



Meeting No. ISU/IQAC/017 – 13Th February 2024
INTERNAL QUALITY ASSURANCE CELL MEETING
IQAC - 002/2023-2024

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

Notification

Ref : ISU/IQAC/002

30.01.2024

Madam / Sir,

NOTICE OF 2nd INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

The Second Internal Quality Assurance Cell (IQAC) meeting of the ITM Skills University Navi Mumbai will be held as per the details given below:

Meeting No.	:	IQAC - 02 / 2024
Day / Date	:	Tuesday, 13th February 2024.
Time	:	2 p.m.
Mode	:	Offline / Online
Meeting Link	:	https://meet.google.com/pch-sjgg-ucd
Place	:	Board Room, ITM Skills University Campus, Kharghar.

Agenda

1. Welcome note by Vice-Chancellor.
2. Consider and approve the Minutes of Previous IQAC (IQAC-001) and reading the Action Taken Report (ATR) of the last IQAC-001 Meeting.
3. To acknowledge the IQAC work done till date.
4. To finalize the financial budget as per the NAAC Criteria's and proposed to BoM for approval.
5. Any other business.

ITM SKILLS UNIVERSITY, NAVI MUMBAI

Minutes of the Meeting

MINUTES OF THE SECOND INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING OF ITM SKILLS UNIVERSITY, NAVI MUMBAI, HELD ON TUESDAY, 13th FEBRUARY 2024 AT 2:00 P.M. AT THE BOARD ROOM UNIVERSITY CAMPUS.

Members Present

Sr. Number	Designated Members	Nominated Member
1	The Vice-Chancellor – Chairperson	Dr. Jaywant V. Shelar
2	The Pro-Vice Chancellor (Designated)	Dr. Lakshmi Mohan
3	Management Representative – Executive President	Mr. Nitin Putcha
4	Senior Administrative Officer – Registrar	Mr. Kiran Rane
5	Member (Teachers)	Dr. Saritprava Das
6	Member (Teachers)	Prof. Purva Tawde
7	Member (Teachers)	Dr. Sankalp Rao
8	Member (Teachers)	Dr. Nisha Chanda
9	Nominee from Local society, Student and Alumni	Mr. Sanjay Kumar
10	Nominee from employer/Industrialists/Stakeholders)	Mr. Rahul Rathi
11	External Expert – 1	Mr. Ramesh Neelakantan
12	External Expert – 2	Prof. Sudhakar Chillarige
13	Secretarial Assistance	Ms. Radha Amrute
14	Other – 1 : Invitee	Mr. Ravindra Wani
15	Other – 2 : Invitee	Dr. Shilpa Jayakar
16	Other – 3 : Invitee	Prof. Gulshan Kumar

Dr. Jaywant V. Shelar, Vice-Chancellor was requested to occupy the chair.

The meeting of the members was called upon to discuss and transact the following business:

To grant leave of absence, if any:

All Members were present for the meeting.

1. Welcome note by Vice-Chancellor.

Dr. Jaywant V. Shelar warmly welcomed all members of the Internal Quality Assurance Cell (IQAC). The Vice-Chancellor also briefed the members about the progress made to date in alignment with the NAAC and IQAC standards.

He expressed gratitude for the dedication and efforts of all IQAC members in contributing to the university's continuous improvement.

2. To Consider and Approve the Minutes of previous IQAC (IQAC-001) and reading the Action Taken Report (ATR) of the last IQAC-001 meeting.

The Registrar, Mr. Kiran Rane, presented the Minutes of the previous Internal Quality Assurance Cell (IQAC) Meeting (IQAC-001) held on 8th September 2023. He also provided a comprehensive overview of the Action Taken Report (ATR) derived from the resolutions made during the last meeting.

After the presentation, Mr. Rane confirmed with all present members whether they had received the Minutes of Meeting (MOM) and ATR over email. All members confirmed receipt and acknowledged the documents.

Following a detailed discussion and clarification of certain points, a motion was proposed to approve the minutes of IQAC-001 and the ATR.

The Action Taken Report (ATR) of the previous Internal Quality Assurance Cell (IQAC) Meeting held on 8th September 2023.

Sr No. of Minutes of BOM Meeting	Proposed Agenda	Action Taken	Date of Action Taken
2	The Constitution of IQAC.	<ul style="list-style-type: none">The appointment letter has been sent to the all-committee members and received their acceptance letter.Also shared an IQAC Policy with all the appointed members.Quarterly Audit has been scheduled for achieving set goals.	08.09.2023
5	To consider and approve the NAAC Criterion heads and working committee.	<ul style="list-style-type: none">The appointment letter has been sent to the all-committee members and received their acceptance letter.Internal meeting was conducted and informed all the NAAC Criterion heads and working committee members about their roles and responsibilities.Started conducted weekly review meeting to understand the progress in the given field areas.	15.09.2023

Members have noted the above ATR Presented.

