

# NICMAR

UNIVERSITY  
PUNE

IQAC Meeting No. IQAC/24-25/01

- Notification & Agenda
- Attendance Sheet
- Minutes of the Meeting

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## NOTIFICATION AND AGENDA

Meeting No. : IQAC/24-25/01  
Day / Date : Wednesday, September 25, 2024  
Time : 03:00 PM  
Mode : Hybrid  
Place : S- 02, NICMAR University Campus, 25/1, NIA Post Office, Balewadi Pune - 411 045

### Agenda

1. Welcome note by Dr. Mrs. Sushma S. Kulkarni, VC and Chairperson of IQAC committee, NICMAR University, Pune
2. Read and approve the Minutes of Meeting of IQAC Meeting held on 18th June, 2024 and present the Action Taken Report.
3. Update on preparation of AQAR of academic year 2022-2023
4. QA related information on University's Website
5. Update on Internal audit preparation
6. To discuss remedial classes entry in time table
7. Update on Institutional Development Plan
8. Any other point, with permission of chair person

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING OF NICMAR UNIVERSITY, PUNE HELD ON WEDNESDAY, 25<sup>TH</sup> SEPTEMBER, 2024 AT 3.00 PM AT THE S-02, AT UNIVERSITY CAMPUS.

Members Present (Attendance Sheet)



Day / Date : Wednesday, 25th September- 2024

Time : 3 To 5 pm

Venue : S-02, NICMAR University, Pune

Mode : Hybrid

**Attendance Sheet**

Sr. No.	Name of the Members	Designated members	Signature
1	Dr. Mrs. Sushma S. Kulkarni	Chair Person	<i>[Signature]</i>
2	Dr. Prashant I Dave	Member	<i>[Signature]</i>
3	Dr. Anil Agarwal	Member	<i>[Signature]</i>
4	Dr. Jonardan Koner	Member	<i>[Signature]</i>
5	<del>Dr. Rajesh Goyal</del>	Member	
6	Dr. Rahul Deshpande	Director - IQAC	<i>[Signature]</i>
7	Dr. Rajni Kant Rajhans	Member	<i>[Signature]</i>
8	Dr. Darshan Mahajan	Member	<i>[Signature]</i>
9	Dr. Harish Singla	Member	<i>[Signature]</i>
10	Dr. Smitha Yadav	Member	<i>[Signature]</i>
11	Dr. Abhijat Abhyankar	Member	<i>[Signature]</i>
12	Dr. Amit Hiray	Head- QA	<i>[Signature]</i>
13	Dr. Adinath Damle	Member	Absent
14	Dr. Madhav B. Kumthekar	Member	Online
15	Mr. Ravindra Wani	Member	<i>[Signature]</i>
16	Mr. A. R. Jadhav	Member	<i>[Signature]</i>
17	Mr. J. P. Shroff	Member	Absent
18	Mr. Sameer Dutta	Member	Absent
19	Ms. Priyanka Challapalli	Member	Absent
20	Mr. Amartya Sharma	Member	Absent
21	Mr. Yashwant Bhatt	Member	Absent
22	Dr. Tapash Ganguli	Invitee	Absent
23	Dr. Sagar Malsane	Invitee	<i>[Signature]</i>
24	Dr. Devang Desai	Invitee	<i>[Signature]</i>
25	Dr. Smita Patil	Invitee	<i>[Signature]</i>
	Dr. Anil Pawar	Member	<i>[Signature]</i>

# To grant leave of absence, if any:

1. Dr. Tapash Ganguli
2. Dr. Adinath Damale
3. Mr. J. P. Shroff
4. Mr. Sameer Dutta
5. Ms. Priyanka Challapalli
6. Mr. Amartya Sharma
7. Mr. Yashwant Bhatt

The above listed members were granted the leave of absence.



A meeting of the members was called upon to discuss the predefined agenda as given above. The discussions were held and decisions were made during the meeting which have been documented as follows:

**1. Welcome note by Dr. Mrs. Sushma S. Kulkarni, Vice-Chancellor and Chairperson of IQAC Committee, NICMAR University, Pune**

Dr. Mrs. Sushma S. Kulkarni, Vice-Chancellor, Chairperson opened the meeting and welcomed all the present members to the meeting, highlighting the significance of the Institutional Development Plan in enhancing institutional effectiveness and accountability.

**2. A review of the previous minutes of the meeting held on 19th March, 2024 and Progress Report on Action Points on tasks assigned in the last meeting.**

**Minutes**

Minutes of the 4<sup>th</sup> quarterly meeting of IQAC dated 18<sup>th</sup> June, 2024 were placed before the committee.

