Internal Quality Assurance Cell
**MIT-ADT University, Pune**
2022-23

09.07.2022

Minutes of the Meeting with Proceedings– First Meeting of IQAC for the Academic Year 2022-23 held on 30.06.2022.

Following IQAC members were present for the meeting

1	Dr.Mahesh Chopade	Chairman for this meeting nominated by Dr. Mangesh Karad in his absence
2	Prof.Dr.Ramchandra Pujeri	Member
3	Dr. Dnyandeo Neelwarna	Member
4	Dr.Atul Patil	Member
5	Dr.Haribhau Bhapkar	Member
6	Mr.Vishant Chimate	Member
7	Dr.Pradeep Das	Member
8	Mr. Suraj Bhoyar	Member
9	Mr. Sujit Dharmapatre	Member
10	Dr.Charulata Londhe	Member
11	Mr. Charudatta Kulkarni	Member
12	Prof. Mukta Deshpande	Member
13	Prof. Gyanesh Kelkar	Member
14	Nayana Godase	Member
15	Major Suman Kumari	Invitee member
16	Dr.Priya Singh	I/C Director IQAC

Following members informed I/C Director, IQAC that they will remain absent due to their pre-occupied assignments
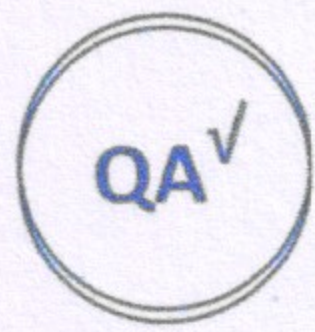
1	Prof. Dr. Mangesh Karad	Chairman, IQAC and Vice-Chancellor, MITADT U, Pune
2	Dr.Anant Chakradeo	Vice - Chairperson
3	Mr. Ravindra Bachate	Member
4	Dr. Anupama Devakatte	Member
5	Dr. Rahul More	Member
6	Miss Apurva Gosavi	Member (Students representative)
7	Dr. Mathew Karvinkoppa	Member
8	Shri. Nitin Gavahane	Member (representative from Employers)
9	Dr.Mayura Bijale	Member

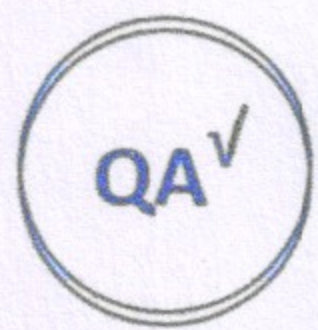Following members remained absent without intimation.

1	Mr. Prakash Korde	(1)	Member
2	Ms. Ayushi Dhabale	(1)	Member
3	Ms. Shantuli Bag	(1)	Member
4	Ms. Yogita Dhabale	(1)	Member (Students representative)
5	Dr. Nachiket Thakur	(1)	Invitee Member

Note: The number in the bracket indicates number of times the member remained absent in the meeting, continuously
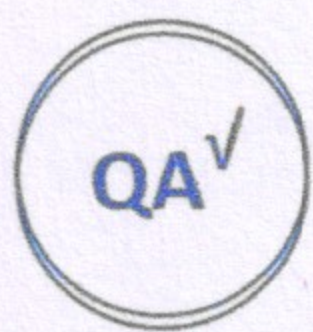
In the absence of Chairman and Vice chairman, today's meeting was chaired by Dr.Mahesh Chopade, Registrar, MITADTU as a 'Chairperson' officially.
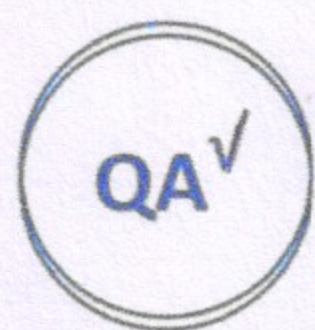
Meeting commenced with the chanting of 'Gayatri Mantra'.
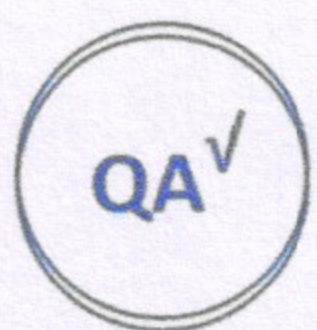
Dr.Priya Singh presented the Agenda.

