MIT-ADT UNIVERSITY, Pune

(UGC listed State Private University)

Annual Report
of
Internal Quality Assurance Cell

2022-2023

2023

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Annual Report of Quality Assurance Department

(2022-2023)

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Annual Report of Internal Quality Assurance Cell

ॐ भूर्भुवः स्वः ।
तत् सवितुर्वरेण्यं ।
भर्गो देवस्य धीमहि ।
धियो यो नः प्रचोदयात् ॥

IQAC Vision Statement: Academic Progress through Self-Conscious Power (Self-effort)

1.   Preface

MIT ADT University, Pune established IQAC well in advance of its 'First Accreditation'. IQAC completed its fourth year now. The Internal Quality Assurance Cell in its fourth year has made conscious, consistent improvement in the overall performance of the University. IQAC laid down few more policies, conducted audit, prepared various formats and conducted webinars/seminars.The fourth report of the IQAC provided in the following pages will enable the university in taking the 'academic and administrative decisions' which will help improve the 'quality' of 'academic' and 'administrative' work in the university. IQAC has been conducting its meetings quite regularly. Every meeting starts with chanting of 'Gayatri Mantra' and ends with 'Rashtra Geet'.The functioning of the IQAC revolves around its vision which is derived from the essence of Gayatri Mantra.This year IQAC got good support from all the stakeholders of the university. The support from Hon'ble Vice-Chancellor and Executive President, Prof. Dr. Mangesh Karad sir, who is also the Chairman of the IQAC has been overwhelming.

Dr. Niraja Jain
Director, IQAC

Place: Pune
Date:

1.1. Reconstitution of IQAC

IQAC of MIT ADT University, Pune – (30th August 2022 – 29th August, 2024)

Sr. No.	Names	Designation in IQAC
1	Dr. Mangesh Karad, Vice-Chancellor & Executive President, MIT ADTU	Chairperson and Member from Management
2	Prof. Dr. Anant Chakradeo, Pro – Vice Chancellor, MIT ADTU	Vice-Chairperson and Member from Academic Council (In the absence of Vice- Chancellor, Vice- Chairperson, will chair the meeting)
3	Dr. Dynandeo Neelvarna, Controller of Examination, MIT ADTU	Member from Administration
4	Ms. Nayana Godse, Finance & Accounts Officer, MIT ADTU	Member from Administration
5	Dr. Renu Vyas Principal, School of Bioengineering and Sciences	Member from Head of the School / Institute
6	Prof. Mukta Deshpande Assistant Professor, School of Architecture	Member from Teacher
7	Dr. Dhananjay Upasani Professor HOD ECE School of Engineering	Member from Teacher
8	Dr. Uma Godse Associate Professor, School of Engineering	Member from Teacher

9	Prof. Wasimbarry Maner Assistant Professor, School of Film & Television	Member from Teacher
10	Ms. Tejaswini Yadav Assistant Professor, MANET	Member from Teacher
11	Ms. Supriya Ugale Assistant Professor, Institute of Design	Member from Teacher
12	Prof. Dr. Ramchandra Pujeri, Dean, Strategic planning & Students Welfare, MIT ADTU	Member from Student Welfare
13	Dr. Mahesh Chopade Registrar, MIT ADTU	Member from Administration
14	Miss Apurva Gosavi (Bioengineering, Research)	Member from Student
15	Miss. Shantuli Bag (SoFA, Alumni)	Member from Alumni (Liberal Art)
16	Mr. Sushant Kumar (Recruitment Manager : Tata Technologies)	Member from Industry
17	Dr. Niraja Jain Quality Assurance	IQAC Director

Term of IQAC Members: The term of the members is two years i.e. 2022 to 2024.

1.2. Tenure of the Director-IQAC

I/c Director Dr. Priya Singh has resigned from her position on dated 30/11/2022. Dr. Niraja Jain appointed on dated 01st December 2022 as Director of IQAC for a tenure of 3 years (Dec 22 to Nov 26)

1.3. Regular Meetings

'Regular Meetings' were conducted quarterly. The Agenda for each meeting was prepared well in advance and got approved by Executive President & Vice Chancellor Dr. Mangesh T. Karad. The 'Notice of regular IQAC Meeting' was circulated 2 weeks in advance and the agenda was circulated one week in advance.

The PPT presentation was made by the Director, Internal Quality Assurance Cell. The PPT was shared with all the IQAC Members for their reference.

