

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

Director
Ramakant Kaplay

30.03.2020

The Minutes of the IQAC Meeting held on 30.03.2020 through e-mail.

Due to Covid-19 Lockdown situation, conducting meeting physically was ruled out hence, the Agenda of the last meeting of the academic year 2019-20 was communicated to all the IQAC members through mail and suggestions, comments were sought.

Dr.Renu Vyas and Dr.Priya Singh responded and gave their comments and suggestions; same are included here in the minutes of the meeting. In addition to this, Director, Quality Assurance gave his suggestions and comments for most of the agenda items, same are incorporated here.

As this was meeting conducted via mail all other formalities of commencing the meeting in routine manner are waived off.

Agenda Item(IQAC/2019-20/04)- 01:	Confirmation of 'Minutes of last IQAC Meeting' held on 30.12.2020
Proceedings	Director QA, has gone through all the comments sent by IQAC member.
Resolution	The Minutes of the Last IQAC are Confirmed by all IQAC Members.
Agenda Item (IQAC/2019-20/04) - 02:	<ul style="list-style-type: none"> i. To suggest strengthen development of creative and divergent competencies. A progressive university would provide a wide range of such "value-added" courses for students to choose from according to their interests and inclinations – 'Curriculum Enrichment'. ii. To determine the relevance of various curricula (each curricula) to the local, national, regional and global developmental needs.
Proceedings	Director QA, suggested that list of all the 'value added courses' be

	<p>assessment of student learning levels shall be determined by each school. If some schools are already doing it then such schools shall provide the relevant information to QA Department.</p> <p>Shubham and Sangameshwar from QA Department will collect the information from each school.</p>
Resolution	<p>It is resolved that special learning needs of students by initial assessment of student learning levels shall be determined by each school by their own method. The method of assessment and plan of what is done to deal with such students shall be submitted to QA Department.</p>
Agenda Item (IQAC/2019-20/04) - 05:	<ol style="list-style-type: none"> i. To assess Student performance which is seen as the realization of learning outcomes which are specifications of what a student should be capable of doing on successful completion of a course and/or a programs. ii. To compute attainment of COs. (may not be unique), we have to follow a well-defined direct method of computing CO attainment based on a) the student performance in all assessment instruments (Internal, Mid-term, Project, Viva, Jury, etc), and b) indirect method of computing COs through course exit survey of students.
Proceedings	<p>It is suggested that Dr.Priya Singh and SoER will come out with a definite plan and method to determine both 'realization of learning outcome' and 'attainment of Cos'.</p> <p>Sangameshwar from QA will assist Dr.Priya Singh in this job.</p>
Resolution	<p>It is resolved that 'realization of learning outcome' and 'attainment of Cos' shall be done from the next academic year.</p>
Agenda Item (IQAC/2019-20/04) - 06:	<p>To conduct workshop/seminars on Intellectual Property Rights (IPR).</p>
Proceedings	<p>It is suggested that seminar or workshop on IPR should be conducted very soon, may be beginning of the next academic year i.e.2020-21</p>
Resolution	<p>It is resolved that seminar/workshop shall be conducted by some of the school under the guidance of Dean, Research soon i.e. beginning</p>



