leave of absence: Hon'ble Mangesh Karad, Shri.Jogesh Sharma, Shri.Ashok Giri, Shruti Deshpande, Shri. Subroto Roy have communicated their inability to attend the meeting due to their prior commitment. Their absence of leave is placed on record.

Mohammad Rajaulah, Shakti Banerjee, Prakash Korde, Sujit Phunde, Vinit Tamhankar, Charudatta Kulkarni these IQAC members absent for the meeting.

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 discussed Agenda one by one.

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Agenda Item (IQAC/2019-20/03)- 01:	Confirmation of 'Minutes of last IQAC Meeting' held on 20.09.2019
Proceedings	Director QA, brief discussed Agenda items wise Present status of items and how many number of taking follow-up meeting.
Resolution	The Minutes of the Last IQAC are Confirmed by all IQAC Members.
Agenda Item (IQAC/2019-20/03) - 02:	To suggest prepare a policy on 'Revision of Curriculum'.
Proceedings	Director QA, suggested All chairman BoS may be member with Senior University Teacher as Chairperson. Teaching Group to assist.
Resolution	It is resolved that 'Policy on Revision of Curriculum' shall be prepared by the committee constituted of all HoI. The senior HoI shall be the chairperson of the committee. The committee shall prepare the policy and get the due approval.
Agenda Item (IQAC/2019-20/03) - 03:	To categorise all programs and courses focussed on i) employability / ii) entrepreneurship/ iii) skill development
Proceedings	Director, QA explained the need to analyse the courses from the employability, entrepreneurship and skill development point of view. Registrar will help get all the courses for analysis purpose. Analysis part will be carried out the Teaching Group formed under Quality Enhancement Group.
Resolution	Thus it is resolved that the Teaching Group will analyse all the courses categorising them into three cadres viz employability, entrepreneurship and skill development. Shri. Sangameshwar Nalle of Quality Assurance department will take lead in analysing the data, he will work under the supervision of 'Teaching Group'.
Agenda Item (IQAC/2019-20/03) - 04:	To conduct 'Training Programme' for teachers in Use of ICT, e-learning resources with LMS
Proceedings	It is discussed that Training for teachers in use of ICT, e-learning resources is essential.
Resolution	It is resolved that Suraj Bhojar will take the Lead in arranging Training Program in use of ICT ,e-learning resources with LMS for teachers.
Agenda Item (IQAC/2019-20/03) - 05:	To prepare Teachers Profile and monitor incremental academic progress of individual teachers.



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Proceedings	It is discussed that maintaining Teachers Profile and Monitoring Incremental academic Progress is of importance from NAAC point of view. It is also discussed to arrange awareness program on 'how to build CV'. Rajendra Raut, representative from parents, suggested to provide standard template of CV to teachers.
Resolution	It is resolved that Shubham Kumbhar, will collect the CV of all teachers. Monitoring the academic progress of individual teacher will be done by Quality Assurance. It is further resolved that a 'Session on how to build CV' will be organised soon. Registrar will take out a circular regarding providing CV to Quality Assurance.
Agenda Item (IQAC/2019-20/03) - 06:	To suggest a 'policy on how to declare results fast and accurate'
Proceedings	Importance of declaring results fast and accurate is discussed.
Resolution	It is resolved that Shri. Shivasharan Mali, Registrar and Dr. Dnyandeo Neelwarna, CoE will prepare policy on how to declare result fast and accurate.
Agenda Item (IQAC/2019-20/03) - 07:	Incentive for 'Highest Impact Factor Research Paper' published by University Teachers.
Proceedings	The significance of giving incentives is discussed. Dr.Renu Vyas, representative from HoI, suggested to consider only quality publications for incentives.
Resolution	It is resolved that the committee constituted for 'Research Seed Money' will prepare the policy on giving incentives for standard publications and book. Dr. Renu Vyas will be the part of this committee and she will lead the team.
Agenda Item (IQAC/2019-20/03) - 08:	To organise workshops on 'Industry-Academia Practices'
Proceedings	Director, QA suggested to organise one day workshop. Rajendra Raut, external member of IQAC, gave his inputs in organising such workshop, which are well received by IQAC.
Resolution	It is resolved that Suraj Bhojar and Rajendra Raut will prepare the Policy.
Agenda Item (IQAC/2019-20/03) - 09:	To monitor the revenue generated through 'Corporate Training'
Proceedings	It is discussed that the revenue generated through corporate training shall be monitored.
Resolution	It is Resolved that Nayana Godse will take lead in monitoring the revenue generated. Director, QA will also guide the monitoring, if