1st Regular Meeting   - 30/06/2022

2nd Regular Meeting   - 30/09/2022

3rd Regular Meeting   - 07/02/2023

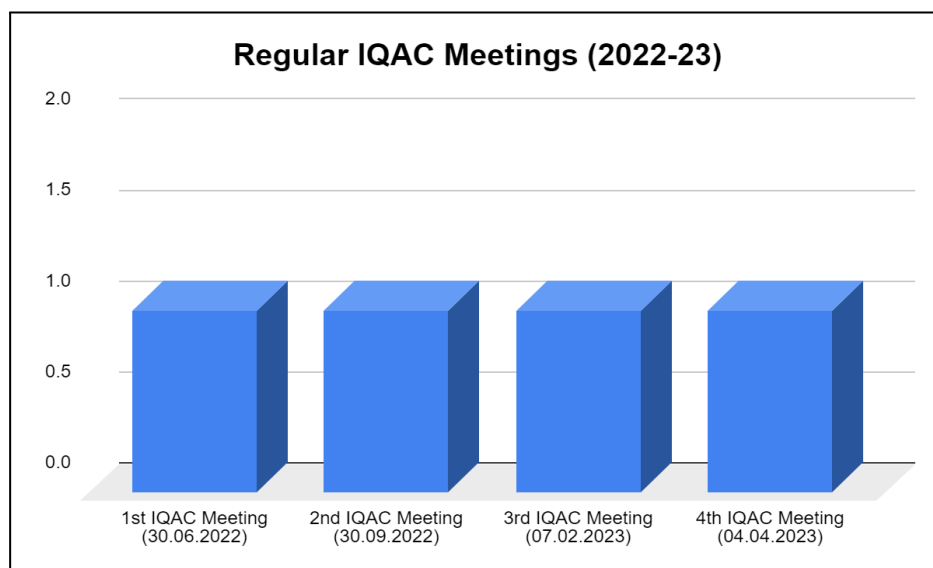4th Regular Meeting   - 04/04/2023

Fig. 1. No. of Regular Meetings conducted in four quarters.

The 'Attendance Record' of these meetings is maintained in a 'Separate Register'. The MoM, are prepared and after approval, were shared with all HoI of all the schools on campus.

The MoM of all the meetings are available in the 'Quality Assurance Department' as a 'Hard Copy' and 'Electronically Retrievable Format'.

Agenda:

All the 'Agenda' were prepared to keep in view the 'Guidelines of IQAC' and 'NAAC Key Indicators'. The university is preparing for its First Accreditation by NAAC. So the focus of the agenda of most of the meetings of this academic year was revolving around the NAAC Preparation.

1st Regular Meeting: There were 18 Agenda and 5 items under any other agenda
2nd Regular Meeting: There were 12 Agenda
3rd Regular Meeting: There were 17 Agenda
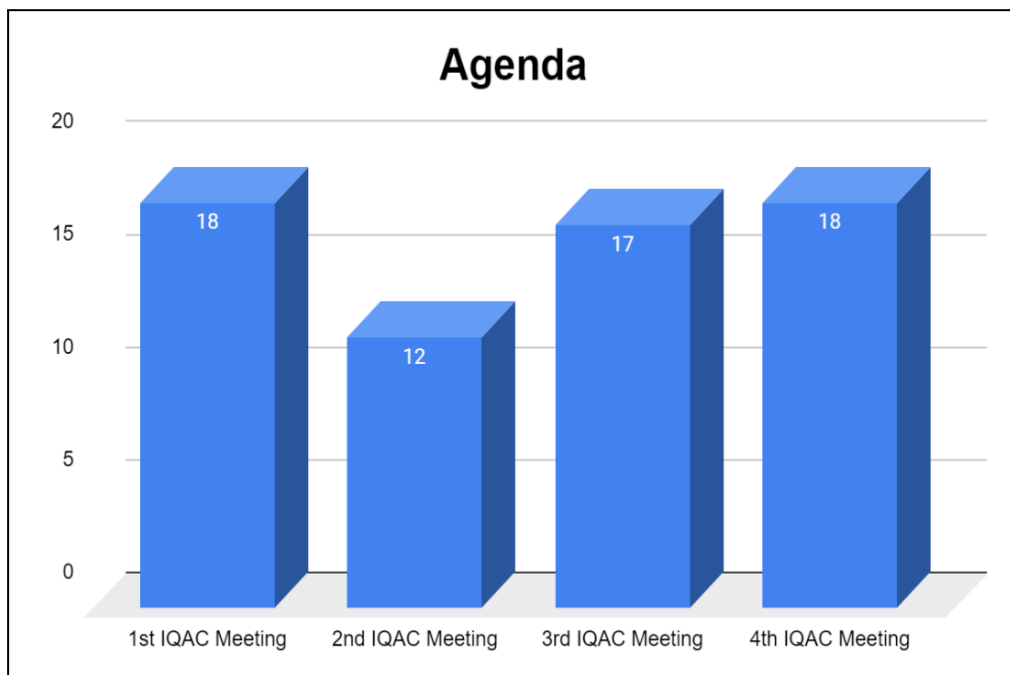4th Regular Meeting: There were 18 Agenda

Fig. 2. The column graph of Meeting-wise 'Number of Agenda' of IQAC Meetings

Action Plan

1.3.1. Action Plan included in the Minutes of the meeting. And the same is being implemented.

1.3.2. The Action Plan format is as follows:

Agenda Item	
Proceedings	
Resolution	
Action Plan	

The IQAC initiated the actions for most of the agenda of all the four Regular Meetings.

