Third Regular IQAC Meeting 2022-23

Director, IQAC   09.02.2023
Dr. Niraja Jain

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

Following members were present for the meeting

1)	Prof. Dr. Anant Chakradeo, PVC	Chairperson of today's meeting
2)	Prof. Dr. Ramachandra Pujeri	Member
3)	Dr. Dnyayndeo Neelwarna, CoE	Member
4)	Mr. Wasimbarry Maner	Member
5)	Dr. Dhananjay Upasani	Member
6)	Dr. Uma Gadase	Member
7)	Mrs. Supriya Ugale	Member
8)	Mrs. Tejaswini Yadav	Member
9)	Dr. Renu Vyas	Member
10)	Prof. Mukta Deshpande	Member
11)	Mrs. Nayana Godse	Member

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

1)	Prof. Dr.Mangesh Karad, VC	Chairperson IQAC
2)	Dr. Mahesh Chopade, Registrar	Member
3)	Mrs. Shantuli Bang	Member
4)	Mr. Sushant Kumar	Member

Following Member remain absent without intimation

1)	Ms. Apurva Gosawi, Student	Member

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

Agenda Item*(IQAC/2022-23/03)-* **01**:	Confirmation of 'Minutes of last IQAC Meeting' held on 30.09.2022
Proceedings	Director-IQAC, informed the status of the activities and action report for the IQAC General Meeting held on 30.09.2022. Minutes of Meeting are circulated among all stakeholders and are approved by the University authority. Further no changes suggested in MoM, hence IQAC resolves that the MoM of last IQAC meeting are confirmed.
Resolution	It is resolved that the minutes of the meetings (MoM) of the 2nd IQAC Meeting of the Academic Year 2022-23 are hereby confirmed, same shall be placed before Academic Council for its approval
Agenda Item *(IQAC/2022-23/03)* **- 02**:	Statutory agenda: Report of Director, IQAC
Proceedings	Director-IQAC presented the report of the Previous I/C Director-IQAC for the period June 2022 to Nov 2022. Pro-VC suggested to plan for the second phase of the faculty induction program and training of Non-teaching staff in coordination with SoER.
Resolution	Report of the previous I/C Director, IQAC is accepted and approved.
Action Plan	IQAC to finalize the second phase of Faculty Induction Program and Training of Non-teaching staff and conduct it in association with SoER.
Agenda Item *(IQAC/2022-23/03)-* **03**:	Students and Alumni Session
Proceedings	Student Member Ms. Apurva Gosavi and Alumni member Mrs. Shantuli Bag were absent for the meeting. No question/suggestion received from Student or alumni members for this meeting. Pro-VC informed about the inauguration of different Alumni chapters. Prof. Dr. Ramachandra Pujeri briefed about the Mumbai Alumni Chapter event. Pro-VC suggested submitting the Alumni activities report to IQAC from NAAC perspective.

Resolution	It is resolved that Ms Hiral Shah, Alumni Head will submit the Alumni Chapter activities report to IQAC for NAAC record.
Action Plan	Ms Hiral Shah, Alumni Head will submit the Alumni Chapter activities report to IQAC for NAAC record.
Agenda Item (IQAC/2022-23/03)- **04**:	Question hour
Statutory Agenda Item – **04: (i)**	Scientists In Residence/ Professors in Residence
Proceedings	Prof. Mukta Deshpande, IQAC member proposes to invite the Scientists / Professors from recognised Indian/Foreign Universities to stay on campus and have interaction with the staff and students. This will foster the Research culture among the faculty and students, resulting in improving the overall Research quotient of the University. The idea is well received by Pro-VC. He further suggested initiating the collaboration activities along with the International Relations Officer Dr. Rekha Sugandhi. It was also informed to the members that IoD practices this for a long time and provides the accommodation as well in Guest Houses at Shewalwadi. Similar accommodation facilities can be provided in the close vicinity of the University.
Resolution	It is resolved that the proposal for National/International Collaboration with the University with special interest in Research will be put forth before the Vice Chancellor for Sanction.
Action Plan	Detailed proposal will be prepared in consultation with Director-IQAC by Prof. Mukta Deshpande and will be submitted to the VC office.
Statutory Agenda Item – **04: (ii)**	Baby care center at our university level
Proceedings	Prof. Tejaswini Yadav, an IQAC member, suggested having a Baby Care Center at University as a special facility for the Women employees. Pro-VC suggested focusing on having a number of sufficient common rooms in every building. One of the common rooms can further be proposed as an activity center for children.
Resolution	It is resolved that Mrs Tejaswini Yadav IQAC Member will take a lead to prepare a proposal regarding Baby care centre

