



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

I/C Director, IQAC  
Dr. Priya Singh

03.10.2022

**Minutes of the Meeting with Proceedings– Second Meeting of IQAC for the Academic Year 2022-23**

Following members were present for the meeting

- (i) Prof. Dr. Anant Chakradeo, PVC and Chairperson of today's meeting
- (ii) Prof. Dr. Ramachandra Pujeri, Dean, Students Welfare and NAAC Co-ordinator
- (iii) Dr. Mahesh Chopade, Registrar
- (iv) Dr. Dnyayndeo Neelwarna, CoE
- (v) Wasimbarry Maner
- (vi) Dr. Niraja Jain
- (vii) Apurva Gosawi
- (viii) Dr. Priya Singh
- (ix) Supriya Ugale
- (x) Tejaswini Yadav
- (xi) Dr. Renu Yyas
- (xii) Prof. Mukta Deshpande
- (xiii) Shri. Sushant Kumar
- (xiv) Ramakant Kaplay

Following member(s) intimated their inconvenience to attend the meeting

- (i) Prof. Dr. Mangesh Karad, Vice-Chancellor
- (ii) Shantuli Bang

Following members remain absent for the meeting

- (i) Nayana Godse
- 

Meeting commenced with the chanting of 'Gayatri Mantra'. Director, IQAC, Dr. Priya Singh presented the Agenda.



<b>Statutory Agenda Item - 1:</b>	Report of Director IQAC
<b>Proceedings</b>	<p>Dr. Priya Singh, Director, IQAC First explained that IQAC has introduced few new things from this meeting. She said that IQAC has added</p> <ul style="list-style-type: none"><li>(i) Report of Director, IQAC on the work done by IQAC in last Three Months</li><li>(ii) Suggestions from Students and</li><li>(iii) Question Hour (IQAC Members).</li></ul> <p>The idea is well received and appreciated by PVC and all other members. Director, IQAC read the Report.</p>
<b>Resolution</b>	<p>It is resolved as follows: Report of Director, IQAC is accepted and approved</p>
<b>Statutory Agenda Item - 2:</b>	Students and Alumni Session
<b>Proceedings</b>	<p>Apurva Gosavi, a student representative made brief presentation of her ideas and suggestions. She suggested following points</p> <ul style="list-style-type: none"><li>(i) To conduct Research Festival</li><li>(ii) To have more 'Research Journals' for 'Research Students'</li><li>(iii) Strengthening Industrial collaborative Research Labs</li><li>(iv) Student Exchange</li><li>(v) Strengthening Participations in Hackathon at National Level by providing seed money to participating students</li></ul> <p>All the suggestions from student representative are well received and appreciated by IQAC.</p>
<b>Resolution</b>	<p>It is resolved to act on each and every suggestion of a student representative, as far as possible.</p>
<b>Action Plan</b>	<ul style="list-style-type: none"><li>(i) Research Festival shall be organised by IQAC this year itself.</li><li>(ii) KRC shall purchase more research journals for the schools where students are actively engaged in research activities. Purchase will be done before the end of this semester,</li></ul>



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	<p>(iii) All HoI's will be informed to strengthen industry collaborative research labs,</p> <p>(iv) Student Exchange, shall be discussed in HoI's meeting,</p> <p>(v) Associate Dean, R&amp;C will prepare a policy to provide seed money to students who participate in research events like Hackathon, etc. the policy shall be prepared before the end of this semester.</p>
<b>Statutory Agenda Item - 3: (i)</b>	Question 1. What is the Status of Decentralization in Our University?
<b>Proceedings</b>	Dr. Niraja Jain, IQAC member, raised the question on 'Decentralization Policy' she explained the concept in brief. The idea is well received by the PVC, Registrar, NAAC Co-ordinator. PVC said that the policy will help University take 'quick decision' he added that HoI's should be given more powers. However, he added that the Decentralization should be done slowly and gradually. The idea is well supported by all the members.
<b>Resolution</b>	It is resolved to have Decentralization Policy
<b>Action Plan</b>	Registrar Office will prepare the policy, the policy may be prepared by the end of this year.
<b>Statutory Agenda Item - 3: (ii)</b>	Question 2. Can we identify any one practice of any one school as Future Best Practice?
<b>Proceedings</b>	Mr. Wasim Barry Maner, IQAC member, raised the Question. Pro Vice-Chancellor said that selecting the next best practice should happen in an informal manner, he further suggested capturing the data first and all should be open for such best practices.
<b>Resolution</b>	It is resolved to identify next best practice of the university by collecting the data from all schools in an Informal manner.
<b>Action Plan</b>	IQAC will take initiative in this regard. Mrs. Mugdha Ksheersagar, IQAC Staff, will provide necessary administrative support. It will be a continuous process. However, the data shall be captured by the end of this academic year.
<b>Statutory Agenda Item - 3: (iii)</b>	Question 3. Do we have centralised counselling centre for Students at