1.4. Special Meetings Conducted by IQAC

Sr. No.	Special Meetings Conducted by IQAC
Month: August 2023	
1	Special Meeting with Website Updation Team
2	Prepared training schedule for the faculty: for assistant and associate professor in consultation with Dean academics
Month: September 2022	
3	Planning of FIP Phase 2
4	Internal Meeting with new members of IQAC (before 2nd IQAC Meeting)
5	Meeting with NCC, Major Suman Kumari regarding policy on Disaster management
6	Meeting with Prof. Sheha Waghatkar (T&P) for NON-TEACHING STAFF training Program
Month: October 2022	
7	Follow up Meeting With School level AQAR Coordinator
8	Review Meeting with Prof. Sheha Waghatkar (T&P) for NON-TEACHING STAFF training Program
Month: November 2022	
9	Meeting with Dean Academics for planning of External Administrative Audit
10	External Administrative Audit formats prepared in consultation with Dean Academics
11	Meeting with Audit Coordinators of External Administrative Audit

Month: December 2022	
12	External Administrative Audit at MIT-ADTU
13	Internal Meeting with members of IQAC (before 3rd IQAC Meeting)
14	Planned a meeting of all HoI's/Deans on First Accreditation by NAAC
Month: January 2023	
15	Meeting with Dean Academics and Dr. Uma Godse on a proposal of the Data Center
16	Special meeting All HoI, Dean, Director on "First Accreditation by NAAC" in the presence on VC & PVC Sir on 03rd of January 2023
17	Meeting with VC Sir - NAAC Action Plan
18	Meeting with core committee members of Vivekanand Chair to plan the activities from 9th to 14th January 2023
Month: February 2023	
19	Meeting with the NAAC Documentation Core Committee for finalization of the datasheet
20	Meeting to discuss Document Verification Status with Dr. Madhuri Godbole (Document Verification Committee Chairperson)
21	Meeting with the NAAC Documentation Core Committee for finalization of the datasheet based on the Document Verification Committee visits to different Academic and Administrative units of the University
22	Meeting With Shri Wasimbarry Maner for Community Service Policy
23	Criteria-1 discussion with PVC Sir
24	Criteria-2 discussion with PVC Sir
25	Criteria-4 & 7 discussion with PVC Sir

26	Meeting with sports department - NAAC related new data templates and benchmarks are discussed.
27	Meeting with Prof. Tejaswini Yadav on Plastic Free Campus policy to be prepared
28	Meeting with Document Verification Committee - of all Criteria to understand the issues faced during verification process
29	CO PO Mapping discussion with PVC Sir
30	Meeting With Prof. Sneha Waghatkar (T&P) for finalizing the Non-Teaching Staff training (2nd phase)
31	Meeting with Nayna Godse of CAFO regarding new NAAC templates and guidelines to be followed as per new SoP and Benchmarks.
32	Discussion regarding AISHE data rectification with CEO Dr. Neelwarna & Dep. Reg. Shri.Chimate
33	CO PO Mapping workshop discussion with Dr. Priya Singh of SoER
34	Meeting with Bhojwani Sir for QS Ranking & Scopus membership.
35	Energy, Environment and Green audit to be done as per ISO standards - Meeting with Prof. Tejaswini and Mr. Bhalerao
36	Meeting With Prof. Mukta Deshpande for finalizing the formats for Research Audit to be conducted at University level.
Month: March 2023	
37	Meeting with Shri Prakash Korade of P&D to update about the NAAC revised guidelines and required support needed from P&D for the data collection at University level
38	Special Meeting with Dr. D. P. Agrawal (Ex-Chairman, UPSC) for NAAC Preparedness on 03/03/2023 attended by Criteria Coordinators and Document Verification Committee Members.

39	Special Meeting with Deans, HoIs and Heads of Central Department on 28/03/2023 to discuss the status of data collection for NAAC
40	Meeting with Dep. Registrar Shri. Chimate- unified Program Name & Code for data collection purpose
41	Meeting with Dr. Uma Godase & Mr. Chimate (Dy. Registrar) for Program Name & Code, sanctioned student strength, actual enrollment (School wise meetings conducted to do away any discrepancy in the data)
42	Meeting with SBSR team regarding CO-PO Mapping and attainment workshops conducted for few Schools on campus and to take review of status of all Schools
43	Meeting with Prof. Vishal Patil (NSS - Coordinator) to update him regarding the activities expected to be done under the NSS
44	Meeting With Mr. Vishant Chimate for Environmental Club Volunteer Registration
Month: April 2023	
45	Follow-up Meeting with Criteria Coordinator for NAAC on 10/04/2023
46	Review meeting with Deans, HoIs and Heads of Central Department on 11/04/2023
47	2nd Meeting with Dr. D. P. Agrawal (Ex-Chairman, UPSC) for NAAC Preparedness on 18/04/2023
48	Meeting with Dr. Ashwini Pethe (SoA) & Team for CO-PO Mapping and attainment, possible update needed in the syllabus etc.
49	NAAC Preparedness Review Meeting with Dr. Sunita Karad Ma'am for all school's criteria coordinators
50	Meeting With Prof. Eknath Pore for Evaluative report of all Schools

51	Meeting with Each School for updation of the data related to Programme Name and Programme Code towards NAAC data templates
52	Meeting with the HR Department for Faculty Data required for the last 5 years as per revised NAAC templates.
53	Meeting Dr. Nachiket Thakur & Mr. Vinayak Kulkarni of IOD
54	One to one Meeting with HoI of MITCOM, SFT, SoFA for finalizing the Programme Name (In the presence of Pro-VC, Head of Data Centre, Registrar)