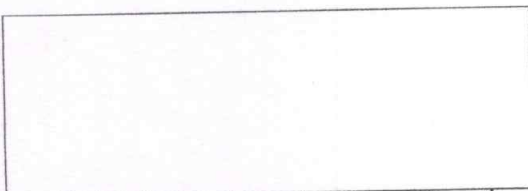
<p>Proceedings</p>	<p>It is suggested that each faculty may be given opportunity to develop themselves under Faculty Development Program. For which teaching faculty will be given due opportunity to attend 'Orientation Program' and 'Refresher Courses' on rotation basis, without hampering their teaching and other duties at school and university level. HoI, of the concerned school, depending on the need and work of the department, shall decide whom (faculty) to send for orientation program and refresher courses. HR will make necessary entry of such attended courses in 'Service Book' of the concerned faculty, once the faculty submits the certificate of participation.</p>
	<p>Thus it is resolved that the faculty improvement activities like attending 'Orientation Program' and 'Refresher Courses' shall be encouraged by the university by following university norms, rules and regulations.</p>
<p>Agenda Item (IQAC/2019-20/04) - 11:</p>	<p>To suggest measures to strengthen 'collaborative research activities' and 'student exchange'</p>
<p>Proceedings</p>	<p>The importance of strengthening collaborative research activities is discussed at length, Ranjendra Raut, Mohandas Pawar and Sudhir Rane explained the importance of such activities during the last meeting. However, not much was done on this hence the point is discussed in this meeting again.</p> <p>It is observed that some of the schools have already collaborative research activities and student exchange program. Such schools are requested to provide this information to QA Department, this will help prepare first SSR. If any school is having policy on collaborative research activities and student exchange then such policy shall be considered to be university policy and then it shall be implemented in all schools in a uniform manner.</p>
<p>Resolution</p>	<p>It is Resolved that all the schools will provide the information related to 'Collaborative research activities' and 'Student exchange' to QA Department.</p>

	guidance of Dr.Priya Singh.
Agenda Item (IQAC/2019-20/04) - 15:	To take a account of 'No. of teachers' using ICT enabled tools for teaching.
Proceedings	Dr.Priya Singh suggested as follows: <i>'In order to take account of number of teachers using ICT enabled tools...same a Google form can be used to assess the status....wherein we ask them to share the techniques used is possible photos and videos....'</i>
Resolutions	It is resolved that Shri Sangameshwar will consult Dr.Priya Singh and will prepare Google Form. Shri Shubham will collect the data and analyse the same under the guidance of Dr.Priya Singh.
Agenda Item (IQAC/2019-20/04) - 16:	To prepare a policy to evaluate 'Attainment of Programme outcomes, Programme specific outcomes and course outcomes'.
Proceedings	Director, QA suggested that university should come out with a policy on evaluation of 'attainment of programme outcomes, programme specific outcomes and course outcomes. In this regard essential technical inputs are required from School of Education and Research. Dr.Priya Singh and the HoI from SoER should take the initiative in this regard.
Resolution	It is resolved that Dr.Priya Singh and SoER will take the initiative in preparing the policy. Once the policy is prepared, evaluation of program specific outcomes, course outcomes, etc will be initiated at each school level. IQAC coordinator at school level will evaluate these outcomes and analysis will be sent to QA. The same shall be incorporated in Self Study Report (SSR)
Agenda Item (IQAC/2019-20/04) - 17:	To take account of 'Research Facilities' in each department and how frequently these facilities are updated.
Proceedings	Director QA suggested that the information regarding 'Research Facilities' in each school/department is essential for NAAC hence needs to be collected and maintained regularly. All IQAC coordinators at school levels should take initiative to collect this information and send it to QA at university level, where it will be compiled as university information
Resolution	It is resolved to collect information regarding 'Research Facilities'

	'Entrepreneurship' and 'Skill Development' shall be organised in the next academic year i.e. 2020-21
Agenda Item (IQAC/2019-20/04) - 21:	To provide incentives to teachers who receive state, national and international recognitions/awards.
Proceedings	It is suggested that university management and authorities may consider providing some incentives to teachers who receive state, national and international recognitions/awards. This will be good initiative to promote faculty development activities.
Resolution	It is resolved that a policy to provide incentives to teachers who receive state, national and international recognitions / awards / patent / other eminent achievement may be prepared. Director, QA should take up the job of preparing this policy. The same may be placed before University Management and Authorities for its consideration.
Agenda Item (IQAC/2019-20/04) - 22:	To take an account of revenue generated through consultancy.
Proceedings	Consultancy policy is already prepared by the university and the same is being implemented now. The Consultancy Group will take the stock of the revenue generated through consultancy.
Resolution	It is resolved that Consultancy Group will take the stock of the revenue generated through consultancy. The activities of consultancy should be strengthened further.
Agenda Item (IQAC/2019-20/04) - 23:	To maintain the data with regards to Percentage per day usage of library by teachers and students (foot falls and login data for online access).
Proceedings	It is suggested that Dr.Kishore Patnala should calculate the percentage per day usage of library by the teachers and students year wise and the same be submitted to QA Department.
Resolution	It is resolved that Dr.Kishore Patnala will calculate the percentage per day usage of library by the teachers and students year wise and the same shall be submitted to QA on regular basis.
Agenda Item (IQAC/2019-20/04) - 24:	<ol style="list-style-type: none"> i. To have LCD in minimum of two class rooms in each department. ii. To provide Wi-Fi/LAN facility in at least two class rooms in each department.