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	University Level?
<b>Proceedings</b>	Ms. Tejaswini Yadav, IQAC member raised the Question. PVC, Registrar and NAAC Co-ordinator said that university has already been practicing the counselling of students and even teachers. IoD has counselling centre, SVS has 'Wellness Centre'. University has qualified Counsellor also. University provides counselling to outside students also. It is suggested to publicize the 'Wellness Centre' as many of the stakeholders are unaware of the counselling facility available on campus.
<b>Resolution</b>	It is resolved to strengthen 'Wellness Centre' established by SVS as Central facility for the entire University.
<b>Action Plan</b>	IQAC will organise Sensitization Session(s) on counselling and wellness in collaboration with SVS. It will be done before December 2022.
<b>Agenda Item (IQAC/2022-23/02) - 01:</b>	Confirmation of 'Minutes of last IQAC Meeting' held on 30.06.2022
<b>Proceedings</b>	Dr. Priya Singh, Director, IQAC, read the minutes and there were no comments and remarks on it
<b>Resolution</b>	It is resolved that the minutes of the meetings (MoM) of the 1 <sup>st</sup> IQAC Meeting of the Academic Year 2022-23 are hereby confirmed, same shall be placed before Academic Council for its approval
<b>Agenda Item (IQAC/2022-23/02) - 02:</b>	To see the possibility of introducing earn and learn scheme in the University
<b>Proceedings</b>	Dr. Niraja Jain, IQAC member, read the agenda item and she said that the policy for Earn & Learn Scheme is already prepared by Dr. Atul Patil under the guidance of Ramakant Kaplay. Prof. Dr. Anant Chakradeo Chairperson of today's Meeting and PVC said that there are some students who cannot afford the fees he added that for such students' jobs can be offered after office hours in sections like Gym, Library, Accounts, Registrar Office etc. PG Students can assist in Office work in SoA, IoD, etc. Registrar also added that, the scheme is good, and Registrar Office will take the approval for the same. PVC



	<p>suggested that KRC (Library) should open early morning from 6:00 am instead of extending the timings during evening or late-night hours. The Idea is well accepted by all the members.</p>
<b>Resolution</b>	<p>It is unanimously resolved that the Earn &amp; Learn policy may be approved by the University Authorities. It is further resolved that Library (KRC) timings will be extended from morning 6:00 am till 6:00 pm in the evening.</p>
<b>Action Plan</b>	<p>Rama Kaplay, Admin Assistant, Office of Dean, Academics shall put the policy in proper format &amp; submit it to the Registrar Office by 31<sup>st</sup> October 2022 for approval. Registrar shall issue circular for extended timings of KRC.</p>
<b>Agenda Item (IQAC/2022-23/02)- 03:</b>	<p>To have a safety security policy.</p>
<b>Proceedings</b>	<p>Dr. Niraja Jain, IQAC member, read the agenda item and following points were discussed by Dr. Renu Vyas, Registrar, Wasim Barry, Dr. Priya Singh, and Pro Vice Chancellor:</p> <ul style="list-style-type: none"><li>(i) Safety &amp; Security Policy is the need of an hour,</li><li>(ii) Female Security is needed at all the places,</li><li>(iii) Control on Speedy Vehicles within the Campus,</li><li>(iv) Provision for Local conveyance for lady staff for late evening events/programmes</li></ul> <p>Wasim Barry suggested that University should organise Awareness Session on security and safety within the campus for students.</p> <p>Supriya Ugale and other member suggested that there should be 'Signages' on the Campus.</p>
<b>Resolution</b>	<p>It is unanimously resolved to prepare the policy on Safety and Security on Campus. It is further resolved to organise awareness session on safety for students.</p>
<b>Action Plan</b>	<p>The work shall be assigned to Capt. Menon &amp; Shri.Shete, IQAC shall guide them. The work shall be completed before 15<sup>th</sup> Nov. 2022. Wasim Barry will organise the Awareness session before 31<sup>st</sup> Dec, 2022.</p>



