



# NICMAR

UNIVERSITY  
PUNE

**IQAC Meeting No. 04 - June 18, 2024**

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



## NOTIFICATION AND AGENDA

Meeting No. : 04/2023-2024  
Day / Date : Tuesday, June 18, 2024  
Time : 03:00 PM  
Mode : Hybrid  
Place : F- 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. A review of the previous minutes of the meeting held on 19<sup>th</sup> March, 2024 and action taken report
3. A review on activities conducted by IQAC in previous quarter, Institutional Development Plan, Feedback forms and Academic Audit- Internal
4. Discussion on ranking surveys
5. Discussion on digitalization for accreditation process
6. Activities planned for the next quarter
7. Review on NAAC criteria-wise entries
8. Considering and acknowledging the academic/ non-academic approvals taken by various authorities in context with NAAC metrics. (CO-PO mapping, additions of new courses in existing programmes, new programmes introduced in AY 2024-25, staff appointments, infrastructure development, research activities conducted by the teaching staff, scholarships, library purchases, equipment purchases for research, examination results, seed money spendings, energy/ environment audits conducted etc.)
9. Any other item, with permission of chair person



**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING OF NICMAR UNIVERSITY, PUNE HELD ON TUESDAY, 18<sup>TH</sup> JUNE 2024 AT 3.00 PM AT THE F-02, AT UNIVERSITY CAMPUS.**

**Members Present (Attendance Sheet)**



**IQAC COMMITTEE MEETING  
IQAC/23-24/04**

Day / Date : Tuesday, 18th June- 2024      Time : 3 To 5 pm  
Venue : F-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	Dr. Rajesh Goyal	Member	<i>[Signature]</i> Absent
6	Dr. Rahul Deshpande	Dean, QA	<i>[Signature]</i>
7	Dr. Rajnikant 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	<i>[Signature]</i>
14	Dr. Madhav B. Kumthekar	Member	<i>[Signature]</i> 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		Absent
23	Dr. Smita Patil		<i>[Signature]</i>
24	Dr. Sagar Maisane		<i>[Signature]</i>
25	Dr. Devang Desai		<i>[Signature]</i>

**# To grant leave of absence, if any:**

1. Dr. Rajesh Goyal
2. Mr. J. P. Shroff
3. Mr. Sameer Dutta
4. Ms. Priyanka Challapalli
5. Mr. Amartya Sharma
6. 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 and decisions were made during the meeting 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 and Chairperson of the IQAC Committee welcomed all the members to the meeting with a brief note, about the initiatives undertaken in the last quarter and specifically in terms of developing the Institutional Development Plan.

**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 3rd quarterly meeting of IQAC dated 19<sup>th</sup> March, 2024 were placed before the committee.

**Action Taken Report (19th March, 2024)**

Sr. No.	Point Discussed	Responsible Person	Action to be Taken	Remarks
1.	Institutional Development Plan	Dean-QA	Completed 3 meetings for Institutional Development Plan, also completed a workshop for Goal settings	In process
2.	NAAC criteria-wise entries	Dean-QA	Excel formats shared with respective heads	In process
3.	Implementation of Feedback forms from various stakeholders	Head-QA	Feedback forms shared and started to collection of forms	Initiated
4.	Academic Audit- Internal	Dean-QA	Proposed a visit to Pimpri Chinchwad College of Engineering, in July-2024	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 3<sup>rd</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. A review on activities conducted by IQAC in previous quarter, Institutional Development Plan, Feedback forms and Academic Audit - Internal**

#### **Institutional Development Plan**

Dr. Rahul Deshpande informed about the meetings held on Institutional Development Plan and an overview of the current IDP goals and progress was provided. A Goal Setting Workshop for Deans and Functional Heads was organized by the University at OXFORD Golf Club, Pune from May 2nd to 4th, 2024 to set clear objectives that align with the university's overarching targets. From SWOC Analysis to Big Hairy Audacious Goal (BHAG) to issues under influence, control or concern, it was a very detailed deliberation by the team to set the agenda for next 5 year to steer university towards greater heights.

#### **Feedback**

An analysis of feedback received from stakeholders (faculty, staff and parents) was presented at the meeting. Vice chancellor suggested use the collected surveys to identify weaknesses, plan for improvement and implement it.

