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

Director   30.03.2021
RamakantKaplay

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

Following IQAC members were present for the meeting

1)	Prof.Dr.Mangesh Karad	Chairman, IQAC (Vice-Chancellor)
2)	Prof.Mukta Deshpande	Member
3)	Dr.Sachin Pawar	Member
4)	Dr.Karuna Gole	Member
5)	Shri.P.G. Prabhu	Member (HR representative)
6)	Shri.Lahu Rathod	Member
7)	Shri.Vibhor Sharma	Member
8)	Shri.Ravindra Bachate	Member
9)	Dr.Mohan Das Pawar	Member
10)	Mrs.Vidya Ambore	Member
11)	Shri.Sujit Phunde	Member
12)	Shri.Suraj Bhoyar	Member
13)	Dr.Priya Singh	Member
14)	Dr.Amit Kulthe	Member
15)	Dr.Milind Dhobley	Member
16)	Dr.Ramchandra Pujeri	Invited member
17)	Dr.Rahul More	Invited member
18)	Shri.S.K.Mali	Invited member
19)	Ramakant Kaplay	Member Secretary

Director, QA took an account of number of members present for the meeting as the 'quorum' is completed he asked Dr.Bhapkar to commence the meeting. The Meeting

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commenced with the chanting of 'Gayatri Mantra'. Director, requested Dr.Bhapkar to make presentation on his be-half.

Agenda Item*(IQAC/2019-20/04)*- 01:	Confirmation of 'Minutes of last IQAC Meeting' held on 04. 10.2021
Proceedings	a) Learning outcome policy is being prepared
Resolution	a) It is resolved that the policy will be prepared by Dr.Priya Singh. She had sent the details to all HoI however, as of today no comments or suggestions are received. Hence the policy will be prepared and placed before the university authorities/body for its final approval
Proceedings	b) Presentation of AQAR
Resolution	b) AQAR is approved by Academic Council, hence the minute is confirmed
Proceedings	c) Presentation of gist of Admin Audit
Resolution	c) Administrative Audit Report is approved by VC and BoM also, hence the minute is confirmed
Proceedings	d) IT Policy
Resolution	d) IT policy is being prepared by Shri.Charudatta Kulkarni, hence the minute is confirmed
Proceedings	e) Best Practice by SHD
Resolution	e) SHD has presented the best practice last time, it was suggested that the report be updated regularly and it will be included in SSR of 1st accreditation. Hence the minute is confirmed
Proceedings	d) Percentage of programmes where syllabus revision was carried out
Resolution	d) The data is being collected for UGC Report, the % will be determined school wise by QA, Sangameshwar will do this job. Hence the minute is confirmed
Proceedings	e) Number of MOOC courses and e-content developed by the teachers

Resolution	e) The data is being collected and the % of teachers who developed e-content will be determined
Proceedings	f) To analyse the 'Demand Ratio' for various programs and offer the programs accordingly
Resolution	f) The data on Demand Ratio is collected Shubham will analyse it programme wise. The minute is confirmed
Proceedings	g) To collect the data on 'Student-Teacher Ratio' and analyse it to bring at par with norms of different regulatory bodies
Resolution	g) The ratio is calculated it is 22:1. The minute is confirmed
Proceedings	h) To determine average percentage of 'full-time teachers' against sanctioned posts
Resolution	h) The percentage is determined it is 75%. According to the rules it should be somewhere between 85% - 90%, the appointments are being made. Hence the minute is confirmed
Proceedings	i) 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
Resolution	i) The duration to declare the results is well within 30 to 45 days, as per the rules. Hence the minute is confirmed
Proceedings	*j)* 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
Resolution	j) The data is collected. The average percentage of complaints is - 8%.The minute is confirmed.
Proceedings	k) To go for Syllabi Audit (Curriculum Design & Development; Academic Flexibility; Curriculum Enrichment; Feedback System)
Resolution	k) It will be planned after June, 2021, as right now UGC work is in progress. The minute is confirmed.
Proceedings	l) University has created an eco-system for innovations including Incubation centre, get a report of the same
Resolution	l) The AIC report is submitted, it is up to date. The minute is confirmed.
Proceedings	l) To get a data/report on initiatives for creation and transfer of knowledge
Resolution	m) The data is being collected. The minute is confirmed