<b>Agenda Item (IQAC/2022-23/02)- 04:</b>	Integration of SDG into the Higher Education System
<b>Proceedings</b>	<p>Dr. Niraja Jain, IQAC member read the agenda item and explained the concept of SDG in brief. Dr. Anant Chakradeo, PVC, said that university should take one SDG at a time. Adding to this, Dr. Mahesh Chopade, Registrar, said that University has initiated the following SDG:</p> <ul style="list-style-type: none"><li>(i) Clean Energy,</li><li>(ii) Industry Energy,</li><li>(iii) Clean Water Purification Plant,</li><li>(iv) Sanitization Agreement,</li><li>(v) Collection of Dry &amp; Wet Garbage,</li><li>(vi) Food Waste treated in food recycling machine,</li></ul> <p>Registrar further added that University needs to initiate 'Climate Action', he also said that 'Food Inspector' will be appointed soon.</p> <p>Dr. Renu Vyas said that to begin with we can make our campus 'Plastic Free', to this Dr. Priya Singh added that IQAC has already discussed this two years ago and conducted meetings without plastic bottles. She further added that the concept of 'Nakshatra Garden' floated by IQAC is ready &amp; will be implemented soon.</p> <p>PVC suggested that along with 'Sustainability' the focus should be more on 'Circulatory' aspect(s).</p>
<b>Resolution</b>	<p>It is unanimously resolved that the SDG, already initiated on campus, will be strengthened with a focus on achieving the target for at least one SDG first. Also, some climate action related work will be started.</p> <p>It is further resolved that the University will focus on 'Circulatory' aspect along with the 'Sustainability' aspects also.</p>
<b>Action Plan</b>	<p>All HOI will initiate the activities to achieve SDG. Teachers who are having specialization in environmental sciences (MANET, SoA and Civil Engg) will take lead in this regard. SDG would be continuous activity. However, to begin with 'Nakshatra Garden' will be created by the end of this year.</p>



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	Registrar will issue circular regarding 'No Plastic' & 'Plastic Free' by the first week of November, 2022. Mrs.Mugdha Ksheersagar, IQAC Staff, will take follow up. Dr. Niraja Jain, IQAC member will lead all the activities.
<b>Agenda Item (IQAC/2022-23/02)- 05:</b>	Organize Seminar on 'Awareness on the Concept of Educatedness' for all Dean's, HoI's, HoD's, Directors and University Officers
<b>Proceedings</b>	Dr. Priya Singh, Director, IQAC read the agenda item. Dr. Anant Chakradeo, PVC said that the awareness on 'Educatedness', a new concept floated by NAAC, must be there. Following Points are discussed: <ul style="list-style-type: none"><li>(i) Holistic Education,</li><li>(ii) Training for Skills,</li><li>(iii) Future work force,</li><li>(iv) Content to be created,</li><li>(v) Seminars &amp; Programmes for all HOI's</li></ul>
<b>Resolution</b>	It is resolved that, IQAC, under the guidance of Dean, Academics will hold the 'Awareness Program'
<b>Action Plan</b>	The Awareness Program of Educatedness shall be conducted in the month of December 2022. Dr. Priya Singh, Director, IQAC will organise this Program & Rama Kaplay, Staff, Office of Dean, Academics under the guidance of Dean, Academics shall prepare the content for the awareness program.
<b>Agenda Item (IQAC/2022-23/02)- 06:</b>	Digital Interface 'One Nation One Data' i) Unique ID for Teachers    ii) Unique ID for Students
<b>Proceedings</b>	Dr. Priya Singh, Director, IQAC read the agenda item. Dr. Mahesh Chopade, Dr. Anant Chakradeo, PVC initiated the discussion, Dr. Renu Vyas, Dr. Ramchandra Pujeri, Dean, Students Welfare and NAAC Co-ordinator, Dr. Priya Singh, and Supriya Ugale participated in the discussion. It is accepted that there is need of unique ID for Students & Teachers at University Level and not school level. The concept of Roll No. and even enrolment no. should be done away.