#### **Academic Audit**

IQAC proposed a visit to Pimpri Chinchwad College of Engineering, in July-2024 and plans to conduct an internal academic audit for academic years 2022-23 & 2023-24 in the month of July/August 2024. Mr. Wani suggested to form a committee for academic internal audit and administrative audit. In this regard registrar informed that some retired principals or professors from colleges and universities can be appointed for Academic & Administrative Audit purposes.

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

### **4. Discussion on Ranking Surveys**

Dr. Rahul Deshpande posed a question to the meeting about the ways in which benchmarking of the university can be carried out using ranking surveys like Outlook, Times of India or rating systems like QS I-GAUGE. In this regard Registrar suggested to choose 2-3 premium media surveys like outlook or Times of India. It will act as a self-audit to help prepare for NAAC or NBA accreditation. Mr. Wani suggested that, our university will be eligible to participate in NIRF ranking from next academic year. The discussion concluded with a reaffirmed commitment to enhancing the university's quality measurement/reporting systems through strategic improvements in data management and record keeping.

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

### **5. Discussion on digitalization for accreditation process**

A discussion was initiated on how to leverage digitalization for accreditation process. Everyone present agreed on the importance of digitalization in enhancing the accreditation process's efficiency and effectiveness. Mr. Wani suggested to wait for some time as NAAC will be introducing their new process soon and currently digitalization process available in the market are as per previous NAAC criteria.

As a part of the discussion the Registrar informed that the University will be using the Studium software for the upcoming term (AY 2024-2025), meanwhile other educational ERPs will also be evaluated.

Registrar requested all the concern Deans/Portfolio Heads to help in evaluating the ERP systems as per their requirements.

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



## **6. Activities planned for the next quarter**

Dr. Rahul Deshpande informed about the scheduled activities by IQAC for the next quarter like, a Faculty Development Program (FDP) on "Qualitative Research Using NVivo" from 24 – 28 June, 2024, a session on 'NIRF Ranking' on 8<sup>th</sup> July, 2024 and a five days Faculty Development Programme on 'Use of ICT and Design Thinking in Teaching' from 1st July 2024 to 5th July 2024. He also suggested all school deans to encourage their faculties to participate in the FDPs.

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

## **7. Review on NAAC criteria-wise entries**

Dr. Rahul Deshpande informed to the committee that the University IQAC have start receiving the data from the various academic and functional departments. He apprised that till date the IQAC has received details & data from Library, IT, CoE and Research department. The IQAC has also received the copy of MoU's of collaborations.

Dr. Jonardan Koner suggested that as there is no teaching activity during the vacation for the faculty, it is an appropriate time collect data regarding NAAC criteria.

Mr. Wani suggested to start filing AQAR as per data received till date.

Registrar informed that their department is having data which they have submitted to many government authorities, which needs to be formatted to NAAC criteria requirement. In this regard, every school has to submit their data to Dean Academics and the consolidated school-wise data they will be sent to IQAC Department. Dr. Rahul Deshpande, requested to criteria owners & co-ordinators to submit the remaining data at the earliest.

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

## **8. Considering and acknowledging the academic/ non-academic approvals taken by various authorities in context with NAAC metrics. (CO-PO mapping, additions of new courses in existing programmes, new programmes introduced in AY 2024-25, staff appointments, infrastructure development, research activities conducted by the teaching staff, scholarships, library purchases, equipment purchases for research, examination results, seed money spendings, energy/ environment audits conducted etc.)**

Dr. Deshpande apprised to the members that at the beginning of Academic Year 2024-25, the IQAC should have the details on various actions, resolutions, decisions taken by University Academic and Functional Department.

He has requested to;

Dean - Academics to submit the list of new courses introduced in existing programmes, the details of CO-PO mapping and list of new programmes introduced in Academic Year 2024-25.

Dean - Research to submit the details of research activities carried out during the Academic Year 2023-24, Publications, SEED money utilisation and equipments / database / books & journals purchased for research purposes.

Controller of the Examination to submit the details on examination conducted during the Academic Year 2023-24, dates of results declaration, copy of result analysis.

Dean Infrastructure to submit the amount spent for Infrastructure Development, Infrastructure Maintenance during the Academic Year 2023-24. The status on Energy, Environment and Green Audits.

**The members took the note of the same and assured to submit the required details to IQAC.**



9. Any other item, with permission of chair person

No points raised by the members.

# 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: June 18, 2024

Place: Pune

Chairperson



*Sushma S. Kulkarni*  
Dr. Mrs. Sushma S. Kulkarni  
Vice Chancellor