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	required.
Agenda Item (IQAC/2019-20/03) - 10:	To monitor the 'Incremental Progress of Students' of SHD
Proceedings	Hon'ble Vice-Chancellor placed before the IQAC that the incremental progress of students of SHD is being monitored by SHD.
	Thus it is resolved that 'Incremental Progress of Student', which is being monitored by SHD, shall be submitted to IQAC for their analysis. The monitoring will include both Quantitative and Qualitative aspects.
Agenda Item (IQAC/2019-20/03) - 11:	To suggest measures to strengthen 'collaborative research activities' and 'student exchange'
Proceedings	The importance of strengthening collaborative research activities is discussed at length; Ranjendra Raut, Mohandas Pawar and Sudhir Rane explained the importance of such activities.
Resolution	It is Resolved to strengthen 'Collaborative research activities' and 'Student exchange' Policy. Rajendra Raut and Mohandas Pawar will work for strengthening the activity.
Agenda Item (IQAC/2019-20/03) - 12:	To rename the existing 'Photography Section' as 'Video & Photography Centre' and strengthen its activities.
Proceedings	Director QA Suggested to rename 'Photography Section' as 'Video & Photography centre', as the section is also involved in doing video.
Resolution	Thus it is resolved to Rename the existing 'Photography Section' as 'Video & Photography Centre'.
Agenda Item (IQAC/2019-20/03) - 13:	To suggest policy on strengthening 'automation' of 'Central Library'.
Proceedings	Director QA Suggested to strengthen 'automation' of 'Central Library Ac
Resolution	It is resolved that Kishore Patnala will take lead in 'Automation of Central Library'.
Agenda Item (IQAC/2019-20/03) - 14:	To create a 'bank' of e-content developed by 'University Teachers' (SWAYAM, MOOCS, e-PG Pathshala)
Proceedings	Director QA discussed to create a 'bank' of e-content developed by "University Teachers"(SWAYAM, MOOCS, e-PG pathshala)..



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Resolution	It is resolved that Suraj Bhoyar will take lead in creating the bank of e-content. He will take assistance of some of the teachers if required.
Agenda Item (IQAC/2019-20/03) - 15:	To take an account of 'No. of Computers' in the university and strengthen the computational facility.
Proceedings	Director QA suggested to take account of 'Number of Computers' in the University and strengthen the computational facility. I
Resolutions	It is resolved that Charudatta Kulkarni will take lead to take an account of 'Number of computers' in the University and strengthen the computational facility further.
Agenda Item (IQAC/2019-20/03) - 16:	To establish 'Browsing Centres' at various places on campus
Proceedings	Director, QA suggested to take account of existing 'Browsing centres' at various places on campus.
Resolution	It is resolved to keep track of 'Browsing Centres' at various places on campus. It is further resolved that new browsing centres shall be established at various other places, if required. Dr.Charudatta Kulkarni will take initiative in this regard.
Agenda Item (IQAC/2019-20/03) - 17:	To establish Youth Red Cross and NCC on university campus
Proceedings	Director QA suggested to establish youth red cross and NCC on university campus
Resolution	It is resolved to establish Youth Red cross and NCC on university campus. Suraj bhoyar will take lead is establishing YRC & NCC
Agenda Item (IQAC/2019-20/03) - 18:	To establish 'e-content development facility'.
Proceedings	Director, QA suggested to establish 'e-content development facility'. Director QA suggested that Media Centre, Video & Photography Centre, Central Library and SoER should take lead.
Resolutions	It is resolved that Suraj Bhoyar, Dr.Priya Singh and Kishore Patnala will take lead in preparing the policy to establish 'e-content development facility' on campus.
Agenda Item (IQAC/2019-20/03) - 19:	To take account of maintenance of physical facilities and academic support facilities. Information on laboratory, library, sports complex, computers, classrooms etc. to be made available on university website.
Proceedings	Director QA Suggested to take account of maintenance of physical facilities and academic support facilities. Information on laboratory, library, sports complex, computers, classrooms etc. to