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	Dr. Neelwarna, CoE, supported the idea that 'Program Code', 'Roll No', may be abolished. PVC agreed to it.
<b>Resolution</b>	It is resolved that the concept of Unique ID for Teachers & Students will be approved and implemented.
<b>Action Plan</b>	Registrar Office will initiate the process of Unique ID. It will be done by the end of January 2023. Shri. Vishant Chimate, Assistant Registrar Office will take lead in this regard.
<b>Agenda Item (IQAC/2022-23/02)- 07:</b>	Implementation of CBCS across all the Programs
<b>Proceedings</b>	Dr. Priya Singh, Director, IQAC read the agenda item. Dr. Anant Chakradeo, PVC said that he will conduct session on CBCS, ABC for HoI's. He further added that training is required in implementing NEP.
<b>Resolution</b>	It is resolved that a meeting of all HoI's and Dean's shall be conducted by Office of Dean, Academics & PVC will make presentation on the important points of NEP such as CBCS, ABC etc..
<b>Action Plan</b>	Office of Dean, Academics, in consultation with PVC, will arrange a meeting before third week of October 2022.
<b>Agenda Item (IQAC/2022-23/02)- 08:</b>	To see the possibility of introducing courses on 'Global Citizenship Education' (GCED), 'Design Thinking', 'Organic Living', etc.
<b>Proceedings</b>	Dr. Priya Singh, Director, IQAC read the agenda item and following points were discussed by Dr. Anant Chakradeo, PVC, and Dr. Renu Vyas: <ul style="list-style-type: none"><li>(i) Design thinking required conceptually,</li><li>(ii) Knowledge, Skills and Values are the Three major areas,</li><li>(iii) Online Module for Design Thinking with 2 Credits – 30 Hours,</li><li>(iv) Easily accessible input can be used,</li><li>(v) Series of Online Courses shall be held every year.</li></ul> Following points were discussed on 'Organic Living':





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	<ul style="list-style-type: none"><li>(i) Use of Khadi,</li><li>(ii) No Plastic,</li><li>(iii) Nutritious Food,</li><li>(iv) No Junk Food,</li><li>(v) Reuse</li></ul>
<b>Resolution</b>	It is resolved that Design Thinking shall be implemented. It is also resolved further that the concept of 'Organic Living for Better Life' should be implemented, however it would be kept very simple, and one thing will be implemented at a time, may be 'Plastic Free Campus' to begin with.
<b>Action Plan</b>	IoD will take lead in implementation of 'Design Thinking' at University Level. Registrar Office shall issue a circular on 'Plastic Free Campus' both the things shall be done before end of November 2022. Registrar Office shall also get the proposal of Design Thinking approved from Academic Council in coming Academic Council Meeting.
<b>Agenda Item (IQAC/2022-23/02)- 09:</b>	To come out with the 'Teaching Policy' of the University i) Undergraduate Studies, Open Distance Learning & MOOCs, and Graduate Studies shall be driven by the NEP 2020
<b>Proceedings</b>	Dr. Anant Chakradeo, PVC said that the policy should be renamed as 'Teaching-Learning Policy'. He further added that the focus should be more on 'learning' than 'teaching' alone. Dr. Priya Singh, Director, IQAC said that it will be taken care of.
<b>Resolution</b>	It is resolved that 'Teaching-Learning Policy' shall be prepared and approved by Academic Council.
<b>Action Plan</b>	Dr. Ajita Deshmukh, SoER, will prepare this policy in consultation with Dean, Academics. The policy shall be prepared before 30 <sup>th</sup> November 2022
<b>Agenda Item (IQAC/2022-23/02)- 10:</b>	To come out with 'Community Service Policy'
<b>Proceedings</b>	Wasim Barry, IQAC Member read the agenda item. He explained the significance of 'Community Service' in brief. Prof. Dr. Anant



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	Chakradeo, PVC, said that University can begin such type of service with a nearby village like Loni Kalbhor. Registrar, Dean Student Affairs/NAAC Co-ordinator and other members also supported the very idea.
<b>Resolution</b>	It is resolved to prepare a policy on Community Services
<b>Action Plan</b>	Wasim Barry shall prepare a policy in consultation with Director, IQAC & Dean, Academics. Mrs.Mugdha Ksheersagar, IQAC Staff, will provide necessary administrative support.
<b>Agenda Item (IQAC/2022-23/02)- 11:</b>	To find out the 'Governance Quality Index' of the University
<b>Proceedings</b>	Dr. Priya Singh read the agenda item and explained the concept of 'Governance Quality Index' in brief.
<b>Resolution</b>	It is resolved that University shall determine 'Governance Quality Index.'
<b>Action Plan</b>	Dean, Academics shall determine the Index and Rama Kaplay, Admin Asst., Office of Dean, Academics will provide necessary action support. The work shall be completed before the end of January 2023.
<b>Agenda Item (IQAC/2022-23/02)- 12: (i)</b>	Any other item with the permission of chair
<b>Proceedings</b>	Dr. Priya Singh, Director, IQAC on behalf of PVC read the agenda item and put forth the dates for the First Accreditation including deadline for data collection, First MOCK, Second MOCK, Submission of SSR. Pro Vice Chancellor, Registrar, NAAC Co-ordinator, & all other members agreed to stick to the plan for first accreditation. University is aiming to get A Grade in NAAC.
<b>Resolution</b>	It is resolved to approve the Schedule of First Accreditation & same shall be placed before Academic Council for its final approval in the next meeting of Academic Council.
<b>Action Plan</b>	Director, IQAC shall place the Schedule of First Accreditation for final approval to Registrar Office before 31 <sup>st</sup> October 2022. Rama Kaplay, Admin Asst., Office of Dean, Academics will provide necessary Admin Support.



