

Ref. – MITSDE/IQAC/2024/04

Date: 25-04-2024

## **INTERNAL QUALITY ASSURANCE CELL**

**(Formed As Per the Board Resolution No.09/ 2024)**

The IQAC will constitute the following members as per the constitution decided in the board resolution no.09/2024.

No.	Members	Particulars	Designation
1.	Prof. Dr. Suhrud Neurgaonkar	Director	Chairperson
2.	Dr. Malhar Pangrikar	Senior Academician / Professor	Member
3.	Dr. Nitin Zadpe	Internal Quality Auditors	Member
4.	Prof. Bhagyashree Pande	Internal Quality Auditors	Member
5.	Dr. Suresh Naik	Internal Quality Auditors	Member
6.	Mr. Gaurav Tewari	Internal Quality Auditors	Member
7.	Mr. Makarand Hardas	Internal Quality Auditors	Member
8.	Mrs. Priya Dalal	Internal Quality Auditors	Member – Secretary
9.	Mr. Rajesh Raut	Academic Staff	Member
10.	Prof. Bonnie Rajesh	Academic Staff	Member
11.	Ms.Aishwarya Patil	Academic Staff	Member
12.	Ms. Aashna Komalkar	Academic Staff	Member
13.	Mr. Pranav Kulkarni	Academic Staff	Member

**Term:** The term of the nominated members shall be for three years.

**Meeting:** The Director of MIT School of Distance Education shall draw the schedule for the meeting of the IQAC. The meeting may be scheduled as and when necessary, but at least once a year.

**Functions:** The functions of the IQAC will include the following:

1. The responsibility of IQAC is to facilitate the above functions.
2. Annual Quality Assurance Report (AQAR) for each Programme, according to the norms and guidelines prescribed by the AICTE.

3. Get the Annual Quality Assurance Report (AQAR) approved by an academic board of a Standalone Institution before the launch of each Programme.
4. Put in place a monitoring mechanism to ensure the proper implementation of AQAR
5. Oversee the development of Study Learning Material, integration of Information and Communication Technology (ICT) setting up of Learning Centres, and coordination with relevant stakeholders.
6. Design annual plans for quality level enhancement at the level of the Institution and ensure their implementation.
7. Arrange feedback responses from students, employers and other stakeholders for quality-related institutional processes.
8. Develop quality benchmarks or parameters for the various academic and administrative activities of the institution.

**Responsibilities of the IQAC:**

1. Annual Quality Assurance Report (AQAR) for each Programme, according to the norms and guidelines prescribed by the AICTE.
2. Get the Annual Quality Assurance Report (AQAR) approved by an academic board of Standalone Institution before the launch of each Programme.
3. Put in place a monitoring mechanism to ensure the proper implementation of AQAR
4. Oversee the development of Study Learning Material, integration of Information and Communication Technology (ICT) setting up of Learning Centres, and coordination with relevant stakeholders.
5. Design annual plans for quality level enhancement at the level of the Institution and ensure their implementation.
6. Arrange feedback responses from students, employers and other stakeholders for quality-related institutional processes.
7. Develop quality benchmarks or parameters for the various academic and administrative activities of the institution
8. Prepare a Programme Project Report (PPR) for each Programme, according to the norms and guidelines prescribed by the AICTE.
9. Get the Programme Project Report (PPR) approved by an academic board of Standalone Institution before the launch of each Programme.
10. Oversee the development of Study Learning Material, integration of Information and Communication Technology (ICT) setting up of Learning Centres and co-ordination with the Management of MITSDE.
11. Put in place a monitoring mechanism to ensure the proper implementation of Programme project reports.
12. Design annual plans for quality level enhancement at the level of the Institution and ensure their implementation.
13. Arrange feedback responses from students, employers and other stakeholders for quality-related institutional processes.