<p>Resolution</p>	<p>It is resolved that Registrar will take initiative in preparing policy on maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.</p>
<p>Agenda Item (IQAC/2019-20/04) - 28:</p>	<p>To conduct regular programs on ‘Awareness of trends in technology’.</p>
<p>Proceedings</p>	<p>It is discussed that university should conduct regular programs on ‘Awareness of trends in technology’</p>
<p>Resolution</p>	<p>It is resolved that regular programs may be conducted by various schools on ‘Awareness of trends in technology’.</p>
<p>Agenda Item (IQAC/2019-20/04) - 29:</p>	<p>To have the mechanism for submission of ‘online students grievances’.</p>
<p>Proceedings</p>	<p>For bringing more transparency in the students grievances it is suggested that the ‘online students grievances’ may be strengthened further. Right now grievances are received both ‘off-line’ as well as ‘on-line’. To strengthen ‘on-line’ mode of students grievance, ERP may be used, if possible. Shri. Yogesh Dumbre, Head, ERP to take initiative in this regard</p>
<p>Resolution</p>	<p>It is resolved that ‘online students grievances’ may be strengthened further from next academic year and ERP may be used for the same, if possible. Shri. Yogesh Dumbre, Head, ERP to take initiative in this regard.</p>
<p>Agenda Item (IQAC/2019-20/04) - 30:</p>	<p>Any other item with the permission of the chair</p> <ol style="list-style-type: none"> a) To have ‘Students Council’ with its activities for university development and students welfare. b) To have ‘decentralization management’ – Academic and administrative matter with VC & Registrar, Finance – through CAFO to Executive President, Academic matter – Dean. c) To have e-governance. d) To go for ISO Certification and NIRF. e) To conduct Green Audit. f) To prepare Annual report of the celebrations and commemorative events for every year.

	<p>be formalized in due course of time.</p> <p>Initially Dr.Haribhau Bhapkar and researchers from collaborative institutes will work for the cause and then in the next stage 'students' will be involved in this innovative work. The work will be assigned to students as 'Students Research Project' and will have due weightage in the examination.</p> <p>The work will begin with Mathematical Modeling, however, researchers from various background may join this Centre for Global Studies to carry out the research in different branches related to pandemic and corona related work.</p>
<p>Resolution</p>	<p>a) University may consider to have 'Students Council' exclusively for 'developmental activities of the university'.</p> <p>b) It is resolved that university should have policy on 'Decentralization of the administrative activities'. Registrar, in consultation with Director, QA, may take lead in preparing this policy.</p> <p>c) It is that 'e-governance' be made a reality. For this Registrar, in consultation with Director, QA, may bring out the policy and the same may be implemented after due approval.</p> <p>d) It is resolved that university should prepare to go for ISO and NIRF. Nomination for the same may be initiated as early as possible.</p> <p>e) It is resolved that university will go for Green Audit on regular basis from the next academic year. Nomination for the same shall be done soon.</p> <p>f) It is resolved that Registrar office shall prepare Annual report of the celebrations and commemorative events for every year</p>



*the idea floated by Hon'ble Prof.(Dr.)Mangesh Karad
sir, Executive President, & Acting Vice-Chancellor,
MIT-ADT University, Pune*

Date of Next Meeting: 30th June,2020

Submitted for your approval.

R.D. Kaplay
Director, QA
MIT-ADT University, Pune
Quality Assurance
MIT-ADT University, Pune

Forwarded by,

Registrar

Registrar
MIT Art, Design and
Technology University, Pune.

Approved by,

Vice Chancellor

Final Approved by,

Executive President