Month: May 2023

55	Meeting with Pro-VC & School HoI for CO-PO (2nd Half) **Date - 04/05/2023** a) ISBJ b) SICS c) SOH
56	Meeting with Pro-VC & School HoI for CO-PO (1st Half) **Date - 05/05/2023** a) MITCOM b) SFT c) SOD
57	Meeting with Pro-VC & School HoI for CO-PO (1st Half) **Date - 08/05/2023** a) SBSR b) SVS
58	Meeting with Pro-VC & School HoI for CO-PO (2nd Half) **Date - 08/05/2023** c) SOFT d) SOA
59	Meeting with Pro-VC & School HoI for CO-PO (1st Half) **Date - 10/05/2023** a) SOE b) IOD
60	Meeting with Pro-VC & School HoI for CO-PO (2nd Half) **Date - 10/05/2023** c) MANET d) SOER
61	Meeting with Dr. Sunita Karad for Faculty Data
62	Meeting with Pro-VC & HR Department regarding Faculty data required for NAAC
63	Meeting with Prof. Tejaswini Yadav for Day Care

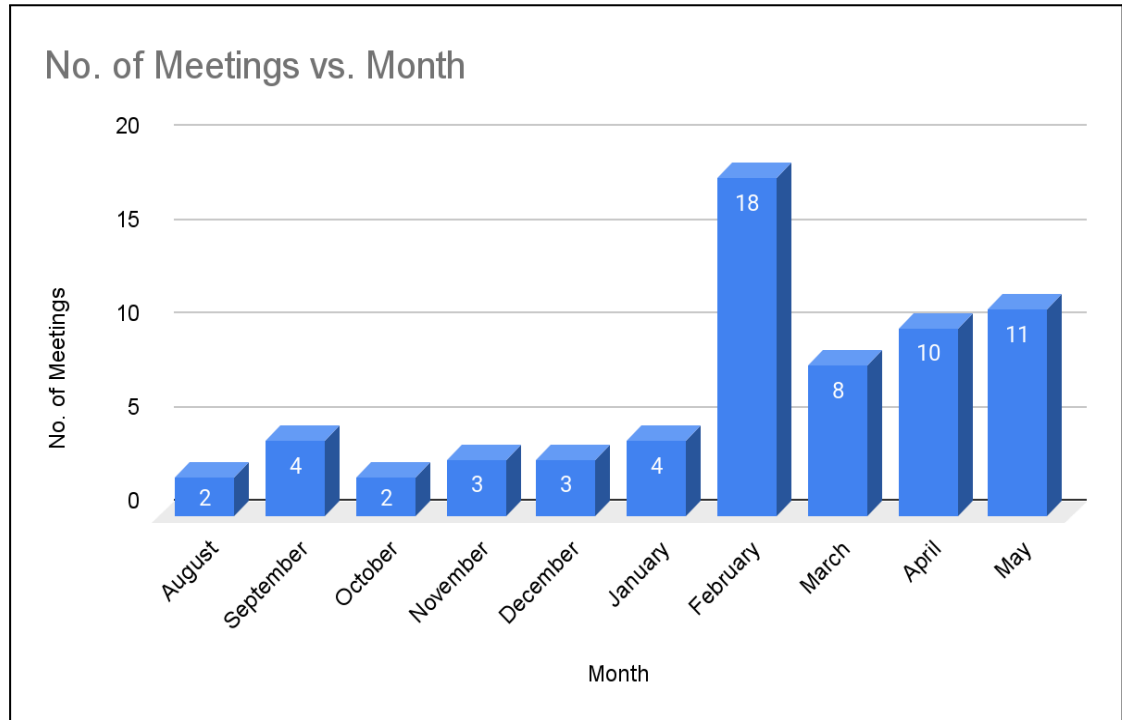| 64	Meeting on NAAC preparedness at MIT ADT University Pune with Dr. D. P. Agrawal (Ex Chairman, UPSC)
65	Meeting with Asso. Director Dr. Suraj Bhoyer Student affairs

Fig. 3. The column graph of Month wise meeting of IQAC

1.5. Training Arranged by IQAC

i.   Faculty Induction Program Phase 1 (from 25th July to 29th July 2022)

ii. Faculty Induction Program Phase 2 (from 7th and 8th October, 2022)

iii. Training Program for Non-Teaching Staff Phase-1

1.6. Establishment of Data Centre "An extended Arm of IQAC"

Data centers are facilities that host IT equipment and data for organizations and companies with the intent of Data Storing, Processing, and Disseminating. For educational organizations, data centers are essential since they are the central system that contains college records, student and teacher information and other sensitive information such as student scores. Especially for universities, they can hold invaluable research information.

Switching to digital transformation in the education field is one big reason to think about data centers.

1.7. Audits conducted for the University

IQAC, conducted following audit this year:

i. External Administrative Audit

The first IQAC meeting for the academic year 2022 – 2023 was held on 30th June 2022 and as per the Agenda Item (IQAC/2022-23/01)-09: To conduct a 'Quality Audit' decision was taken to conduct the administrative and academic audits. Considering the same Administrative audit by experts for all the units and schools to assess the administrative work has been done on 6th & 7th of December 2022.