Action Plan	Proposal for Children Activity Center / Baby Care Center to be prepared and submitted for approval to the VC office.
Statutory Agenda Item – 04: (iii)	Central Environment Committee – (Prof. Tejaswini Yadav)
Proceedings	Prof. Tejaswini Yadav suggested having the monitoring committee at University level. Pro-VC suggested forming a Volunteers group from students and faculty and encouraging the Environment Consciousness Awareness Programs and activities on campus through this group.
Resolution	It is resolved that a Voluntary Group will be formed that Coordinates and Monitors the Environment Consciousness Awareness Programs and activities on campus.
Action Plan	Registering the Volunteers from Students and Staff and kickstart the activity.
Statutory Agenda Item – 04: (iv)	Organizing Seminar on SWAYAM and MOOC – (Dr. Priya Singh)
Proceedings	With the aim to host the Online Courses/MOOC on SWAYAM and other platforms, IQAC proposes that the senior members from the University be trained and encouraged to launch the courses in their respective domain which will be well-received across the student community. Pro-VC assured that, identify such faculty who can contribute to the domain knowledge and University will assist and provide requisite support to achieve this milestone in Higher education. Faculty from SoER under the leadership of Dr. Priya Singh will help in this activity.
Resolution	It is resolved that the faculty members from different domains will be identified and will be encouraged to host the MOOCs on different learning platforms including SWAYAM.
Action Plan	To identify faculty from different domains who are willing to host the MOOC on different learning platforms. Team SoER will provide the required support in developing the MOOCs.
Agenda Item *(IQAC/2022-23/03)*- **05**:	To discuss the report of 'External Administrative Audit' and give suggestions for implementation and placing it before Academic Council with comments

Proceedings	Director-IQAC informed about the general observations from the Administrative audit. The report will be put forth for final approval from the authorities. Academic and Administrative audits are the mandatory activities and Pro-VC suggested that all the constituent units be aware of its significance and participate actively.
Resolution	It is resolved that the External Administrative Audit report will be put before Academic Council for their information
Action Plan	External Administrative Audit Report to be put forth for approval from authorities.
Agenda Item *(IQAC/2022-23/03)-* **06**:	To introduce the 'Stakeholders Satisfaction Survey', discuss the format and implementation strategies
Proceedings	Director - IQAC suggested discussing the format for 'Stakeholders Satisfaction Survey', and the implementation strategy. Pro-VC informed that so far each constituent unit was using different formats to conduct such surveys. The unified survey template catering to the needs of every school, adhering to the NAAC guidelines, will be finalized and circulated by the Data Center. This will be also useful for preparing the reports for some other Rankings such as NIRF, QS Ranking etc.
Resolution	Its resolved that IQAC will guide Data Center in preparing generic formats which later will be shared among all the HoI's for further refinements
Action Plan	Data Center - Prepare the Stakeholders' Satisfaction Survey template
Agenda Item *(IQAC/2022-23/03)-* **07**:	To report establishment of Data Centre and discuss & finalize the proposal for Data Centre
Proceedings	Pro-VC briefed about the data Centre. Data Center established as an extended arm of the IQAC. Dr. Uma Godase appointed as the Head of Data Center has initiated the activity of preparing data capture templates as per the revised NAAC guidelines. The entire University data collection, processing and report generation will be handled by the Data Center.
Resolution	It is resolved that Data Center will ensure that the unified Data Capture templates as per the revised guidelines of NAAC are prepared by April 2023.
Action Plan	Data Capture templates to be prepared by April 2023 by Data Center.

Agenda Item *(IQAC/2022-23/03)*- **08**:	To start keeping Academic Performance Index (API) record of each individual teacher
Proceedings	IQAC proposes to assist HoIs in generating the API based reports for every individual. The API will in turn help to keep track of and improve the overall University grading as every individual contribution will be placed on record and the future targets can be set based on the earlier performance.
Resolution	It is resolved that API records of every staff member will be centrally collected. The HR department will take over this responsibility.
Action Plan	Data Center - to prepare the templates and a provision will be made to capture these details in softcopy format.
Agenda Item *(IQAC/2022-23/32)*- **09**:	To discuss the 'new pedagogical strategies' in view of implementation of NEP-2020 and prepare the road map ahead with SoP
Proceedings	Director-IQAC read the agenda. Dr. Dhananjay Upasani discussed the 'new pedagogical strategies'. He suggested preparing the roadmap for NEP implementation considering the principles of NEP 2020. Pro-VC briefed about the status of work done so far regarding NEP implementation by the team of HoIs under the guidance of Dr. Ravande. IQAC proposed to support the activity.
Resolution	It is resolved that IQAC will support the NEP 2020 implementation plan across the University.
Action Plan	To support the NEP implementation team activities in the best possible ways.
Agenda Item *(IQAC/2022-23/03)*- **10**:	To conduct 'Research Audit' as we are aspiring to be 'Research-Intensive University/ Research University (RU)
Proceedings	Director-IQAC suggested conducting a Research Audit as we aspire to be the Research-Intensive University / Research University (RU). Pro-VC approved the proposal in principle. He also mentioned that such audits are a regular activity by IQAC as it ensures the quality of academic processes.
Resolution	It is resolved that a Research Audit will be conducted soon by IQAC. The formats for the same will be prepared by Prof. Mukta Deshpande in consultation with Dr. Renu Vyas and Dean R & D.
Action Plan	To prepare the formats for Research Audit by Prof. Mukta Deshpande.