Proceedings	n) To felicitate 'Patent Awardee' and 'Ph.D. Awardee' faculty
Resolution	n) The program will be arranged. The minute is confirmed
Proceedings	o) 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
Resolution	o) 1178 Research Papers are published. However, it needs to be verified. Some of the teachers have left the university and the publications of such teachers is not there with the university. University will try to get this information. HR will take initiative in this regard. The minute is confirmed
Proceedings	p) 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
Resolution	p) It is discussed that only those books should be considered which are published from the university. The data that is received is 66 books. However the books published could be more than this. Data will be verified again. The minute is confirmed.
Proceedings	q) 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
Resolution	q) The biblometric information is not yet received. It will be collected again. The minute is confirmed
Proceedings	r) To find out Average percentage of students participating in extension activities during the last four years
Resolution	r) The data is not yet received. The reminder will be send again. The minute is confirmed.
Proceedings	s) 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.
Resolution	s) Data is received. There are 206 Functional MoUs'. The minute is confirmed.
Proceedings	t) To monitor the status of Available bandwidth of internet connection in the University (Leased line) regularly, particularly in the wake of on-line teaching
Resolution	t) The allocated bandwidth is 1000 Mbps – TTML. The Total Bandwidth is 1500 Mbps. The other details are there in QA Office. The minute is confirmed.
Proceedings	u) 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
Resolution	u) The CEC proposal is approved now. B.A.(Administrative Services) is also approved by Academic Council and BoM now. The School of Indian Civil Services is established. The program is being launched from the June 2021. The minute is confirmed.
Proceedings	v) To categorise all courses with reference to 'employability', 'entrepreneurship' and 'skill-development'
Resolution	v) The format is circulated School IQAC Co-ordinator and NAAC Steering Criteria wise chairpersons will collect the data. The minute is confirmed.
Proceedings	w) Establish chair in the name of Dr.A.P.J.Abdul Kalam and Rejuvenate establishment of Vivekanand Chair
Resolution	w) Both proposals needs to be initiated. QA will take the lead. The minutes are confirmed.
Proceedings	x) Outreach & Inclusivity - % of students from other states, countries (Region Diversity); Women Diversity; Economically & Socially Challenged Students; Facilities for PH
Resolution	x) The data is collected by team of NIRF and the same is submitted. The minutes are confirmed.
Proceedings	y) Graduation Outcome: % of students placed and Faculty:Experience Ratio; 1:1:1 (8yrs + 8-15 yrs + > 15 years)
Resolution	y) The data is collected by the team of NIRF. It is also shared with QA office. The minutes are confirmed.
Proceedings	z) AQAR
Resolution	z) Revised AQAR Format is circulated to all School level IQAC Co-ordinators in the month of January, 2021. It is expected that the AQAR from schools will be received before September, 2021. The minutes are confirmed.
Proceedings	aa) Top 25 publication
Resolution	aa) It will be found during Research Audit. The minutes are confirmed
Proceedings	bb) To assist establish Research Centre in Consciousness and Well Being on the campus
Resolution	bb) The Vedic Sciences has taken lead in this regard. The minutes are confirmed.
For Record	cc) Activities done by QA office in last 3 months is brought to the notice of the IQAC. The same is noted and approved. dd) Hon'ble Vice-Chancellor, Prof.Dr.Mangesh Karad sir's initiative to launch new unique programme B.A.(Administrative Services) which will make the student prepare for IAS while doing B.A. is placed on record with appreciation. ee) It is also placed on record that Administrative Audit and