1.8. Policies Prepared by IQAC

i. Policy on Earn & Learn

The Earn and learn Policy titled - MIT-ADT OCEAN (Opportunities Created for Employment, Assistantship and Navigation) prepared in light of the UGC Guidelines - Earn While You Learn. The said Scheme also falls under the vision and mission of our University and is needed from NAAC point of view. This Policy will help us facilitate the process of Student Welfare Cell and help the genuinely needy students.

ii. Policy on Teaching Learning

The Internal Quality Assurance Cell (IQAC), MIT ADT University, Pune in the 2nd Regular Meeting on 30th September 2022, passed the resolution that the university shall come up with its own 'Teaching-learning Policy'. The policy document is prepared by Dr. Ajita Deshmukh (SoER) committee, in consultation with Dean, Academics.

Note: all the original policies are available in the Internal Quality Assurance Cell

1.9. Formats / Templates Prepared by Data Centre

i)   External Administrative Audit Format for Expert

ii)   External Administrative Audit Format for School/Department

iii)   Quality Improvement targets

iv)   Syllabus Content Format

v)   Faculty Data year Wise

- Sanctioned & appointed faculty strength for 5 years
- Analysis of the percentage of full-time faculty
- Faculty Details for various Matrics of NAAC

vi)   Student Strengths for last five year

vii)   Student Satisfaction Survey

viii)   Quality Indicator Framework-Review

ix)   Research Audit Format for Experts

x)   Research Audit Format for Schools

xi)   CO-PO Mapping & attainment

xii)   Final Programme List

- Suggestion for programme lists approved by the registrar's office (REF)
- Year wise Sanction intake of the programme approved by the registrar's office
- Programme list for the year of Inception of the programme
- Programme list for the year of discontinuation of the programme
- Programme list as per academic year
- List of sanction Intake as well as actual intake

xiii)   Student Count

xiv)   Reservation Count

xv)   Faculty Percent

xvi)   Faculty List

xvii) Sorted Faculty List

xviii) Faculty Yearwise List

xix) Faculty PhD List

xx) Teaching Experience of Full time Teachers

xxi) Course Details for all Year

1.10. Reports prepared by Internal Quality Assurance Cell

1. Report on External Administrative Audit Report

Note: all the original reports are available in the Quality Assurance Department

1.11. Revised NAAC Templates

Revised NAAC Manual received on 01/04/2023. The total Metrics reduces to 87 Metrics. Qualitative Metrics 32 and Quantitative Metrics 55. Data Centre is working on automation of the NAAC Data Templates to ease the job of Data Collection across University.

1.12. Innovative activities of Quality Assurance (in process)

i) Plastic Free Campus

Use of non-biodegradable plastic is an environmental hazard. The objective of **Plastic Free Campus** campaign is to eradicate the use of non-biodegradable plastic in all the constituent units of the University like offices/schools/canteen/hostels etc. The use of polybags of more that 50 microns is to be banned on campus

The use of plastic items is avoided during the daily operations by all the constitute units and practice to replace the plastic items by more environmentally friendly materials (stainless steel / earthen / bamboo etc).

ii) No plying Vehicle

The main objective of implementing **No Vehicle plying on Campus Day** every week is to reduce green-house gasses for averting climate change, promoting sustainable transport giving importance to energy efficiency. In order to reach these objectives, the University suggested that all the stakeholders will prefer to walk / use bicycles / use e-vehicles during the working hours on campus on the designated day.

iii) Environment Awareness Activity Club - Volunteer Registration

IQAC has shared a google form with all faculties and students for volunteer registration in Environment Awareness Activity. Our environmental activities will include Tree Plantation, Composting, Clean River initiative, Plastic free campus initiative, Pollution control activities, Sustainable Development Goals, Organic living initiatives and recycling, among other things. We believe that every small action counts and that together we can make a big difference.

1.13. Meeting to various Schools/Sections

The director, IQAC arranges many meetings with schools/sections to prepare for NAAC. One-to-one meetings are also done.

1.14. Other Activities of Quality Assurance

1) Induction Training Programme

IQAC, based on the suggestion of IQAC {**Agenda Item** (IQAC/2019-20/02) - 24:}has arranged the Induction Training Programme for the new entrants (university teachers). This has been conducted by IQAC, SoER & HRD Department in two phases.

2) Training Program for Non-teaching Staff

Written Communication is the ability to develop and express ideas, opinions, and information in appropriate forms. It is an important skill one should possess. Especially those dealing with the day to day administrative tasks and activities. To fulfill this requirement, the Central Training Team under IQAC Initiative had designed a well-thought training program which contained hand-picked topics to uplift the Writing and Drafting skills of the MIT ADTU Admin staff.

3) Proposal of Wellness Centre

The Internal Quality Assurance Cell (IQAC), MIT ADT University, Pune in the 2nd Regular Meeting on 30th September 2022, passed the resolution to strengthen the "Wellness Centre" established by School of Vedic Sciences as a Central Facility for the entire University.

4) Proposal for Research Festival

The Internal Quality Assurance Cell (IQAC), MIT ADT University, Pune in the 2nd Regular Meeting on 30th September 2022, passed the resolution to conduct a Research Festival. All Schools of MIT-ADT University, Pune can participate in the Research Festival. Students recommended by HoI's of concerned schools are allowed to participate.

5) Meeting with Administrative Sections

The IQAC department with due support from " Registrar Office' conducted separate meetings with the Administrative Departments to assist them prepare for NAAC. IQAC conducted meetings with Central Departments. One to one meetings are also done with CAFO, P&D, Sports, T&P, Purchase, etc.