14. Develop quality benchmarks or parameters for the various academic and administrative activities of the institution.
15. Obtain information from other Institutions on various quality benchmarks or parameters and best practices.
16. Organise workshops or seminars on quality related themes.
17. Suggest restructuring of programmes in order to make them relevant to the job market.
18. Develop and implement innovative practices in major areas leading to quality enhancement in services to the learners.
19. Create learner learner-centric environment rather than Institution institution-centric environment.
20. Cultivate creativity and innovation in the faculty and staff.
21. Adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audits.
22. Conduct or encourage system-based research to bring about a qualitative change in the entire system.
23. Record activities undertaken on quality assurance in the form of an annual report and Coordinate recognition and accreditation of the Institution.



**Prof. Dr. Suhrud Neurgaonkar,  
Director,  
MIT School of Distance Education**

**MIT Alandi Campus, Pune Moshi-Alandi Road, Opposite to Gajanan Maharaj  
Sansthan, Alandi-412105, Pune Maharashtra (India).**

## **Internal Quality Assurance Cell Meeting-1**

### **NOTICE (2023-24)**

#### **MIT School of Distance Education**

All the members of the Institute's Internal Quality Assurance Cell (IQAC) are hereby informed that the meeting of the Internal Quality Assurance Cell (IQAC) with the faculty is scheduled for 15/05/2024 at 10:00 AM in the Conference Room, MIT School of Distance Education. The following agenda will be discussed in the meeting. Please make it convenient to attend the meeting.

#### **Internal Quality Assurance Cell (IQAC) Meeting Agenda**

**Date: 15th May 2024**

**Time: 10:00 AM - 12:00 PM**

**Venue: Conference Room, MIT School of Distance Education**

#### **Agenda**

##### **1. Welcome and Introduction**

- Opening remarks by the Director
- Introduction of all members

##### **2. Approval of Minutes from the Previous Meeting**

##### **3. Agenda Items**

###### **a. Follow-up on Previous Meeting Actions**

- Review progress on LMS feature updates and pilot testing results.
- Finalization of study learning material for new subjects.
- Monitoring the implementation of annual quality enhancement plans.

###### **b. New Agenda Items**

- Pilot launch of Harvard Business Publishing simulations for Operations, PM, and Leadership programs.
- Setting up an MDP and Research Cell.
- Proposal for audio summaries of learning materials to enhance the learning experience.
- Implementation of AI Chatbot for student support.
- Design and framework for a Student Wellness Index.

#### 4. Other Discussions

- Enhancing global collaboration initiatives.
- Strategic planning for new certifications in niche areas.

#### 5. Conclusion and Next Steps

- Summarizing key decisions.
- Assigning responsibilities with deadlines.

#### 6. Next Meeting Schedule

- **Date:** 15th August 2024
- **Time:** 10:00 AM
- **Venue:** Conference Room, MIT School of Distance Education



**Dr. Suhrud Neurgaonkar**

**Director**

**MIT School of Distance Education**



**MIT Alandi Campus, Pune Moshi-Alandi Road, Opposite to Gajanan Maharaj  
Sansthan, Alandi-412105, Pune Maharashtra (India)**

## **Internal Quality Assurance Cell (IQAC)**

### **Meeting Minutes**

**Date: 15th May 2024**

**Time: 10:00 AM - 12:00 PM**

**Venue: Conference Room, MIT School of Distance Education**

#### **Members Present**

1. Prof. Dr. Suhrud Neurgaonkar
2. Dr. Nitin Zadpe
3. Dr. Jayant Panigrahi
4. Dr. Rajesh Raut
5. Prof. Bhagyashree Pande
6. Prof. Bonnie Rajesh
7. Dr. Suresh Naik
8. Mr. Makarand Hardas
9. Mrs. Priya Dalal
10. Mr. Gaurav Tewari

#### **Absentees**

1. Dr. Malhar Pangrikar

#### **Convener:**

Prof. Dr. Suhrud Neurgaonkar

#### **Minutes**

1. **Welcome and Introduction**
  - The meeting commenced at 10:00 AM with opening remarks by the Director, emphasizing continuous quality improvement.
2. **Approval of Previous Minutes**
  - The minutes of the January 2024 meeting were reviewed and approved unanimously.
3. **Follow-up on Previous Meeting Actions**
  - LMS updates were successfully tested; positive feedback was noted from pilot participants.
  - Study learning materials were revised and finalized for PGDM subjects.
4. **New Agenda Items**
  - **Pilot launch of simulations:** Harvard Business Publishing simulations for Operations and Leadership programs were approved for Q3 2024.