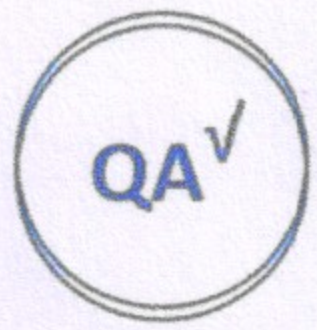| Agenda Item (IQAC/2022-23/01) - 01:	Confirmation of 'Minutes of last IQAC Meeting' held on 30.03.2022
Proceedings	Dr. Priya Singh presented the 'Minutes of the last IQAC meeting held on 30.03.2022.
Resolution	The Minutes of the last IQAC meeting are here by confirmed by all IQAC Members.
Agenda Item *(IQAC/2022-23/01) - 02*:	To Collect, analyse the Profile of the adjunct/guest/visiting faculty and professionals from industry or relevant field and prepare plan to attract more professionals as 'Adjunct Faculty'
Proceedings	Dr. Priya Singh informed the committee members that with NEP 2020 into existence and UGC recommending higher education institutes to utilize the blended learning approach (40% of online teaching) we have a scope of bringing in quality adjunct professors from industry and research organizations. With the expertise of these people academic and industry gap can be reduced. Dr. Priya Singh also proposed that in order to attract good adjunct professors we need to have some mechanism. Dr. Ramchandra Pujeri suggested circulating the UGC document of Blended mode of teaching & learning.
Resolution	To collect CV of the already appointed adjunct professors and analyse it w.r.t the quality of the adjunct professors at MITADTU. HR to collect CV and develop a mechanism for attracting adjunct faculty from industry and research organizations.
Agenda Item (IQAC/2022-23/01) - 03:	To assess the 'Industrial' and 'Research' experience of full-time teachers from Industry and 'Research Organizations
Proceedings	Dr. Priya Singh stressed the need of full time teachers from

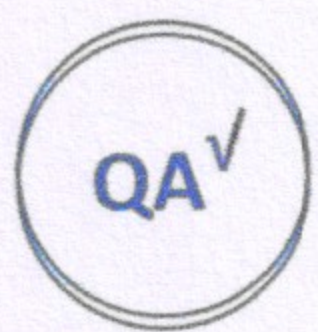|	
	industry and research organisations if MITADTU is going to be a research driven university. She further added that for any of the ranking research by faculty and students is always given utmost importance. Faculty from industry and research background can generate good research, publications and projects for the university.
Resolution	HR Department to collect the CV of the full time faculty from industry and research organization to be analysed.
Agenda Item *(IQAC/2022-23/01) - 04*:	To carry out the survey about which mode of teaching is preferred by the students (Blended, Hybrid, Synchronous, Asynchronous, etc.)
Proceedings	Dr. Priya Singh gave reference of the Blended mode of Teaching – leaning document shared by UGC which gives scenario of online and offline teaching of the courses at higher education. It also gives the need of online and offline mode of teaching to use asynchronous and synchronous activities while teaching.
Resolution	It is resolved that a survey will be conducted for assessing the present status of use of blended, hybrid mode of teaching. It will also find the percentage and type of synchronous and asynchronous activities conducted by teachers while teaching.
Agenda Item (IQAC/2022-23/01) - 05:	To place the Report of 'Audit for Differently able persons' before IQAC for its approval and further recommendations
Proceedings	Dr. Priya Singh presented the recommendations of the differently abled person report prepared by IQAC. The recommendations mention the need of infrastructure, policy and provisions for the differently abled person. All members agreed to the recommendations given in the report.
Resolution	The report was appreciated by the IQAC members. Necessary

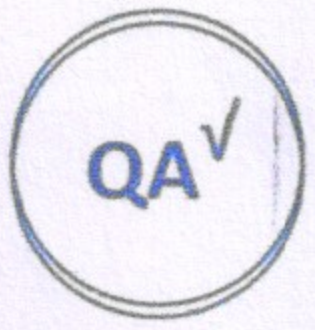|	
	action to be taken towards implementing the recommendations in the report.
Agenda Item (IQAC/2022-23/01) - 06:	To analyse and take action on 'Feedback from Alumni'
Proceedings	Dr. Priya Singh mentioned that Dr. Charulata Londhe (Alumni Head) has prepared alumni feedback report. Dr. Priya Singh presented the report and highlighted the suggestions given by the alumni. Suggestions included including open electives, inclusion of latest technology in the syllabus, value added topics and so on.
Resolution	Report was approved by the committee members. It is further resolved that the suggestions of Alumni shall be placed before authorities for its consideration.
Agenda Item (IQAC/2022-23/01) - 07:	To assess the possibility of assigning credits to 'The curricular component of 'community engagement and service''
Proceedings	Dr. Priya Singh referred the document on 'Fostering social responsibility & community engagement in higher educational institutions in India, National curriculum framework & Guidelines Jan 2022" which gives the objectives of community engagement. The document mentions that credits to be assigned to the community engagement activities for students. It also mentions that credits to be given to the faculty so that they get value in API. Dr. Ramachandra Pujeri and Dr. Mahesh Chopade mentioned that we have many community engagement activities conducted at university, a list can be prepared and possibility of assigning credits can be looked by the HOI's.
Resolution	List of community engagement activities with hours to be

