

**Internal Quality Assurance Cell Meeting -1
NOTICE (2023-24)**

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 27/10/2023 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: 27th October 2023

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

Agenda Items

- a. Development of Study Learning Material
 - Review of current materials
 - Strategies for improvement
- b. Integration of Information and Communication Technology (ICT)
 - Current status of ICT integration
 - Future plans and proposals
 - Timeline for establishment
- c. Coordination with Relevant Stakeholders
 - Identifying key stakeholders
 - Strategies for effective coordination
- d. Design Annual Plans for Quality Enhancement
 - Discussion on institutional quality enhancement strategies
 - Drafting of the annual quality plan
 - Implementation and monitoring mechanisms
- e. Conclusion and Next Steps
- f. Summarizing key decisions
- g. Assigning responsibilities and deadlines

Next Meeting Schedule

Date: 15th January 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: 27th October 2023

Time: 10:00 AM - 12:00 PM

Venue: Conference Room, MIT School of Distance Education

Members Present:

Prof. Dr. Suhrud Neurgaonkar

Dr. Malhar Pangrikar

Dr. Nitin Zadpe

Prof. Bhagyashree Pande

Dr. Suresh Naik

Mr. Gaurav Tewari

Mrs. Priya Dalal

Mr. Abhishek Kalyana

Dr. Jayant Panigrahi

Mr. Makarand Hardas

Absentees:

Ms. Aashna Komalkar

Prof. Swapnali Jadhav

Convener:

Mr. Pranav Kulkarni

Minutes:

Welcome and Introduction

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

All members introduced themselves, and the Director outlined the objectives of the meeting.

a. Development of Study Learning Material

Current materials were reviewed.

It was decided to form a sub-committee to oversee the revision and improvement of study materials.

Deadline for draft improvements: 1st December 2023.

b. Integration of Information and Communication Technology (ICT)

A detailed report on the status was presented.

Proposals for future ICT integration were discussed, including the adding new features to existing Learning Management System (LMS).

c. Coordination with Relevant Stakeholders

Key stakeholders were identified.

Strategies for effective communication and collaboration were discussed, including regular meetings and updates.

d. Design Annual Plans for Quality Enhancement

Draft plans for institutional quality enhancement were presented and discussed.

The annual quality plan was drafted with specific goals and timelines.

Monitoring mechanisms were established to ensure implementation.

e. 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 15th January 2024 at 10:00 AM. The venue will be 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 15th January 2024.

Academic Year 2023 - 24

Internal Quality Assurance Cell Meeting - 1

Sr. No.	Decisions	Action Taken
1.	Development of Study Learning Material	A sub-committee has been established to oversee the revision and enhancement of the study materials. The deadline for submitting draft improvements is December 1, 2023.
2.	Integration of Information and Communication Technology (ICT)	A detailed status report was presented, followed by discussions on proposals for future ICT integration, including the addition of new features to the existing Learning Management System (LMS).
3.	Coordination with Relevant Stakeholders	Key stakeholders were identified, and strategies for effective communication and collaboration were discussed, including the implementation of regular meetings and updates.
4.	Design Annual Plans for Quality Enhancement	Draft plans for institutional quality enhancement were presented and discussed. An annual quality plan, with specific goals and timelines, was formulated. Monitoring mechanisms were established to ensure effective implementation.



Suhru Neurgaonkar

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