- **MDP and Research Cell:** Framework for establishing these cells was approved, with implementation by June 2024.
- **Audio Summaries:** Proposal for audio summaries of learning materials was approved for pilot launch in select courses.
- **AI Chatbot:** Implementation roadmap was finalized, with a target launch in July 2024.
- **Student Wellness Index:** A task force was formed to design the index, with the initial proposal due by July 2024.

**5. Conclusion and Next Steps**

- Tasks and deadlines were assigned for all initiatives discussed.

**6. Next Meeting Schedule**

- The next IQAC meeting is scheduled for 15th August 2024 at 10:00 AM.

**Table: Decisions and Actions Taken**

Sr. No.	Decisions	Action Taken
1	Pilot launch of simulations	Approved for Operations, PM, and Leadership programs. Launch scheduled for Q3 2024.
2	MDP and Research Cell	Framework approved; cells to be operational by June 2024.
3	Audio Summaries	Pilot launch approved for select courses; implementation underway.
4	AI Chatbot	Implementation roadmap finalized, with launch planned for June 2024.
5	Student Wellness Index	Task force formed; proposal expected by June 2024.

**Adjournment**

The meeting concluded at 12:00 PM with a vote of thanks to all attendees.

**Message**

Thank you all for your active participation and valuable contributions. Let us continue our collective efforts toward enhancing the quality of our institution. See you at the next meeting on 15th July 20

**Dr. Suhrud Neurgaonkar**  
**Director**  
**MIT School of Distance Education**



**MIT Alandi Campus, Pune Moshi-Alandi Road, Opposite to Gajanan Maharaj  
 Sansthan, Alandi-412105, Pune Maharashtra (India)**

## **Internal Quality Assurance Cell Meeting - 2**

**NOTICE (2023-24)**

### **MIT School of Distance Education**

All the members of the IQAC of the Institute are hereby informed that the meeting of the Internal Quality Assurance Cell (IQAC) with the faculty is scheduled on **15/08/2024 at 10:00 AM** in the Conference Room, MIT School of Distance Education. The following agenda shall be discussed in the meeting. You are therefore requested to kindly make it convenient to attend the meeting.

#### **Internal Quality Assurance Cell (IQAC) Meeting Agenda**

**Date: 15th August 2024**

**Time: 10:00 AM - 12:30 PM**

**Venue: Conference Room, MIT School of Distance Education**

#### **Agenda**

**1. Welcome and Introduction**

- Opening remarks by the Director
- Introduction of all members

**2. Approval of Minutes from the Previous Meeting**

**3. Agenda Items**

**a. Follow-up on Previous Meeting Actions**

- Progress on Harvard Business simulations pilot launch.
- Finalization of MDP and Research Cell setup.
- Updates on audio summaries and AI chatbot implementation.
- Review of the Student Wellness Index framework.

**b. New Agenda Items**

- Development of video subtitles in Hindi for learners.
- Increasing degree pass-out ratio with targeted interventions.
- Industry-validated certification for Business Analytics and Domain Analytics.

**4. Other Discussions**

- Plans for upcoming global collaboration projects.
- Mid-year review of faculty development initiatives.

**5. Conclusion and Next Steps**

- Summarization of key decisions. / Assigning responsibilities with deadlines.