1.15. University Website Updation

A committee is constituted to update the website and accordingly, the university website is updated. Now, there is a separate window for IQAC. All the necessary information related to IQAC is uploaded on this special window.
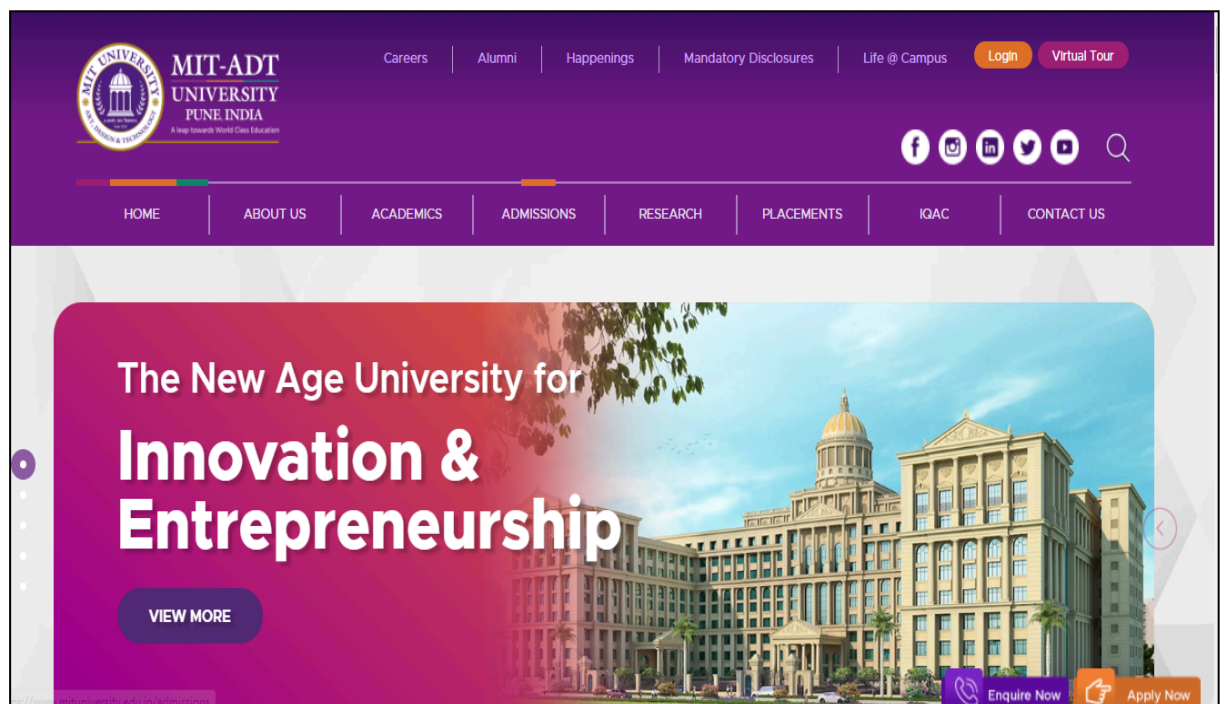

Photo.2. Home page of the University website showing the window of 'IQAC'

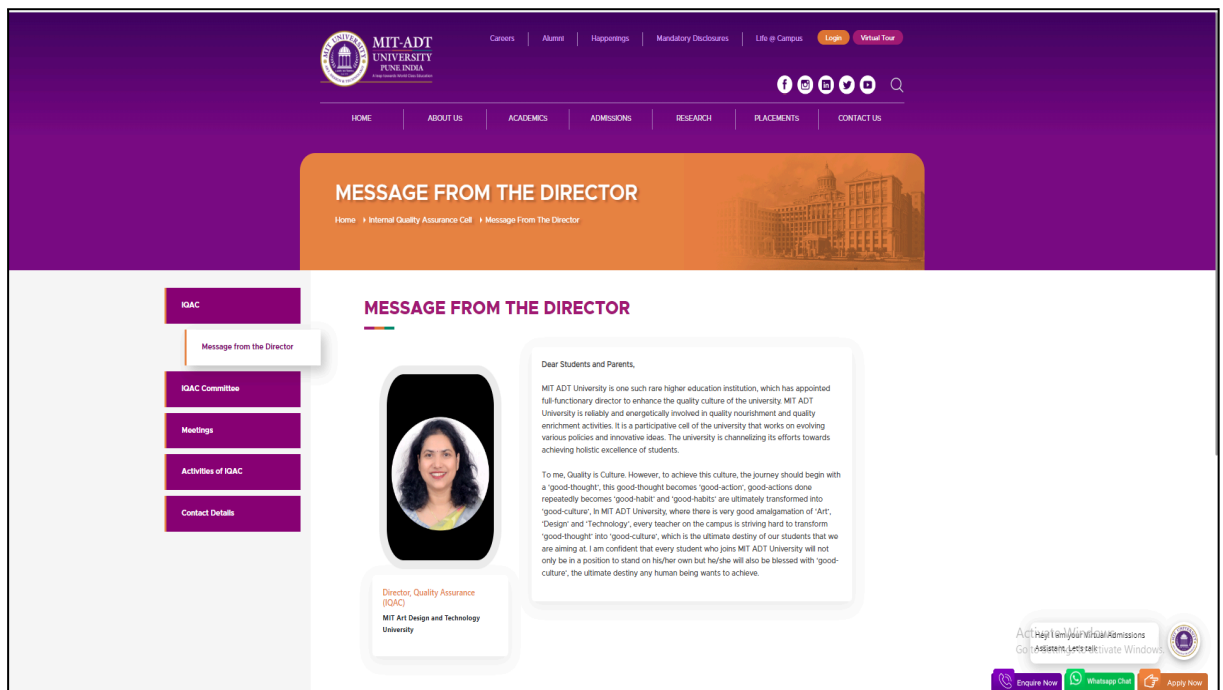*Photo.3. Home page of IQAC window on the University website*