“RESOLVED THAT the members approved the Minutes of the Internal Quality Assurance Cell (IQAC) meeting (IQAC-001 dated 8th September 2023 and Action Taken Report (ATR) of the IQAC-001.

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.”

3. To acknowledge the IQAC work done till date.

Pro-Vice Chancellor Dr. Lakshmi Mohan presented the report about the IQAC work done till date. She also stated that the IQAC has a major role to play in Development and the Quality Culture of the University. She added that the main objective of the IQAC is to establish & effectively implement robust quality system encompassing teaching, research, consultancy, continued education and focus on the core and support functions to ensure accountability to stake holders through self-evaluation and continuous improvement.

Dr. Lakshmi Mohan informed the members that the University has successfully completed its first semester (six months) and highlighted the achievements during this period.

- Regular IQAC Review Meetings are conducted weekly to ensure continuous monitoring and improvement.
- A total of 20 matrices have been touched till date, and records are being maintained in accordance with NAAC standards.
- Dr. Lakshmi Mohan presented detailed information on various aspects, including the number of admissions, programs offered, course curriculums, syllabus, examinations, result declaration process, and various events and activities.
- The University conducted its first Internal IQAC (7th February 2024), involving departmental heads and criterion heads. The audit was conducted in adherence to NAAC Standards, providing guidance for further enhancement.

All present members acknowledged and appreciated the comprehensive information presented by Dr. Lakshmi Mohan regarding the IQAC work done till date. The efforts and dedication of the IQAC team is in align with NAAC and IQAC standards were commended. This progress report is hereby adopted on 13th February 2024, during the Second IQAC Meeting, and will be recorded in the official minutes of the meeting.

4. To finalize the financial budget as per the NAAC Criteria's and proposed to Board of Management (BOM) for approval.

Pro-Vice Chancellor, Dr. Lakshmi Mohan presented an outline of the financial budget, aligning with NAAC Criteria to ensure that financial allocations support the university's overall goals and objectives.

Key Indicators of Financial Allocations were highlighted for each NAAC Criterion:

- Criterion 1 - Curricular Aspects: Curriculum Enrichment.
- Criterion 2 - Teaching-Learning and Evaluation: Teaching-Learning Process, Evaluation Process and Reforms.
- Criterion 3 - Research, Innovations, and Extensions: Promotion of Research and Facilities, Resource mobilization for Research, Innovation Ecosystem, Research Publications and Awards, Consultancy and Extension activities.
- Criterion 4 - Infrastructure and Learning Resources: Physical facilities, Library as a learning resource, IT Infrastructure, Maintenance of Campus Infrastructure, etc.

- Criterion 5 - Student Support and Progression: Student Support, Student participation and Activities.
- Criterion 6 - Governance, Leadership, and Management: Strategy Development and Deployment, Faculty Empowerment Strategies, Internal Quality Assurance system.
- Criterion 7 - Institutional Values and Best Practices: Institutional Values and Social Responsibilities.

All present members acknowledged and appreciated the comprehensive presentation by Dr. Lakshmi Mohan regarding the financial budget aligned with NAAC Criteria. The outlined financial allocations were seen as strategically aligned with the university's focus on quality enhancement across various aspects.

This financial budget outline is hereby adopted on 13th February 2024, during the Second IQAC Meeting, and will be recorded in the official minutes of the meeting.

Dr. Lakshmi informed the members that the budget is currently under preparation and will be finalized in due course. The proposed budget will be presented to the Board of Management (BOM) for approval as and when prepared.

5. Any Other Points

i To nominate the Director of IQAC.

Mr. Ravindra Wani, Invitee to the IQAC Meeting, proposed the nomination of Dr. Lakshmi Mohan as the Director of IQAC.

Dr. Lakshmi Mohan has been actively involved in IQAC activities and has demonstrated commitment to quality enhancement. Members present, including Vice Chancellor Dr. Jaywant V. Shelar, Registrar Mr. Kiran S. Rane, others congratulated Dr. Lakshmi Mohan on her nomination.

The members unanimously approved the following resolutions.

“RESOLVED THAT the members approved the nomination of Dr. Lakshmi Mohan as the Director of IQAC.

RESOLVED FURTHER THAT the proposal to nominate Dr. Lakshmi Mohan as the Director of IQAC will be recommended to the Board of Management (BOM) for final approval. “

VOTE OF THANKS:

There being no other business to be transacted, the meeting concluded with a vote of thanks from the Registrar, Mr. Kiran S. Rane, expressing appreciation for the active participation and contributions of all members.