**6. Next Meeting Schedule**

- **Date:** 15th November 2024
- **Time:** 10:00 AM
- **Venue:** Conference Room, MIT School of Distance Education



**Dr. Suhrud Neurgaonkar (Director)**

**MIT School of Distance Education**





## Internal Quality Assurance Cell (IQAC)

### Meeting Minutes

**Date: 15th August 2024**

**Time: 10:00 AM - 12:30 PM**

**Venue: Conference Room, MIT School of Distance Education**

#### Members Present

1. Prof. Dr. Suhrud Neurgaonkar
2. Dr. Nitin Zadpe
3. Dr. Jayant Panigrahi
4. Dr. Rajesh Raut
5. Prof. Bhagyashree Pande
6. Prof. Bonnie Rajesh
7. Dr. Suresh Naik
8. Mr. Makarand Hardas
9. Mrs. Priya Dalal
10. Mr. Gaurav Tewari

#### Minutes

1. **Welcome and Introduction**
  - The Director welcomed members, emphasizing the importance of collaborative efforts.
2. **Approval of Previous Minutes**
  - The minutes of the April 2024 meeting were reviewed and approved unanimously.
3. **Follow-up on Previous Meeting Actions**
  - **Simulations pilot:** Initial feedback on Harvard Business simulations was positive; full rollout scheduled for Q4 2024.
  - **MDP and Research Cell:** Infrastructure and core team finalized; implementation underway.
  - **AI Chatbot:** Implementation in progress; launch targeted for August 2024.
  - **Student Wellness Index:** Preliminary framework was shared; revisions to be completed by Q3 2024.
4. **New Agenda Items**
  - **Video subtitles in Hindi:** Approved for integration into key courses by October 2024.
  - **Degree pass-out ratio:** Intervention plans include enhanced student support and flexibility in deadlines.
  - **Industry certifications:** Partnerships finalized for certifications in Business Analytics and Domain Analytics.

## 5. Conclusion and Next Steps

- Key tasks were summarized, and responsibilities were assigned to respective members.

## 6. Next Meeting Schedule

- The next IQAC meeting is scheduled for **15th November 2024 at 10:00**

### AM. Table: Decisions and Actions Taken

Sr. No.	Decisions	Action Taken
1	Progress on Harvard Business simulations	Positive feedback noted; full rollout scheduled for Q4 2024.
2	MDP and Research Cell setup	Infrastructure and core team finalized; implementation underway.
3	AI Chatbot implementation	Launch in progress; targeted for August 2024.
4	Student Wellness Index	Preliminary framework shared; revisions due in Q3 2024.
5	Video subtitles in Hindi	Approved for integration by October 2024.
6	Degree pass-out ratio improvement	Intervention plans approved; focus on student support and flexible deadlines.
7	Industry certifications	Partnerships finalized for certifications in Business Analytics and Domain Analytics.

### Adjournment

The meeting concluded at 12:30 PM with a vote of thanks to all attendees.

### Message

Thank you all for your active participation and valuable contributions. Let us continue our collective efforts towards enhancing the quality of our institution. See you at the next meeting on **15th November 2024**



**Dr. Suhrud Neurgaonkar**

**Director**

**MIT School of Distance Education**

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**Sansthan, Alandi-412105, Pune Maharashtra (India)**

## **Internal Quality Assurance Cell Meeting - 3**

**NOTICE (2023-24)**

### **MIT School of Distance Education**

All the members of the IQAC of the Institute are hereby informed that the meeting of the Internal Quality Assurance Cell (IQAC) with the faculty is scheduled on **15/11/2024 at 10:00 AM** in the Conference Room, MIT School of Distance Education. The following agenda shall be discussed in the meeting. You are therefore requested to kindly make it convenient to attend the meeting.

#### **Internal Quality Assurance Cell (IQAC) Meeting Agenda**

**Date: 15th November 2024**

**Time: 10:00 AM - 12:30 PM**

**Venue: Conference Room, MIT School of Distance Education**

#### **Agenda**

**1. Welcome and Introduction**

- Opening remarks by the Director
- Introduction of all members

**2. Approval of Minutes from the Previous Meeting**

**3. Agenda Items**

**a. Follow-up on Previous Meeting Actions**

- Updates on video subtitles in Hindi.
- Review of interventions for degree pass-out ratio improvement.
- Initial results from industry certification pilot programs.

**b. New Agenda Items**

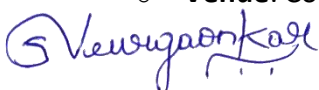
- Proposal for global collaboration on projects.
- Research journal publication plans for 2025.
- Centre for Innovation and Entrepreneurship establishment.