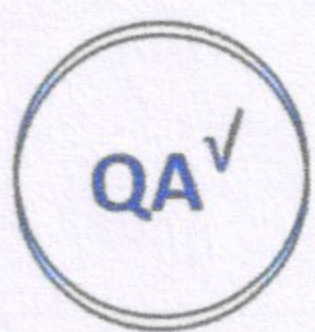|	made. Plan of assigning credits to be looked into by each school.
Agenda Item *(IQAC/2022-23/01)* **- 08**:	To prepare a plan and organize series of workshops on 'Quality Related Issues' through IQAC
Proceedings	Dr. Priya Singh shared that the IQAC will plan workshops based on NAAC criteria. She gave example of the CO-PO attainment workshop already conducted for the faculty members. She further added that workshop on teaching – learning, assessment and other components are being planned for assistant professor, Associate professor and professors.
Resolution	IQAC will plan the workshops related to quality aspects for the stakeholders.
Agenda Item *(IQAC/2022-23/01)* **- 09**:	To conduct 'Quality Audit'
Proceedings	Dr. Priya Singh informed the committee members that academic audits and administrative audits will be planned for all the schools, institutes and departments of MITADTU. Dr. Mahesh Chopade agreed to it and suggested to plan the audits as soon as possible. Dr. Ramachandra Pujeri suggested planning the audit in even semester.
Resolution	IQAC will constitute committee for the academic and administrative audits, execute it and prepare report of the same.
Agenda Item *(IQAC/2022-23/01)* **- 10**:	To set the mechanism for 'Institutional Membership of Professional Bodies'
Proceedings	Dr. Priya Singh informed the committee members that institutes need to have membership of other institutes or bodies which adds to the profile of the school; Through

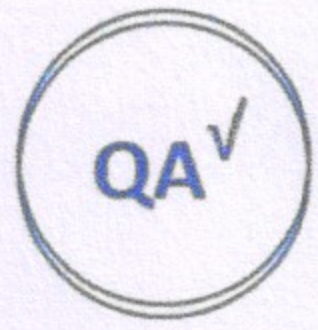|	
	institutional membership faculty and students get exposure to various activities. In order for all the schools to have institutional membership a mechanism needs to be followed.
Resolution	HOI's to provide list of institutional memberships of their schools.
Agenda Item *(IQAC/2022-23/01)* **- 11:**	To take stock of 'Functional MoU's'
Proceedings	Dr. Priya Singh suggested that we have many MOU but for NAAC we get points for functional MOU's. For the same data regarding functional MOU need to be collected and for the same evidences like list of activities conducted, photographs, reports etc. should be maintained. Dr. Ramchandra Pujeri informed the committee members that a booklet is prepared by Shri Mali sir having the list of MOU. Schools need to maintain records of the MOU activities.
Resolution	It is resolved that HOI will prepare a list of functional MOU with file containing the evidences of the activities conducted under the MOU and submit the same to the IQAC for its record and further processing.
Agenda Item *(IQAC/2022-23/01)* **- 12:**	To provide barrier free environment on campus
Proceedings	Dr. Priya Singh informed the committee members that this was a recommendation given by UGC. She further added that as NAAC also looks in whether the institution has disabled friendly and barrier free environment, some measures like putting signage, ramp, lifts, assistive devices etc. need to be