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<b>Agenda Item (IQAC/2022-23/02)- 12: (ii)</b>	Any other item with the permission of chair
<b>Proceedings</b>	Dr. Priya Singh, Director, IQAC read the agenda item and explained the significance of displaying various NAAC & IQAC related posters on campus. Prof. Dr. Anant Chakradeo, NAAC Co-ordinator, Prof. Dr. Ramchandra Pujeri also supported the idea.
<b>Resolution</b>	It is resolved to display NAAC & IQAC related posters on campus, wherever necessary.
<b>Action Plan</b>	IQAC will prepare the posters & display it on campus, Mrs. Mugdha Ksheersagar, Staff IQAC will provide the necessary admin support. This will be done before March, 2023
<b>Agenda Item (IQAC/2022-23/02)- 12: (iii)</b>	Any other item with the permission of chair
<b>Proceedings</b>	Dr. Priya Singh, Director, read the agenda item and explained that IQAC has prepared many policies, approval of some of the policies is pending and few more new policies are to be prepared. Various committees to prepare new policies shall be constituted by Registrar Office in consultation with Director, IQAC & policies shall be prepared
<b>Resolution</b>	It is resolved that all the policies prepared by IQAC will be approved and new policies shall be prepared.
<b>Action Plan</b>	Registrar Office, through various committees, shall prepare all NAAC related policies & take due approval from University Authorities.
<b>Agenda Item (IQAC/2022-23/02)- 12: (iv)</b>	Any other item with the permission of chair
<b>Proceedings</b>	Dr. Priya Singh, Director, IQAC put the status of AQAR for the last two academic years before IQAC & put the fact that most of the Schools have not submitted the data yet, hence IQAC is unable to prepare the AQAR.
<b>Resolution</b>	IQAC noted down the non-submission of data from various schools. It is resolved that all school level IQAC co-ordinators will be reminded to submit the data soon. Meeting in this regard may be called again.



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<b>Action Plan</b>	Mrs. Mugdha Ksheersagar, System Analyst cum Admin Asst. IQAC shall prepare the AQAR. Both the AQAR should be kept ready before December, 2022.
<b>Agenda Item (IQAC/2022-23/02)- 12: (v)</b>	Any other item with the permission of chair
<b>Proceedings</b>	<p>Suggestions from Shri. Sushant Kumar, representative from Industry/ Employer. Shri Sushant Kumar explained what industries expect from the Universities. He further added that industry should receive the information of students well in advance of the campus or off-campus interview. He also discussed following points:</p> <ul style="list-style-type: none"><li>(i) International Collaboration,</li><li>(ii) Student-exchange,</li><li>(iii) University's preparedness for NAAC Accreditation,</li><li>(iv) Action Plan of the University to achieve the target of within 100 for NIRF Ranking,</li><li>(v) Research &amp; Professional Practices,</li><li>(vi) Patent &amp; Grants,</li><li>(vii) Students Publications,</li><li>(viii) Student-teacher Ratio,</li><li>(ix) Placement %</li></ul> <p>Dr. Anant Chakradeo, PVC, NAAC Co-ordinator, &amp; Registrar, put forth the fact that University is already initiated most of the points mentioned by Shri. Sushant Kumar, and assured that University will further strengthen all the points raised here. The suggestions from Industry expert are well received and appreciated by all IQAC Members.</p>
<b>Resolution</b>	It is resolved that all the suggestions given above in the proceedings will be implemented by the University in its true spirit to make the Internationalization of the Higher Education System effective in the University.
<b>Action Plan</b>	IQAC will strengthen/ Initiate the suggestions from Industry expert. Mrs. Mugdha Ksheersagar, Staff, IQAC will do the needful.



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Internationalization is a continuous process hence this will be throughout the year activity.

Director, IQAC offered formal vote of thanks and the meeting concluded with Rashtra Geet.

*Note: 1) Date of Next Meeting: 30<sup>th</sup> December, 2022*

**Submitted for approval.**

Dr. Priya Singh  
Director, IQAC  
MIT-ADT University, Pune

Approved by,

**Pro - Vice Chancellor**

**Director**  
**Quality Assurance**  
**MIT-ADT University, Pune**