**4. Conclusion and Next Steps**

- Assigning responsibilities and deadlines.

**5. Next Meeting Schedule**

- **Date:** 15th January 2025
- **Time:** 10:00 AM
- **Venue:** Conference Room, MIT School of Distance Education



**Dr. Suhrud Neurgaonkar**  
**Director**

**MIT School of Distance Education**



## Internal Quality Assurance Cell (IQAC)

### Meeting Minutes

**Date: 15th November 2024**

**Time: 10:00 AM - 12:30 PM**

**Venue: Conference Room, MIT School of Distance Education**

#### Members Present

1. Prof. Dr. Suhrud Neurgaonkar
2. Dr. Nitin Zadpe
3. Dr. Jayant Panigrahi
4. Dr. Rajesh Raut
5. Prof. Bhagyashree Pande
6. Prof. Bonnie Rajesh
7. Dr. Suresh Naik
8. Mr. Makarand Hardas
9. Mrs. Priya Dalal
10. Mr. Gaurav Tewari

#### Minutes

1. **Welcome and Introduction**
  - Opening remarks set the tone for future improvements.
2. **Approval of Previous Minutes**
  - The July 2024 minutes were reviewed and approved unanimously.
3. **Follow-up on Previous Meeting Actions**
  - **Video subtitles:** Subtitles in Hindi were successfully integrated into major courses, receiving positive feedback from learners.
  - **Degree pass-out ratio:** Significant improvement was achieved through targeted interventions, including enhanced student support and flexible deadlines.
  - **Certifications:** Pilot programs for Business Analytics and Domain Analytics showed high enrollment rates, indicating strong demand.
4. **New Agenda Items**
  - **Global collaboration:** Plans for pilot projects were approved, scheduled to begin in Q2 2025.
  - **Research journal:** Formation of the editorial board was finalized, with the first publication planned for 2025.
  - **Centre for Innovation and Entrepreneurship:** Proposal was approved, with the official launch scheduled for Q3 2025.
5. **Conclusion and Next Steps**

- Key tasks were summarized, and responsibilities were assigned to respective members.
- Deadlines were set for the next quarter to ensure progress.

#### 6. Next Meeting Schedule

- The next IQAC meeting is scheduled for **15th January 2025 at 10:00 AM**

#### Table: Decisions and Actions Taken

Sr. No.	Decisions	Action Taken
1	Updates on video subtitles in Hindi	Successfully integrated into major courses; positive feedback received from learners.
2	Degree pass-out ratio improvement	Targeted interventions, including enhanced student support and flexible deadlines, yielded improvements.
3	Certification pilot programs	High enrollment rates in Business Analytics and Domain Analytics pilot programs were recorded.
4	Global collaboration projects	Plans approved for pilot projects; implementation to begin in Q2 2025.
5	Research journal	Editorial board formation completed; first publication planned for 2025.

#### Adjournment

The meeting concluded at 12:30 PM with a vote of thanks to all attendees.

#### Message

Thank you all for your active participation and valuable contributions. Let us continue our collective efforts towards enhancing the quality of our institution. See you at the next meeting on **15th January 2025**.



**Dr. Suhrud Neurgaonkar**  
Director

MIT School of Distance Education

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Sansthan, Alandi-412105, Pune Maharashtra (India)

## **Internal Quality Assurance Cell Meeting - 4**

**NOTICE (2024-25)**

### **MIT School of Distance Education**

All the members of the IQAC of the Institute are hereby informed that the meeting of the Internal Quality Assurance Cell (IQAC) with the faculty is scheduled on **15/01/2025 at 10:00 AM** in the Conference Room, MIT School of Distance Education. The following agenda shall be discussed in the meeting. You are therefore requested to kindly make it convenient to attend the meeting.