Photo.4. Message from the Director, IQAC (University website)

1.16. Mixed Activities

1) Initiated "Azadi Ka Amrit Mahotsav" celebration for the university.

2) Discussion meeting with members of Swami Vivekananda Chair for week Long celebration of National Youth Day 9th January 2023 to 14th January 2023

3) Meetings with individual schools for CO - PO Mapping and attainment of CO-PO

1.17. Active participation of IQAC in the Academic Council

The items approved in the academic council are as follows:

(i) Report of the Internal Quality Assurance Cell

(ii) MoM of the Regular IQAC meetings

(iii) Administrative Audit Report

(iv) Policies drafted by IQAC - Earn and Lean policy named as OCEAN and Teaching Policy

1.18. Preparation for First Accreditation

IQAC conducted a special meeting with the NAAC Steering Committee and the Chairpersons of all the seven criteria-wise sub-committees. For the **Preparation for First Accreditation by** NAAC following meetings were conducted

1) Special meeting All HoI, Dean, Director on "First Accreditation by NAAC" in the presence on VC & PVC Sir on 03/01/2023

2) Special Meeting with Dr. D. P. Agrawal (Ex-Chairman, UPSC) for NAAC Preparedness on 03/03/2023

3) Meeting with Criteria Coordinators for NAAC regarding New Guidelines

4) Special Meeting with Deans, HoIs and Heads of Central Department on 28/03/2023

5) Follow up Meeting with Criteria Coordinators for NAAC regarding New Guidelines

6) Review meeting with Deans, HoIs and Heads of Central Department on 11/04/2023

7) 2nd Meeting with Dr. D. P. Agrawal (Ex-Chairman, UPSC) for NAAC Preparedness on 18/04/2023

8) Preparedness Review Meeting of Director IQAC and Dr. Sunita Karad with all University NAAC Criteria Heads with school level Sub committee

1.19. Outcomes of Activities of Quality Assurance Department

- ❖ University is on the verge of getting UGC Recognition
- ❖ IQAC Activity Calendar for Academic Year 2023-2024
- ❖ Employees are understanding the importance of 'Documentation' now
- ❖ CO's, PO's and PSO's are prepared for each programme
- ❖ Improvement in the infrastructure facilities across all the schools and sections

1.20. Action Plan for the next year

1)   **Prepare for NAAC Accreditation based on new guidelines of NAAC**

NAAC Timeline 2023-2024

MIT ADT University, Pune				
Action Plan towards First Accreditation by NAAC				
Goal: Details of various data required for filling up the online format of the Self - Study Report				
Action Description	**Responsibility**	**Start Date**	**End Date**	**Potential Blockers**
a. Executive Summary • Introductory Note on the Institution: location, vision, mission, type of the institution etc., • Criterion-wise Summary on the Institution's functioning • Brief note on Strengths Weaknesses Opportunities and Challenges (SWOC) of the Institution. • Any additional information	Registrar Office	Immediate	31st May 2023	• Criteriawise summarization possible after Phase I of data compilation completion. • Multiple revisions to SWOT analysis based on factual data collection

● Overall conclusive explication about the institution's functioning.				
b. Profile of the University ● Basic Information ● Academic Information	Registrar Office	Immediate	31st May 2023	● Basic information will remain constant ● Academic information includes Programme and faculty details that are dynamic data.
c. Institutional preparedness for NEP	OSD-NEP	Immediate	2nd week July 2023	● NEP implementation for maximum courses from 2023-24.
d. Extended Profile of the University	Registrar Office	Immediate	31st May 2023	● 4 key values having cross-reference to 24 key matrices in SSR (used as Denominators for calculation of metrics)
e. Quality Indicator Framework (QIF)	Schools and Central Dept	Immediate	Phase I: 2nd week June 2023 Phase II: 2nd week Dec 2023	● Inconsistent data submission ● Incorrect data submission ●
f. Evaluative report of the Departments	Schools	Immediate	Phase I: 2nd week June 2023 Phase II: 2nd week Dec 2023	● Action plans based on Evaluative reports of 4 years ● Improve score in academic year 2023-24
g. Data Templates/ Documents (Quantitative Metrics)	Schools and Central Dept	Immediate	Phase I: 2nd week June 2023 Phase II: 2nd week Dec 2023	● Collate earlier data into new templates ● Ensure data consistency

Goal: Institutional Information for Quality Assessment (IIQA) and Self-Study Report (SSR)				
Action Description	**Responsibility**	**Start Date**	**End Date**	**Potential Blockers**
IIQA preparation	IQAC	Immediate	March 2024	Submitted IIQA can not be edited.
SSR preparation	SSR writing committee	Immediate	Phase I: Aug 2023 Phase II: March 2024	Submitted SSR can not be edited.

