

Ref. – MITSDE/Admin/2023/12

Date: 26-07-2023

Internal Quality Assurance Cell

(Formed As Per the Board Resolution No.08/ 2023)

The IQAC will constitute of the following members as per the constitution decided in the board resolution no.08/2023.

| 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 | External Quality Auditors | Member |
| 6 | Mr. Gaurav Tewari | External Quality Auditors | Member |
| 7 | Mr. Makarand Hardas | External Quality Auditors | Member |
| 8 | Mrs. Priya Dalal | Internal Quality Auditors | Member - Secretary |
| 9 | Mr. Abhishek Kalyana | Academic Staff | Member |
| 10 | Dr. Jayant Panigrahi | Academic Staff | Member |
| 11 | Prof. Swapnali Jadhav | Academic Staff | Member |
| 12 | Ms. Aashna Komalkar | Academic Staff | Member |
| 13 | Mr. Pranav Kulkarni | Academic Staff | Member |
| 14 | Mr. Milind Prabhakar Patil | Existing Student | Member |
| 15 | Mr. Kalyani Dadabhau Gaikwad | Existing Student | Member |
| 16 | Mr. Sharma Umesh Rajendra | Alumini | Member |
| 17 | Ms. Mrunali Gajanan Gidye | Alumini | 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 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 coordination with the Management of MITSDE.
11. Put in place monitoring mechanism to ensure the proper implementation of Programme Projects 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 audit.
22. Conduct or encourage system-based research to bring about a qualitative change in the entire system.
23. Record activities are undertaken on quality assurance in the form of an annual report and coordinate recognition and accreditation of the Institution.

Suhrud Neurgaonkar

Prof. Dr. Suhrud Neurgaonkar

Director

MIT School of Distance Education