**Action Taken Report (18<sup>th</sup> June, 2024)**

Sr. No.	Point Discussed	Responsible Person	Action to be Taken	Remarks
1.	Activities planned for the next quarter	Dean-QA	<ol style="list-style-type: none"> <li>CoEAP &amp; IQAC collaboratively organized a FDP on 'Use of ICT and Design Thinking in Teaching' from 1<sup>st</sup> to 5<sup>th</sup> July 2024</li> <li>A session organized on 'NIRF Ranking' on 8<sup>th</sup> July, 2024</li> <li>IQAC team &amp; Deans Visited to JSPM's Rajarshi Shahu College of Engineering, Tathawade-Pune campus</li> <li>Academic mentoring programme 2024-2025 has been implemented</li> </ol>	Completed
2.	Review on Institutional Development Plan, Feedback forms and Academic Audit-Internal	IDP Committee	<ol style="list-style-type: none"> <li>Related to Institutional Development Plan, total 6 meetings completed, Short, medium- and long-term University Goals settings finalized</li> <li>New feedback system has been initiated by IQAC from this academic year 2024-2025</li> <li>Academic Audit- Internal scheduled in the month of October-2024</li> </ol>	In process
3.	NAAC criteria-wise entries	Dean-QA	Excel formats (Quantitative data) shared with respective portfolio heads	80% data collected
4.	Ranking surveys	Dean-QA	Visited to JSPM's Rajarshi Shahu College of Engineering, Tathawade-Pune campus and collected formats for India Today and Outlook rankings.	In process

The members after due deliberations took the note of the same and passed the following resolution unanimously:

**“RESOLVED THAT** the IQAC Committee hereby approves the minutes of IQAC 4<sup>th</sup> quarterly meeting of the academic year 2023-2024.

**RESOLVED FURTHER THAT** a certified copy of this resolution may be furnished to the concerned person(s) and/or authorities for giving effect to this resolution, under the hands of the Vice Chancellor of the University.



### **3. Update on preparation of AQAR of academic year 2022-2023**

Dr. Rahul Deshpande informed about the status of preparation of AQAR of academic year 2022-2023. Dr. Deshpande presented the AQAR file to all the members with the supporting documents linked to a one drive folder. Some departments are experiencing delays in providing necessary data. The Vice Chancellor emphasized the need for timely submissions, as it is important part of audit preparation. **The members took the note of the same.**

### **4. QA related information on University's Website**

Dr. Rahul Deshpande highlighted the need of providing overview of the university's quality assurance policies and framework on the university website. It helps the prospective students, current students, faculty, and stakeholders to understand the university's commitment to maintaining and enhancing quality in education. As a part of the discussion the Mr. Wani suggested that, the website should be fully informative by updating all school wise / departments activities on the website. Dr. Kumthekar suggested that it is essential to focus on the timely website updation for any type of accreditation. Vice Chancellor asked the registrar to take this charge on priority to update all information on University's website. Registrar answered that the website updating is already in process, it will be completed soon.

**The members took the note of the same.**

### **5. Update on Internal audit preparation**

Dr. Rahul Deshpande informed that the internal academic and administrative audit is planned on 4<sup>th</sup> & 5<sup>th</sup> November, 2024. He further added that the external academic and administrative audit is planned on 18<sup>th</sup> & 19<sup>th</sup> November, 2024. He also provided a brief overview of the upcoming audit process & guidelines of the University. All portfolio heads were requested to keep the supporting documents ready as an evidence as part of the audit process. Vice Chancellor suggested to share the audit proforma and audit process & guidelines to all the portfolio heads. In this regard, Dr. Anil Agarwal suggested to prepare the stamps of each school / department for improving document authenticity.

**The members took the note of the same.**

### **6. To discuss remedial classes entry in time table**

To cater to diverse student needs, the process of implementation and documentation of remedial classes in the academic timetable was discussed. Dr. Kumthekar suggested that, to enhance student understanding and performance in core subjects, it is necessary to identify the students those are below threshold level as decided in midterm examination. He further suggested that the remedial classes can be arranged on Saturday and Sunday as per the needs of the students. Dr. Rahul Deshpande requested all the School Deans to circulate this discussion and concept of remedial classes with all faculties. The committee agreed on the importance of remedial classes and emphasized the need for careful planning and execution to ensure their effectiveness.

**The members took the note of the same.**

### **7. Update on Institutional Development Plan**

Dr. Rahul Deshpande informed about the latest meetings held on 28<sup>th</sup> August, 2024 on Institutional Development Plan and the progress achieved till date.

**The members took the note of the same.**

### **8. Any other item, with permission of chair person**

Dr. Rahul Deshpande informed about the scheduled activities by the IQAC in association with the Centre of Excellence in Academic Practice for the next quarter. The proposed activities are (i) a 5-days Faculty Development Program (FDP) on Assessment and Pedagogical Research, (ii) Compilation of best teaching practices adopted by faculties of the NICMAR University, Pune and (iii) Academic and Research Leadership Talk Series

He requested the school deans to encourage their faculties to participate in the above-mentioned activities.

**The members took the note of the same.**

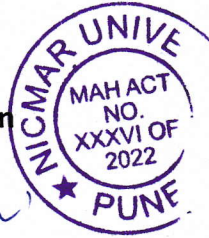
### **# Vote of Thanks**

There being no other business to be transacted, the meeting concluded with a vote of thanks to the Chair by Dr. Rahul Deshpande, Dean of Quality Assurance.

**Date:** September 25, 2024

**Place:** Pune

**Chairperson**



*Sushma S. Kulkarni*

**Dr. Mrs. Sushma S. Kulkarni**

**Vice Chancellor**