#### **Internal Quality Assurance Cell (IQAC) Meeting Agenda**

**Date: 15th January 2025**

**Time: 10:00 AM - 12:30 PM**

**Venue: Conference Room, MIT School of Distance Education**

#### **Agenda**

- 1. Welcome and Introduction**
  - Opening remarks by the Director
  - Introduction of all members
- 2. Approval of Minutes from the Previous Meeting**
- 3. Agenda Items**
  - a. Follow-up on Previous Meeting Actions**
    - Updates on global collaboration projects.
    - Research journal progress.
    - Centre for Innovation and Entrepreneurship development status.
  - b. New Initiatives for 2025**
    - Benchmarking academics and administration.
    - Enhancing learning experiences through advanced tools.
    - Launching industry-validated certifications in Digital Marketing and Supply Chain Analytics.
    - Expanding global collaboration projects.
- 4. Other Discussions**
  - Planning for upcoming Faculty Development Programs.
  - Strategic goals for research and innovation in 2025.
- 5. Conclusion and Next Steps**
  - Assigning responsibilities and setting deadlines.
- 6. Next Meeting Schedule**
  - **Date:** 15th April 2025
  - **Time:** 10:00 AM
  - **Venue:** Conference Room, MIT School of Distance Education

## Internal Quality Assurance Cell (IQAC)

### Meeting Minutes

**Date:** 15th January 2025

**Time:** 10:00 AM - 12:30 PM

**Venue:** Conference Room, MIT School of Distance Education

#### **Members' Present**

1. Prof. Dr. Suhrud Neurgaonkar
2. Dr. Nitin Zadpe
3. Dr. Jayant Panigrahi
4. Dr. Rajesh Raut
5. Prof. Bhagyashree Pande
6. Prof. Bonnie Rajesh
7. Dr. Suresh Naik
8. Mr. Makarand Hardas
9. Mrs. Priya Dalal
10. Mr. Gaurav Tewari

#### **Minutes**

1. **Welcome and Introduction**
  - The meeting commenced with the Director's remarks on quality enhancement.
2. **Approval of Previous Minutes**
  - October 2024 minutes were reviewed and approved unanimously.
3. **Follow-up on Previous Meeting Actions**
  - **Global collaboration projects:** Collaboration framework was finalized, and pilot projects are set for implementation in Q2 2025.
  - **Research journal:** The first issue is planned for publication in June 2025.
  - **Centre for Innovation and Entrepreneurship:** Initial activities and objectives were outlined, with progress on track.
4. **New Initiatives for 2025**
  - **Benchmarking academics and administration:** The process has been initiated with a task force formed for development.
  - **Enhancing learning experiences:** Deployment of advanced tools for interactive and engaging learning was approved.
  - **Industry certifications:** Certifications in Digital Marketing and Supply Chain Analytics were proposed and approved for launch.
  - **Global collaboration projects:** Expansion plans were discussed, with new partnerships being explored.

## 5. Conclusion and Next Steps

- Key tasks were summarized, and responsibilities were assigned with deadlines to ensure timely execution.

## 6. Next Meeting Schedule

- The next IQAC meeting is scheduled for **15th April 2025 at 10:00 AM**.

### Table: Decisions and Actions Taken

Sr. No.	Decisions	Action Taken
1	Updates on global collaboration projects	Collaboration framework finalized; pilot projects scheduled for Q2 2025.
2	Research journal progress	First issue planned for June 2025; editorial activities underway.
3	Centre for Innovation and Entrepreneurship	Objectives outlined, with activities progressing as planned.
4	Benchmarking academics and administration	A task force formed to initiate benchmarking processes.
5	Enhancing learning experiences	Advanced tools approved for deployment to improve interactivity and engagement.
6	Industry Certifications	Certifications in Digital Marketing and Supply Chain Analytics approved for launch.
	Expanding global collaboration projects	Expansion plans discussed, new partnerships under consideration

### Adjournment

The meeting concluded at 12:30 PM with a vote of thanks to all attendees.

### Message

Thank you all for your active participation and valuable contributions. Let us continue our collective efforts towards enhancing the quality of our institution. See you at the next meeting on **15th April 2025**.



**Dr. Suhrud Neurgaonkar**  
Director



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**Sansthan, Alandi-412105, Pune Maharashtra (India)**