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	be made available on university website.
Resolution	It is resolved that Prakash Korde, Suraj Bhoyar, and Charudatta Kulkarni will take account of maintenance of physical facilities and academic support facilities.
Agenda Item (IQAC/2019-20/03) - 20:	To have formal policy on 'financial support to students', 'fee concession to students whose parents are employee of MIT-ADT University.
Proceedings	It is decided to have formal policy on 'financial support to student's'. The Policy is being prepared by director QA.
Resolution	It is resolved that Nayana Godse and Suraj Bhoyar, will prepare the formal policy, Director Quality Assurance will guide them prepare the policy.
Agenda Item (IQAC/2019-20/03) - 21:	To establish 'Language Lab'; to make 'meditation centre' functional, develop one of the lawn as 'meditation lawn', to strengthen 'bridge courses'
Proceedings	Few of the members, including Mohandas Pawar, pointed out that "Language Lab" is already established in some of the schools. 'Mediation centre', 'Meditation lawn', to strengthen 'bridge courses.
Resolution	It is resolved to strengthen already existing 'Language Lab'. It is further resolved that Umashankar More, Sachin Pawar, Suraj Bhoyar will assist in strengthening 'language Lab' and 'Mediation Centre' and offer 'bridge courses' for the various programs where it is required.
Agenda Item (IQAC/2019-20/03) - 22:	To rejuvenate the idea of establishing 'Competitive Examination Centre'.
Proceedings	It is discussed to establish 'Competitive Examination Centre'; Policy is prepared by 'Quality Enhancement Group'.
Resolution	It is resolved to establish 'Competitive Examination Centre', Sagar Jaykar, Sagar Godse and Haribhau Bhapkar will take lead in establishing 'Competitive Examination Centre'.
Agenda Item (IQAC/2019-20/03) - 23:	To arrange 'awareness programme' on 'significance of progression to higher education'
Proceedings	Director QA suggested to arrange 'awareness programme' on 'significance of progression to higher education, Particular for Student.
Resolution	It is resolved that Karuna Gole, Mohandas Pawar will take lead in arranging 'awareness programme'.