	looked at.
Resolution	It is resolved that Plan of action for implementing barrier free environment to the stakeholder is to be developed by P & D for execution.
Agenda Item *(IQAC/2022-23/01)* - **13**:	To assess 'Minority' and 'Equity' access
Proceedings	Dr. Priya Singh discussed that we need to take stock of students from minority and under groups for providing them equity in terms of access.
Resolution	It is resolved to take stock of the minority, underprivileged, low economic background, and differently abled students on board at university.
Agenda Item *(IQAC/2022-23/01)* - **14**:	To take stock of 'Placement' in all schools, particularly in IoD and SFT
Proceedings	This agenda was also based on the recommendations given by UGC.
Resolution	It is resolved that placement data will be verified with the actual documents and the disparity, if any will be removed.
Agenda Item *(IQAC/2022-23/01)* - **15**:	To strengthen GRC and ICC
Proceedings	Dr. Priya Singh displayed the constitution of ICC as per Vishakha Act and also informed that ~~the~~ in the current ICC there are few members who have left and there is no representation of male members in the ICC. Dr. Priya Singh also discussed constitution of grievance cell at school level (SGRC), Department Level (DGRC) and University level (UGRC). Grievance to be first resolved at department or school level and if still cannot be resolved needs to be presented in front of UGRC. All schools should have

	grievance cell.
Resolution	It is resolved that ICC is to be revised as per Vishakha Act and guidelines. School level grievance cell should be visited and if needed re- constituted. Every school must have grievance cell as per UGC guidelines.
Agenda Item *(IQAC/2022-23/01)* **- 16**:	To place on record establishment of 'Swami Vivekananda Chair' and its activities in brief
Proceedings	Dr. Priya Singh presented a power point showing activities of Swami Vivekananda Chair. It included the activities conducted till date under the chair.
Resolution	Members appreciated the activities and establishment of Swami Vivekananda Chair.
Agenda Item *(IQAC/2022-23/01)* **- 17**:	To place on record establishment of NCC and discuss the plan for the year
Proceedings	Major. Suman Kumari, Head NCC was invited to brief the committee members about the NCC establishment and plan of activities. Maj. Suman Kumari informed the committee members that NCC Army wing is established and she briefed about the activities of the NCC wing till date. She also discussed the plan of action of the NCC wing.
Resolution	The establishment of NCC wing and its activities are appreciated by the Chairperson and the committee members.
Agenda Item *(IQAC/2022-23/01)* **- 18**:	Any other matter with the permission of the chair
	(a) To place 'AQAR 2020-21' before IQAC for discussion and further recommendations
Proceedings	Dr. Priya Singh shared the status of AQAR of the academic year 2020 – 2021. She informed that after repeated reminders still the AQAR of the academic year 2020 – 2021 is still pending from few schools and departments. She informed the committee members that the process of collecting data for