	Library Audit are conducted by QA office
	ff) 3 webinars on Professional ethics for teachers and students conducted by SoA with the support of IQAC are placed on record.
	gg) Policy on Recruitment and Ordinance on BoS approved by BoM are also placed on record
	hh) Energy Audit format is prepared and the audit is being conducted soon. Similarly, Induction Programme for teachers will be conducted soon both the items are placed on record
	ii) NAAC Steering Committee under the chairmanship of Dr.Ramachandra Pujeri is constituted. Similarly, criteria-wise 7 chairpersons are also nominated. The committee conducted 2 meeting. The process of 1st accreditation has begun now.
	jj) CAS promotions of few schools is processed through IQAC Director, the same is placed on record.
Agenda Item(*IQAC/2020-21/04*)**- 02**:	**To present the salient features of 'Administrative Audit'**
Proceedings	Dr.Bhapkar presented the chart of the administrative audit and briefed the committee about the findings of the audit. He also explained that the action plan is prepared by QA and the same is included in the report at the end. The action plan is being implemented now.
Resolution	It is resolved that the QA Office complete the task of the follow-up action of Administrative Audit.
Agenda Item(*IQAC/2020-21/04*)**- 03**:	**To present the salient features of '<u>Library Audit</u>'**
Proceedings	Dr.Bhapkar presented in brief the audit conducted by the internal committees. KRC Audit is done similarly, audit of 15 Departmental libraries are also done. The report is being prepared by the experts. Once it is done QA will prepare its report which will be placed before university authorities for its approval. It is also discussed that there will be 3 units of KRC viz SoE, IoD and MANET. This is being done in the wake of UGC Committees visit. The separate University Library building plan is also being prepared. University has identified the place for this building it will be shown

	on the university map as proposed Library Building.
Resolution	The salient features of Library Audit are noted by the committee. It is resolved that QA will prepare the consolidated report of the Library Audit. Establishment of 3 units of KRC is approved by IQAC.
Agenda Item*(IQAC/2020-21/04)***- 04**:	**To find out the effectiveness of administrative setup, appointment and service rules, procedures, etc.**
Proceedings	Dr.Bhapkar read out the agenda, he also pointed out that some of the positions are not required in the university, such positions will be identified and necessary action will be taken on it by the authorities.
Resolution	It isresolved that the effectiveness of appointment, services rules and procedures will be found out. QA will assist in this regard.
Agenda Item*(IQAC/2020-21/04)***- 05**:	**To determine the success rate and understanding of 'Online Teaching' during pandemic period**
Proceedings	Dr.Bhapkar read out the agenda
Resolution	It isresolved that the Dr.Priya Singh madam will take the lead in this regard. QA will assist her.
Agenda Item*(IQAC/2020-21/04)***- 06**:	**To determine average teaching experience of full time teachers in the university**
Proceedings	Dr.Bhapkar read out the agenda. The data is collected by QA and Shubham from QA will determine the average.
Resolution	It isresolved that the Shubham from QA office will determine the average.
Agenda Item*(IQAC/2020-21/04)***- 07**:	**To determine how 'proctored examinations' have brought in considerable improvement in examination system**
Proceedings	Dr.Bhapkar read out the agenda. He also pointed out that our university is the first university in the state of Maharashtra to conduct such examinations. Even Pune university has sought suggestions

