

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

Date: 15th January 2024

Time: 10:00 AM - 12:00 PM

Venue: Conference Room, MIT School of Distance Education

#### **Agenda:**

Welcome and Introduction

Opening remarks by the Director

Introduction of all members

Approval of Minutes from Previous Meeting

#### **Agenda Items**

- a. Follow-up on Previous Meeting Actions
- b. Development of Study Learning Material
- c. Update on the addition of new features to the LMS
- d. Status update on stakeholder communication and collaboration
- e. Design Annual Plans for Quality Enhancement

#### **New Agenda Items**

- a. Arrange Feedback Responses
- b. Collection and analysis of feedback from students, employers, and other stakeholders
- c. Discussion on integrating feedback into quality-related processes
- d. Develop Quality Benchmarks
- e. Establish benchmarks or parameters for academic and administrative activities
- f. Strategies for implementation and monitoring

Conclusion and Next Steps

Summarizing key decisions

Assigning responsibilities and deadlines

#### **Next Meeting Schedule**

Date: 25th April 2024

Time: 10:00 AM

Venue: Conference Room, MIT School of Distance Education

**MIT School of Distance Education**

**Internal Quality Assurance Cell (IQAC) Meeting Minutes**

Date: 15th January 2024

Time: 10:00 AM - 12:00 PM

Venue: Conference Room, MIT School of Distance Education

**Members Present:**

Prof. Dr. Suhrud Neurgaonkar

Dr. Nitin Zadpe

Prof. Bhagyashree Pande

Dr. Suresh Naik

Mr. Makarand Hardas

Mrs. Priya Dalal

Mr. Abhishek Kalyana

Dr. Jayant Panigrahi

Ms. Aashna Komalkar

Mr. Pranav Kulkarni

**Absentees:**

Mr. Gaurav Tewari

Prof. Swapnali Jadhav

Dr. Malhar Pangrikar

**Minutes:**

Welcome and Introduction

The meeting commenced at 10:00 AM with opening remarks by the Director.

All members introduced themselves.

- a. Approval of Minutes from Previous Meeting

The minutes from the previous meeting were reviewed and approved without amendments.

#### Follow-up on Previous Meeting Actions

b. Development of Study Learning Material

The sub-committee presented draft improvements, which were well-received.

Further refinements were requested with a new deadline set for 15th February 2024.

- c. Integration of Information and Communication Technology (ICT)
- d. An update on the addition of new LMS features was provided.  
A pilot test for these features will begin in March 2024.
- e. Regular updates and meetings are to continue.
- f. Design Annual Plans for Quality Enhancement
- g. The draft plans were reviewed, and minor adjustments were made.
- h. Monitoring mechanisms were confirmed and will be implemented from February 2024.

#### New Agenda Items

a. Arrange Feedback Responses

Feedback from students, employers, and other stakeholders was collected and analysed.

The integration of feedback into quality processes was discussed, with actionable steps outlined for various departments.

b. Develop Quality Benchmarks

Initial quality benchmarks for academic and administrative activities were proposed.

A task force was formed to refine and finalize these benchmarks by 1st March 2024.

c. Conclusion and Next Steps

Key decisions were summarized, and responsibilities were assigned to respective members.

Deadlines and follow-up meetings were scheduled to track progress.

#### Next Meeting Schedule

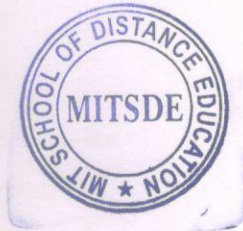
The next IQAC meeting is scheduled for 25th April 2024 at 10:00 AM in the Conference Room, MIT School of Distance Education.

Adjournment:

The meeting was adjourned at 12:00 PM.

**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 25th April 2024.



*S. Neurgaonkar*

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