Goal: Mock Peer Team Visit I (Phase I : completed 4 academic years)				
Action Description	**Responsibility**	**Start Date**	**End Date**	**Potential Blockers**
Mock visit to Schools	School	Aug 2023	Sept 2023	Corrections suggested by audit team to be incorporated immediately within 15 days
Mock Visit to Central Dept	Central dept	Aug 2023	Sept 2023	

Goal: Mock Peer Team Visit II (Phase II : completed 4.5 academic years)				
Action Description	**Responsibility**	**Start Date**	**End Date**	**Potential Blockers**
Mock visit to Schools	School	Dec 2023	Jan 2024	Corrections suggested by audit team to be incorporated immediately within 15 days
Mock Visit to Central Dept	Central dept	Dec 2023	Jan 2024	

Goal: Final Mock Peer Team Visit III (Phase III : completed 5 academic years)				
Action Description	**Responsibility**	**Start Date**	**End Date**	**Potential Blockers**
Mock visit to Schools	School	April 2024	April 2024	Corrections suggested by audit team to be incorporated immediately within 15 days
Mock Visit to Central Dept	Central dept	April 2024	April 2024	

Goal: Online submission of Institutional Information for Quality Assessment (IIQA)				
Action Description	**Responsibility**	**Start Date**	**End Date**	**Potential Blockers**
HEI Registration	IQAC	May 2024	May 2024	Approval from NAAC
IIQA Submission	IQAC	July 2024	July 2024	HEI registration approved

Goal: Online submission of Self-Study Report (SSR)				
Action Description	**Responsibility**	**Start Date**	**End Date**	**Potential Blockers**

SSR Submission	IQAC	Aug 2024	Aug 2024	Delay in IIQA approval (ideally 45 days after IIQA approval)
DVV process	IQAC	Sept 2024	Sept 2024	

Goal: Student Satisfaction Survey (SSS) by NAAC.

Action Description	Responsibility	Start Date	End Date	Potential Blockers
Students data provided in required template	Students Section	Immediate	every academic year	• Correct and valid data
Compile passed out students data with latest contact details(mobile numbers, email id etc)	Alumni Cell	Immediate	Continuous process	• Continuous interaction with Alumni

Goal: Peer Team Visit.

Action Description	Responsibility	Start Date	End Date	Potential Blockers
Peer Team Visit	MIT ADTU	Oct 2024	Oct 2024	

Goal: Institutional Grading

Action Description	Responsibility	Start Date	End Date	Potential Blockers
NAAC Grade	MIT ADTU	Nov 2024		May delay due to procedural hurdles at any earlier stage

Goal: Action Plan for AQAR of next 5 years and NAAC Cycle 2

Action Description	Responsibility	Start Date	End Date	Potential Blockers
AQAR Submission	IQAC	Academic year 2024-25	End of Academic Year 2024-25	Activity to be continued for next 5 Academic years till apply for NAAC Cycle 2
NAAC Cycle 2	IQAC	Reaccreditation phase		

2) **Schedule of Next Years Regular Meetings**

First IQAC meeting   – 30th June, 2023

Second IQAC meeting   – 30th September, 2023

Third IQAC meeting   – 30th December, 2023

Fourth IQAC meeting   – 30th March, 2024

Follow-up of the unfulfilled 'agenda' of last Year's meetings.

IQAC is making conscious attempt to complete every item on the agenda of every meeting held during the academic year. But some of the items on the schedule couldn't be finished. All such agenda will be taken up in the coming year.

Photo Gallery

Selected Activities of Quality Assurance Departments in Photographs

Photo-1. 1st Regular IQAC Meeting, Dtd.30/06/2022

Photo-2. Faculty Induction Programme, Phase -1 Dtd. 25/07/2022 to 28/07/2022

Photo-3. 2nd Regular IQAC Meeting, Dtd.30/09/2022 (1)

Photo-4. 2nd Regular IQAC Meeting, Dtd.30/09/2022 (2)

Photo-5. Faculty Induction Programme, Phase - 2 Dtd. 07/10/2022 to 08/10/2022

Photo-6. 3rd Regular IQAC Meeting, Dtd. 07/02/2023

Photo-7. Non teaching Staff Training Program (WORDS)

Photo-8. Special IQAC Meeting with Data Centre Head, Documentation Committee Head and Dean Academics

*Photo-9. External Administrative Audit at **Central Library***

*Photo-10. External Administrative Audit at **Purchase Department***

Photo-11. External Administrative Audit at **CAFO**

Photo-12. External Administrative Audit at **T&P Department**

Photo-13. External Administrative Audit at **Registrar**

Photo-14. External Administrative Audit at **Exam Department**

*Photo-15. External Administrative Audit at **MITCOM***

*Photo-16. External Administrative Audit at **SOE***

Photo-17. External Administrative Audit at SOER

Photo-18. External Administrative Audit at SFT

Photo-19. Meeting with CAFO for NAAC

Photo-20. Special Meeting with All HoIs, Deans, and Directors Dtd. 03/01/2023

Photo-21. 4th Regular IQAC Meeting, dt.04 April 2023

Photo-22. Meeting with Criteria Coordinators for NAAC regarding New Guidelines

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