Agenda Item *(IQAC/2022-23/03)-* **11:**	To discuss and lay down the methodology for the 'Career Progression' of both 'Students and Teachers
Proceedings	Director-IQAC proposed to make Staff and students aware about the 'Career Progression' through arranging the Seminars. It can be handled by T&P department for students and by Dean- Humanities & Social Sciences for the Teachers.
Resolution	It is resolved that an awareness session for 'Career Progression' be organized.
Action Plan	Organize the awareness sessions - T & P Department , Dean- Humanities & Social Sciences
Agenda Item *(IQAC/2022-23/03)-* **12:**	To prepare album for 'flowers', 'plants', 'lawns', 'crop', 'fruits'
Proceedings	Towards preparing for NAAC, Director-IQAC proposed to take up the activity of maintaining the Flora and Fauna details of the University campus. Prof. Wasimbarry Maner will take a lead in this. Dr. Renu Vyas suggested getting this done with the help of the Botanical Survey of India. Pro-VC suggested involving student volunteers in such activities and assign some credits to such activities.
Resolution	It is resolved that the team will be formed with a student volunteer. In this regard, Prof. Wasimbarry Maner will take the lead. Agenda is well accepted by all the IQAC members
Action Plan	To contact the BSI office and get the proposal for a Botanical survey for the University Campus.
Agenda Item *(IQAC/2022-23/03)-* **13:**	To place on record the contribution of I/C Director, IQAC
Proceedings	Director-IQAC placed it on record that the IQAC is thankful towards the contribution made by earlier I/C Director Dr. Priya Singh. Pro-VC appreciated the contribution of the earlier I/C Director.
Resolution	The resolution is passed to place on record the contribution of the earlier Director-IQAC Dr. Priya Singh.
Action Plan	To continue working towards the achievement of the goals set by IQAC earlier.
Agenda Item *(IQAC/2022-23/03)-* **14:**	To inform the house about present NIRF ranking

Proceedings	Director-IQAC informed all that IQAC has taken a report from Dr. Bhojwani regarding NIRF ranking. Applying and getting such rankings like NIRF, QS I Gauge ranking etc will be an added advantage from the NAAC perspective.
Resolution	It is resolved that IQAC will help identifying, applying and getting different ranking to improve on the University
Action Plan	Data Center will provide the unified requisite data from the upcoming academic year towards such rankings.
Agenda Item *(IQAC/2022-23/03)*- **15**:	To discuss the status of UGC recognition
Proceedings	Director-IQAC mentioned that UGC recognition is mandatory before we apply for the NAAC. Pro-VC also suggested that the AISHE report should also be submitted timely as it is also the prerequisite for NAAC. The UGC committee report is awaited after the submission of the compliance report.
Resolution	It is resolved that the care will be taken while submitting the data for AISHE and UGC. The UGC recognition will be received soon.
Action Plan	IQAC will maintain the details of all the reports submitted for reference while preparing the NAAC report.
Agenda Item *(IQAC/2022-23/03)*- **16**:	To discuss the preparedness for first accreditation
Proceedings	A special meeting with HoIs was arranged on 3rd Jan 2023 in presence of VC Dr Mangesh Karad to discuss the preparedness for first accreditation by NAAC. The second phase of Document Verification will be completed by 14th Feb 2023. The final status report will be presented to the VC office by 15th Feb 2023.
Resolution	It is resolved that IQAC will take up the responsibility to prepare IIQA and SSR for NAAC accreditation. The Quality Improvement Objectives are identified by IQAC for all the constituent units. Based on that the targets are to be set by each constituent unit and it will be verified with set frequency.
Action Plan	Data Center to prepare the Data Capture templates based on new guidelines by NAAC. Collect the data for Quality Improvement Targets by 20th Feb 2023.
Agenda Item *(IQAC/2022-23/03)*- **17**:	Any other item with the permission of chair

