NICMAR

UNIVERSITY

PUNE

IQAC Meeting No. IQAC/24-25/02

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

NOTIFICATION AND AGENDA

Meeting No.   :   IQAC/24-25/02

Day / Date   :   Tuesday, December 17, 2024

Time   :   03:00 PM

Mode   :   Hybrid

Place   :   VC Conference Room, 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 25th September, 2024 and present the Action Taken Report.

3. Update on Institutional Development Plan

4. Update on Internal & external audit

5. Review on Faculty Development Programmes Survey

6. Any other point, with permission of chair person

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING OF NICMAR UNIVERSITY, PUNE HELD ON TUESDAY, 17TH DECEMBER, 2024 AT 3.00 PM AT THE VC CONFERENCE ROOM, UNIVERSITY CAMPUS.

Members Present (Attendance Sheet)

NICMAR
UNIVERSITY
PUNE

Internal Quality Assurance Cell
IQAC COMMITTEE MEETING
IQAC/24-25/02

Day / Date : Tuesday, 17th December- 2024   **Time :** 3 To 5 pm
Venue   : VC Conference Room, NICMAR University, Pune   **Mode :** Hybrid

Attendance Sheet

Sr. No.	Name of the Members	Designated memebrs	Signature
1	Dr. Mrs. Sushma S. Kulkarni	Chair Person	X (sig)
2	Dr. Prashant I Dave	Member	Absent
3	Dr. Anil Agarwal	Member	for (sig)
4	Dr. Jonardan Koner	Member	for (sig)
5	Dr. Amol Pawar	Member	Absent
6	Dr. Rahul Deshpande	Director - IQAC	(sig)
7	Dr. Rajni Kant Rajhans	Member	Raj Kant Rajhan
8	Dr. Darshan Mahajan	Member	Online
9	Dr. Harish Singla	Member	(sig)
10	Dr. Smitha Yadav	Member	for (sig)
11	Dr. Abhijat Abhyankar	Member	Abhyankar
12	Dr. Amit Hiray	Head- QA	Absent
13	Dr. Adinath Damle	Member	Absent
14	Dr. Madhav B. Kumthekar	Member	(sig)
15	Mr. Ravindra Wani	Member	online
16	Mr. A. R. Jadhav	Member	(sig)
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	(sig)
24	Dr. Devang Desai	Invitee	Online
25	Dr. Smita Patil	Invitee	Absent
26	Dr. Pankaja Bagul	Invitee	PBagul

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
8. Dr. Prashant Dave
9. Dr. Amol Pawar
10. Dr. Amit Hiray
11. Dr. Smita Patil

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 extended a warm welcome to all present members and stressed the importance of reviewing the updates on the Internal and External Audits.

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 1st quarterly meeting of IQAC dated 25th September, 2024 were placed before the committee.

   Action Taken Report (25th September, 2024)

Sr. No.	Point Discussed	Responsible Person	Action to be Taken	Remarks
1.	QA related information on University's Website	Dean-QA	Updated the quality assurance-related information on University's website in a PDF format. Also, in process to add a separate webpage for IQAC dept.	In process
2.	Internal audit preparation	Dean-QA	Internal audit conducted on 06th Nonmember, 2024 & external audit conducted on 18th & 19th November, 2024. The experts looked in detail at the academic and administrative processes followed at the University and shared feedback to further improve few of the processes.	Completed
3.	Remedial classes entry in time table	Dean-Academics	The remedial classes are held for the identified students and are documented.	Completed

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 1st quarterly meeting of the academic year 2024-2025.

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 Institutional Development Plan

Dr. Rahul Deshpande, emphasized the importance of reviewing the progress of the IDP as part of the continuous improvement process of the institution. There are total 9 meetings held to finalize the draft version of the Institutional Development Plan, which will intend to present in upcoming Board of Management meeting. Based on the Enablers provided by UGC IDP Documents. An assessment is carried out for each 8 components i.e. Governance, Finance, Academic, Research and Intellectual property, Human Resources Management, Networking and Collaborations, Physical Infrastructure & Digital Services on present status and further development plan.