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Agenda Item (IQAC/2019-20/03) - 24:	To start NET/SET Coaching classes.
Proceedings	It is discussed to start NET/SET Coaching classes in University, keeping in view the significance of this examination.
Resolution	It is resolved that the committee which is working for establishing 'Competitive Examination Centre' shall work for conducting coaching classes for NET/SET.
Agenda Item (IQAC/2019-20/03) - 25:	To have representation of students on 'Academic Council'.
Proceedings	Director QA suggested to have one Student member representing on 'Academic Council'. VC suggested to have Alumni as student representative on 'Academic Council'.
Resolutions	It is resolved to have one alumni as a student representative on 'Academic Council'. It is further resolved that Registrar, S.K.Mali will take the initiative, in this regard.
Agenda Item (IQAC/2019-20/03) - 26:	To establish 'Alumni Association' and arrange its regular meetings
Proceedings	It is suggested to establish 'Alumni Association' at university level and get it registered officially. Sudhir Rane suggested to ensure and Maintain the record for alumni association. He also suggested that the activities of alumni association should be regular.
Resolution	It is resolved that Dr. Karuna gole, will take lead to establish 'Alumni Association' at university level.
Agenda Item (IQAC/2019-20/03) - 27:	To establish 'PTA' and arrange its meetings
Proceedings	It is discussed to establish 'PTA' and arrange its meetings.
Resolution	It is resolved that Mohandas Pawar will take lead to establish 'Parent-Teacher Association' at University level. Representative from MIT-COM, Design, SoER, and other schools also work in committee.
Agenda Item (IQAC/2019-20/03) - 28:	To revamp the 'organizational structure' of the university which includes re-nomenclature of academic units, positions (Principal, HoD, Dean, Director, etc.), also to define the roles and duties of each position in the organizational structure.
Proceedings	Is is discussed to have the formal 'organisational structure' of the university.
Resolution	It is resolved that Prathmesh kulkarni, in consultation with Registrar, Shri.S.K.Mali, will prepare the HR Policy, Director,



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	Quality Assurance will help Prathmesh Kulkarni prepare the policy
Agenda Item (IQAC/2019-20/03) - 29:	.To prepare 'Vision Document' of the university (Strategic Planning & Development)
Proceedings	It is discussed to prepare 'Vision Document' of the University.
Resolution	It is resolved that Director, Strategic Planning and Development shall prepare the Vision Document. Shri.Shivsharan Mali, Registrar and Nayana Godse, CAFO will help to prepare 'Vision Document' of the University.
Agenda Item (IQAC/2019-20/03) - 30:	Any other item with the permission of the chair a) To conduct Administrative Audit b) To start some initiative taking location advantage c) To prepare AQAR for the year 2019-20 and continue this activity d) To approve the plan to go for 1 st Accreditation by NAAC in 2022. e) Nomination of NAAC Co-ordinator and formation of 'Criteria-wise' committees.
Proceedings	a) It is discussed to conduct administrative audit and to start some initiative taking location advantage. b) Director, QA explained the significance of having some initiative for locational advantage of the university c) Director QA discussed to prepare AQAR from the next academic Year, i.e AQAR for the year 2019-20 he also explained the importance of preparing AQAR on yearly basis. d) Director, QA discussed the plan of going for 1 st accreditation of the university. He also informed the IQAC, that Quality Assurance is starting their work for the preparation of NAAC from 1 st January. e) Director, QA also explained the significance of nomination of NAAC Co-ordinator and formation of 'Criteria-wise Committees'.
Resolution	a) It is resolved to conduct administrative audit in the month of May or June 2020. Registrar will take initiative in preparing the policy and conducting the audit. b) It is resolved that all IQAC Committee Members will give serious thinking on taking initiative with regards to



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	locational advantage of the university. The detail plan shall be discussed in the next IQAC Meeting and approved by IQAC.
	c) It is also resolved that all schools will prepare AQAR for 2019-20 and will submit it before September, 2020 to QA. The format for AQAR will be circulated to all schools in the month of January, 2020.
	d) It is resolved by all IQAC members to approve the plan to go for 1 st accreditation by NAAC in 2020. IQAC also approved the time-schedule presented by Director, QA to go for 1 st accreditation. QA department will start its work for NAAC from 1 st January, 2020.
	e) It is resolved to nominate a suitable and willing to work person as NAAC Co-ordinator. It is also resolved to get nominations from all HoI on 'Criteria-wise Committees' which will for NAAC Accreditation.

Date of Next Meeting: 30th March, 2020

Meeting is concluded by Vice Chancellor. Meeting is concluded with 'National Anthem'.

Dr. Kaplay

Director, IQAC

Forwarded by,

Registrar

Approved by,

Vice Chancellor

Final Approved by,

Executive President

13/1/2020