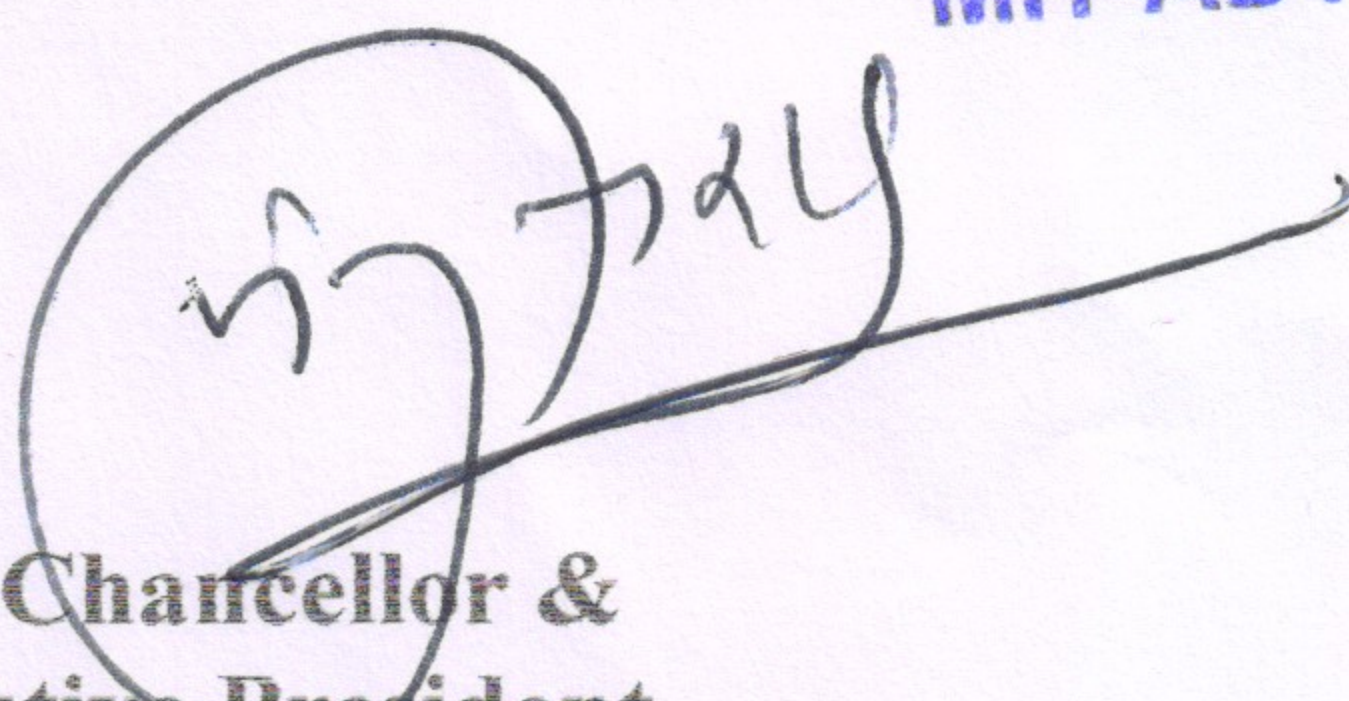|		
		AQAR (2021 – 2022) has been initiated from IQAC.
Resolution		It is resolved that strict action is to be taken against the schools who have not submitted the AQAR in spite of repeated reminders.
Agenda Item *(IQAC/2022-23/01) - 18*:		(b) To plan for 'Mock Visit' as a preparation for first accreditation in the month of September, 2022
Proceedings		As we are gearing up for NAAC in March 2023. Dr. Priya Singh informed the committee members that a series of workshops for the NAAC criteria subcommittee members have been conducted. Currently they are collecting the data for the first draft of SSR that is expected in Septembers 20... After we get the SSR first draft then a mock visit will be arranged to check the present status of schools w.r.t NAAC preparedness. She further showed the concern of authentic data and getting data on time from the schools. Chairperson suggested that a training session for HOI's and faculty could be arranged to create awareness about the data required and seriousness of NAAC. He also suggested appointing staff under data centre so that all data can be streamlined. Chairperson also took reference of Dean meeting during which Dr. Rajani Sachdeo suggested to have a cloud for data storage, it can also be initiated.
Resolution		It is resolved that the 'MOCK' for first accreditation by NAAC will be conducted in the month of October, 20... Further, Orientation session for HOI regarding data collection and authentic data related to NAAC shall be conducted soon. To stream line the process of collection of data at central level, its analysis and preparing report on each matrix, staff for the Data centre needs to be appointed on priority basis.
Agenda Item *(IQAC/2022-23/01) - 18*:		(c) To nominate IQAC members in lieu of continuance absenteeism/change over
Proceedings		Dr. Priya Singh informed the committee members that the current IQAC committee tenure will get over next year, but it was observed that many members did not attend a single meeting in the academic year 2021 – 2022, few remained present for only 50% of the meetings, few members are no

	longer associated with ADTU and few members are present for the meeting but are passive. Seeing all this and as IQAC members play an important role in development of University the IQAC will be revised.
Resolution	IQAC committee will be revisited and revised committee list will be shared with the stakeholders.
Agenda Item *(IQAC/2022-23/01)* **- 18**:	(d) To welcome the New Director, IQAC
Proceedings	Dr. Priya Singh is nominated as new In charge Director IQAC under the leadership grooming initiative of the IQAC.
Resolution	New I/C Director was welcomed by the committee
Agenda Item *(IQAC/2022-23/01)* **- 18**:	(e) To place on record the 'Completion of Tenure' of 'First IQAC Director'
Proceedings	Dr. Priya Singh informed the committee members that tenure of Dr. Ramakant Kaplay got over on 1st May 2022 as Director IQAC. She put on records the appreciation for the work done by the Director.
Resolution	All the committee members appreciated the work done by Director Dr. Ramakant Kaplay during his tenure.

Note: Date of Next Meeting: 30th September, 2022
Meeting concluded with Rashtragan.

Submitted for your approval.

I/ C Director, IQAC
MIT-ADT University, Pune

Director
Quality Assurance
MIT-ADT University, Pune

Final Approval by,

Vice Chancellor &
Executive President