The plan was highlighted as a comprehensive roadmap that focuses on the long-term goals for the institution's growth, including infrastructure development, academic excellence, research enhancement and student support services.

The members took the note of the same.

4. Update on Internal & external audit

Dr. Rahul Deshpande informed, the salient points of Internal and external Academic and Administrative Audit held in the month of November, 2024.
the subsequent discussions and recommendations aimed at further enhancing the institution's academic quality and administrative effectiveness.

- The school wise / department wise **data updating as per NAAC formats** is started by university is a good initiative.

- **Online exam assessment** is a good move.

- **Academic monitoring** and counselling are also good. In this regard, it has been decided that, a school level document to be prepared by School Deans twicely at an academic year as a part of documentation.

- **Academic calendar** can include more details such as re-exam / summer term, etc. Coming to this point Mr. Ravindra Wani suggested that, Faculty development Programmes (FDP) schedule with specialized training modules, and shall include in Academic Calendar. Dean Student Affairs also highlighted the importance of aligning the proper exam schedule with the academic calendar, as the hostel and food fees are often determined based on exam schedules, and any changes or delays in these schedules affect the operational planning for student accommodation and services. He also requested to include weekend events in an academic calendar for better planning.

- Maintain CO-PO Attainment policy document. In this regard, Dr. Rahul Deshpande informed that, recently a meeting was held with all School Deans on CO-PO attainment and assured that this activity will be definitely completed as on priority for the academic year 2022-2023 and 2023- 2024.

- **Research** Seed money scheme is excellent. Publication incentives are very good. More number of faculties should be encouraged to apply for seed money schemes.

- **Library** is well equipped and has very good electronic resources; processes need automation.

- **Infrastructure** Composting pit coverage is to be done, Energy audits to be conducted & Action taken report record to be maintain.
- The invited experts looked in detail at the academic and administrative processes followed at the University and shared feedback to further improve few of the processes. Several members emphasized the importance of involving all stakeholders, including faculty and administrative staff, in implementing corrective actions.

The members took the note of the same.

5. Review on Faculty Development Programmes Survey

The Dean Quality Assurance informed that, as per data collected by our HR department related to faculty development training needs analysis we have conducted some faculty development programmes. In this regard, we have taken a survey related Faculty Development Programmes to understand faculty able to employ some those teaching-learning techniques. It will be a good idea to share our innovative teaching-learning practices with one another. Not only the ones covered in the FDPs but also the designed for improving student engagement and better learning outcomes. This exercise will help to plan to enrich our overall teaching-learning practices at the university, contributing to a significant academic development of students.

Dr. M. B. Kumthekar suggested that, every school has to decide to identify the focus areas for establishing a Center of Excellence. The centers will be designed to address the specific needs of the department while contributing to the overall academic and research goals of the institution. Dr. Rahul Deshpande explained on this point, as we have a Research & Development Cell, they are identifying the physical infrastructure need or a training need and the department is taking review for it.

6. Any other item, with permission of chair person
- Mr. Wani suggested that, the data on exams, no. of faculty development programmes and AQAR should be matched with All India Survey on Higher Education (AISHE).
- Dr. Pankaja Bagul suggested that, the separate calendars and student forum should be maintained for under graduate and post graduate students as per different demands, age group and activities also different.
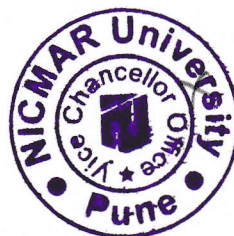
The members took the note of the same.

 # 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: December 17, 2024   **Place:** Pune   **Chairperson**

Dr. Mrs. Sushma S. Kulkarni
Vice Chancellor