	from us on how to conduct proctored examination.
Resolution	It isresolved that the CoE will determine the effectiveness of this exam and improvement if examination system, if any, Sangameshwar from QA office will assist him in this regard. It is placed on record with word of appreciation for CoE to conduct Proctored Examination successfully. The support of Hon'ble Vice-Chancellor, Prof.Dr.Mangesh Karad sir is also placed on record with word of appreciation.
Agenda Item*(IQAC/2020-21/04)***- 08**:	**To take measures on how to increase enrolment of JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows in the University**
Proceedings	Dr.Bhapkar read out the agenda. He also pointed out that the work will begin in a full fledged manner once we get UGC recognition
Resolution	It is resolved that the all the supervisors (Ph.D. guides) will take the initiative in this regard.
Agenda Item*(IQAC/2020-21/04)***-9**:	**To take efforts to get some of departments recognised with UGC-SAP, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies**
Proceedings	Dr.Bhapkar read out the agenda
Resolution	It is resolved that all the schools will take the initiative in this regard once university gets UGC recognition
Agenda Item*(IQAC/2020-21/04)***-10**:	**To take an account of implementation of stated Code of Ethics for research (Research Audit)**
Proceedings	Dr.Bhapkar read out the agenda. He also pointed out that it is most essential to strengthen research activities in each school for most of the schools have scored less than 50% in research component in last years Academic Audit. He also pointed out the VC is emphasising on making our university is Research Driven university. The separate funds are also allocated for research now. Director, QA pointed out the need of identifying true and devoted researchers on campus and reduce their teaching load as well as

	administrative load. To this Dr.Rahul More said that the process is already initiated.
Resolution	It is resolved that the Research Audit will be conducted and it may be conducted on yearly basis just to fulfil the dream of becoming Research Driven University .
	It is also resolved to identify devoted researchers on campus and reduce their teaching and administrative load so that they can focus on quality research.
Agenda Item(*IQAC/2020-21/04)*-**11**:	**To take an account of 'Perspective Plan'**
Proceedings	Dr.Bhapkar read out the agenda. Director QA briefed the idea of Perspective plan' and its need
Resolution	It is resolved university may prepare the Perspective plan from next year. This will be a short term road map for the university, in addition to the Vision Document of the university which will be a long term road map.
Agenda Item(*IQAC/2020-21/04)*-**12**:	a) On Data Collection for UGC Report and need to establish Data Collection & Analysis Centre for the entire university
	b) Placement Documentation Awareness Drive and inclusion of Research component in Placement Format
Proceedings	a) Dr.Bhapkar read out the agenda. The chart was presented to explain how much of effort is to be put to collect the data. Director QA pointed out that what are the loop holes in collection of the data and how to overcome it. He then emphasised on need of establishing Data Collection and Analysis Centre. He also presented the details of staff required for such centre. Dr.Rahul More suggested that it should be the extended arm of the QA, to which Director, QA said yes, it will be 'Extended Arm' of QA Office.
	b) Dr.Bhapkar read out the eleventh hour agenda of Placement Documentation Awareness Drive. He also pointed out how essential it is for placement cell to see to it that our students are placed in R & D of the industries/companies/govt. organisations. He also emphasised on training our students from this point of

	view. He then requested Dr.Phunde, Head, Placement Cell to make presentation on the same. Dr.Phunde presented the activities and proposed activities of the cell in support of IQAC. He also said that placement cell will soon carry out the awareness drive with the support of QA Department.
	c) Director, QA pointed out that this is the last meeting of this IQAC as the term of 2 years is coming to and end in June, 2021. He also suggested need of re-constitution of the IQAC for its second term. He thanked all the IQAC members for their active contribution, he requested to place the same on record.
Resolutions	a) It is resolved that 'Data Collection & Analysis Centre' may be established on university campus with due approval from Hon'ble Vice-Chancellor and Executive President.
	b) It is resolved that University Placement Cell will carry out the Placement Documentation Awareness Drive very soon. This will be done with the support of IQAC
	c) It is resolved that the process of nomination of IQAC members for the 2nd term will be done before the end of May, 2021 so that the first meeting of next academic year will be conducted on time. It is also placed on record the thanks offered by Director QA to all the IQAC members for their active contribution. Director, QA thanked the chair.
The meeting ended with "Rashtra Geet"	

Note: 1) Date of Next Meeting: 30thJune,20212) Action Plan for the above with person responsible and the deadline is attached herewith