Date: February 13, 2023

Place: Navi Mumbai


Chairman
(Dr. Jaywant V. Shelar)



ITM SKILLS UNIVERSITY NAVI MUMBAI

ACTION TAKEN REPORT (ATR)

2nd Internal Quality Assurance Cell (IQAC) Meeting

Meeting No.	:	IQAC - 02 / 2023-24.
Day / Date	:	February, 13th 2024.
Time	:	2:00 p.m.
Mode	:	Offline & Online
Place	:	Board Room, ITM Skills University Navi Mumbai.

Agenda

1. Welcome note by Vice-Chancellor.
2. To Consider and Approve the Minutes of Previous IQAC (IQAC-001) and Reading the Action Taken Report (ATR) of the last IQAC-001 Meeting.
3. To acknowledge the IQAC work done till date.
4. To finalize the financial budget as per the NAAC Criteria's and proposed to the Board of Management (BOM) for approval.
5. Any other business.

Meeting Attendance

Dr. Jaywant V. Shelar
Dr. Lakshmi Mohan
Mr. Nitin Putcha
Mr. Kiran Rane
Dr. Saritprava Das
Prof. Purva Tawde
Dr. Sankalp Rao
Dr. Nisha Chanda
Mr. Sanjay Kumar
Mr. Rahul Rathi
Mr. Ramesh Neelakantan
Prof. Sudhakar Chillarige
Ms. Radha Amrute
Dr. Shilpa Jaykar
Prof. Gulshan Kumar

Action Taken Report

The Action Taken Report (ATR) of the previous Internal Quality Assurance Cell (IQAC) Meeting held on 13th February 2024.

Sr No. of Minutes of Meeting	Proposed Agenda	Action Taken	Date of Action Taken
4	To Finalize the financial budget as per the NAAC Criteria's and Proposed to the Board of Management (BOM) for approval.	<ul style="list-style-type: none">• Internal meeting was conducted and informed all the NAAC Criterion heads and working committee members about their roles and responsibilities.• Initiated the process of working on outline of budget adopted as on 13th February 2024.• An outline of the financial budget aligning with NAAC Criteria has been prepared.• One to one Meeting with all the concerned NAAC Criteria heads has been conducted.• Started collecting data and propose expenditure details regarding the 5 Year Provisional IQAC budget.• Started working on preparation of 5 Year IQAC Budget Plan.	20.02.2024 To 20.03.2024

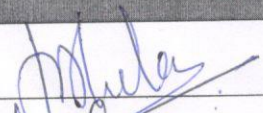


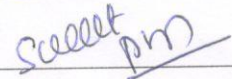

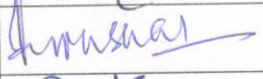
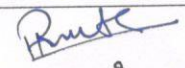
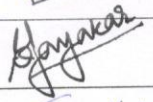
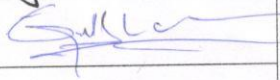
ATTENDANCE

2nd INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Ref : ISU/IQAC/02

February 13th, 2024.

Meeting No. : IQAC - 02 / 2023-24.
 Day / Date : Tuesday, 13th February 2024.
 Time : 2:00 p.m.
 Mode : Both (Offline & Online)
 Venue : Board Room - University Campus

Sr. Number	Designated Members	Name	Signature
1	The Vice-Chancellor – Chairperson	Dr. Jaywant V. Shelar	
2	The Pro-Vice Chancellor (Designated)	Dr. Lakshmi Mohan	
3	Management Representative – Executive President	Mr. Nitin Putcha	
4	Senior Administrative Officer – Registrar	Mr. Kiran Rane	
5	Member (Teachers)	Dr. Saritprava Das	
6	Member (Teachers)	Prof. Purva Tawde	Online
7	Member (Teachers)	Dr. Sankalp Rao	online
8	Member (Teachers)	Dr. Nisha Chanda	
9	Nominee from Local society, Student and Alumni	Mr. Sanjay Kumar	
10	Nominee from employer/Industrialists/Stakeholders)	Mr. Rahul Rathi	online
11	External Expert – 1	Mr. Ramesh Neelakantan	
12	External Expert – 2	Prof. Sudhakar Chillarige	
13	Secretarial Assistance	Ms. Radha Amrute	
14	Other – 1	Dr. Shilpa Jayakar	
15	Other – 2	Gulshan	
16	Other – 3		

**2nd Internal Quality Assurance Cell Meeting (IQAC) Online attendance
(13th February 2024)**