Agenda Item (IQAC/2022-23/03)- **17: (i)**	Suggestions for achieving 'A' grade for university to implement
Proceedings	IQAC had gathered the information towards SSR compilation. While analyzing the entire University data, and studying the new benchmarks by the NAAC, a suggestive list of actions prepared to ensure A grade for the University.
Resolution	It is resolved that the action plan will be shared among all stakeholders by IQAC so that each one can set the individual target and work towards achieving the A grade.
Action Plan	IQAC will share the suggestive list with all HoIs and other stakeholders.
Agenda Item (IQAC/2022-23/03)- **17: (ii)**	To amend the 'academic ordinances' in the wake of 'NEP-2020'
Proceedings	Director-IQAC informed the Members about the need to amend the Academic ordinances as per NEP 2020. Dr. Ravande & team is taking care of this.
Resolution	It is resolved that the Academic council, BoS will take necessary measures towards amendments in Academic Ordinances as per NEP 2020.
Action Plan	NEP Team will suggest the amendments for academic ordinances.
Agenda Item (IQAC/2022-23/03)- **17: (iii)**	Use of common course codes 0-99: pre-requisite courses; 100-199: Foundation or fundamental courses; 200-299: Intermediate level courses (credit requirements for minor and major); 300- 399: Higher level discipline/inter-disciplinary; 400-499: Higher level courses; 500-599: PG 1 st yr; 600-699: PG 2 nd yr; 700-799: Doctoral level courses
Proceedings	While implementing NEP, it should be ensured that the Course codes are unified as per the norms of the governing authorities like NCET, AICTE etc. Relevant changes to be made in the Examination software as well.
Resolution	It is resolved that to create a common template by Data Center, a common meeting with all the HoIs and Deans/Directors will be arranged.
Action Plan	Arrange the meeting with HoIs, Deans, Directors to decide on the Common Course Code structure.
Agenda Item (IQAC/2022-23/03)- **17: (iv)**	To approve the revised 'Energy audit and Environmental audit' report'

Proceedings	Director-IQAC read the agenda and put forth to all the members that the Energy Audit & Environmental Audit report is revised and needs to be approved. These audits are conducted in earlier years and it needs to be put on record.
Resolution	It is resolved that in future any such audit is to be conducted following the norms.
Action Plan	Contact the agencies to conduct the Energy and Environmental Audit.
Agenda Item *(IQAC/2022-23/03)*- **17: (v)**	To conduct 'Green Audit' as per the ISO standards
Proceedings	Director-IQAC communicated that adhering to the new norms by NAAC, Green Audit needs to be conducted as per ISO Standards.
Resolution	It is resolved that the Green Audit be conducted as per ISO Standards.
Action Plan	Contact the ISO certified agency for conducting Green Audit as per norms.
Agenda Item *(IQAC/2022-23/03)*- **17: (vi)**	BoS and Academic Council to decide on 'multi-disciplinary programs' (Degree in Life Sciences, Social Sciences etc.; Single major and Double major etc.)
Proceedings	Multidisciplinary programmes can be introduced. The suggestions will be sought during the NEP implementation discussions.
Resolution	It is resolved that the proposals will be prepared and put forth for approval for Multi Disciplinary programmes.
Action Plan	Prepare the proposal for Multi disciplinary programmes.
Agenda Item *(IQAC/2022-23/03)*- **17: (vii)**	Assessment using the following: time-constrained examinations; closed-book and open-book tests; problem-based assignments; practical assignment laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce interviews; computerized adaptive assessment, examination on demand, modular certifications
Proceedings	Towards implementing NEP 2020, different assessment policies for the examination to be proposed, checked for the suitability, and implementation strategies to be decided.
Resolution	It is resolved that different assessment methods will be used as applicable as per the guidelines.
Action Plan	Check the possibility of using different assessment methods for different programmes.

Agenda Item *(IQAC/2022-23/03)*- **17: (viii)**	Transcript for each semester
Proceedings	Director-IQAC underlined the importance of providing Transcripts for each semester keeping in view the NEP implementation. The Controller of Examination mentioned that the system is available and enough care is taken by the examination department to accommodate the changes required as per the NEP 2020.
Resolution	It is resolved that the Transcripts will be made available after each semester.
Action Plan	Examination department will take care of providing transcripts every semester.

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

Note: 1) Date of Next Meeting: 30th March,2023

Submitted for approval.

Dr. Niraja Jain
Director-IQAC
MIT-ADT University, Pune

Approved by,

Pro -Vice Chancellor
Dr. Anant Chakradeo
MIT ADT University, Pune