



# **NICMAR**

**U N I V E R S I T Y**  
**P U N E**

**Meeting No. NU/03/August 29, 2023**  
**(IQAC Meeting 01/2023)**

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

## NOTIFICATION AND AGENDA

Meeting No. : 01 / 2023  
Day / Date : Tuesday, August 29, 2023  
Time : 03:00 PM  
Mode : Online / Offline  
Place : G15, NICMAR University Campus, 25/1, NIA Post Office, Balewadi  
Pune- 411 045

### Agenda

1. Welcoming Dr. Mrs. Sushma S Kulkarni, VICE CHANCELLOR, NICMAR University, Pune as the Chairperson of IQAC meeting
2. Minutes of Meeting of previous meeting
3. Action Taken Report
4. Academic initiatives to improve quality - Training on OBE
5. Finalization of Feedback Forms for various stakeholders
6. Development of policy for Faculty and Staff Appraisal & Career Advancement Schemes
7. Best practices to be started at NUP
8. Expert Talk on regular intervals by industry experts and Alumni
9. Policy for Green Audit, Energy Audit
10. Green initiatives at University campus
11. Institution Development Plan as per UGC Guidelines
12. IQAC Working Committee at University level
13. NAAC Criterion-wise distribution of responsibilities to respective Deans/Activity Heads
14. Suggestions from Registrar for new initiatives to improve the governance in the University
15. Suggestions from School Deans for quality improvement in Academics and Research
16. Updates on Placement Statistics
17. Updates on Research and Development
18. Updates on Induction Programs for new batches
19. Updates on Admissions
20. Updates on Library Resources
21. Updates on Collaborations

MINUTES OF THE INTENAL QUALITY ASSURANCE CELL (IQAC) MEETING OF NICMAR UNIVERSITY  
HELD ON TUESDAY, 29<sup>TH</sup> AUGUST 2023 AT 3.00 PM AT THE G-15, AT UNIVERSITY CAMPUS

Members Present



NICMAR University, Pune

IQAC Committee Meeting 29-08-2023, 3.00 p.m.

Sr. No.	Name	Sign.
1.	Dr. Mrs. Sushma S Kulkarni	
2.	Dr. Anil Agarwal	
3.	Dr. Rajesh Goyal ← for	
4.	Dr. J C Edison	
5.	Dr. Milind Phadtare	
6.	Dr. Jonardan Koner	
7.	Dr. Rahul Deshpande	
8.	Dr. Shobha Ramalingam	
9.	Dr. Amit Hiray	
10.	Mr. Ravindra Wani	
11.	Dr. Prashant I Dave	
12.	Dr. Abhijat Abhyankar	
13.	Mr. A R Jadhav	
14.	Mr. J. P. Shroff	
15.	Arshit Anand,	
16.	Pranathi Kommuru,	
17.	Mr. Vinit Dungarwal	
18.	MR. Sameer Dutta	
19.	Mr. Rajkumar Sawant	
20.	Prof. Madhav B Kumthekar	
21.	Dr. P. K. Samanta	

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

# To grant leave of absence, if any:

1. Dr. Anil Agarwal
2. Dr. Shobha Ramlingam
3. Dr. Amit Hiray
4. Mr. Rajkumar Sawant
5. Mr. Vinit Dungarwal
6. Mr. J. P. Shroff
7. Miss. Pranathi Kommuru
8. Mr. Arshit Anand

Above members have requested for Leave of absence and the IQAC decided to grant a Leave of absence to them.

1. Welcome note by IQAC Director

Dr. P. K. Samanta, Director, IQAC welcomed Dr. Mrs. Sushma S Kulkarni, Vice-chancellor, NICMAR University, Pune as the Chairperson & all the members of IQAC committee

Dr. P. K. Samanta, introduced to newly added committee members Prof. Madhav Kumthekar & Mr. Ravindra Wani

2. Minutes of Meeting of previous meeting

Minutes of the previous meeting of the IQAC dated February 28, 2023 were placed, considered, confirmed and signed by the Chairman of the meeting.

3. Action Taken Report

ACTION TAKEN REPORT (28<sup>th</sup> February, 2023)

Sr. No.	Point Discussed	Responsible Person	Action to be Taken	Remarks
1	To create awareness among the faculty & staff regarding IQAC and accreditation process.  Suggested to organise expert talk in regular intervals on NEP and related topics.	IQAC Director	Expert Talk on "NAAC Accreditation Process" on 10 <sup>th</sup> February 2023. Dr. Ruchi Tripathi, Assistant Advisor, NAAC, Bengaluru	Organised
			Expert Talk on "Implementation of National Education Policy 2020" on 14 <sup>th</sup> March 2023 Prof. (Dr.) Nitin R Karmalkar, former Vice-Chancellor of Pune University,	Organised
			Expert Talk on "Values and Ethics: Revisiting Indian Knowledge System" on 9 <sup>th</sup> August 2023 Shri GRK Murty, Managing Editor, IUP, Hyderabad.	Organised
2	Preparation of Course file by the course leaders	DEAN Academics and Director	Workshops organised to clarify the doubts of faculty in this regard	Organised

		IQAC		
3	FDP's to be organised for faculty	APD and Director IQAC	FDP on "Teaching Learning Interventions for Professional Excellence and an Enhanced Student Experience" by Prof. Fiona Smart on April 27-28, 2023	Organised
			FDP on 'Pedagogical initiatives in teaching Construction Management subjects' on 15 <sup>th</sup> March 2023 by Dr. Venkata Santosh Kumar Delhi, Associate Professor at Department of Civil Engineering, IIT Bombay.	Organised
			Teaching and Learning Practices Showcase 2023	Organised
			FDP on "Innovative Practices in Teaching and Learning: A TBL Approach" by Dr. Briju Thankachan, Executive Director of EdTech Society and a Visiting Faculty at the Interdisciplinary Program in Educational Technology (IDP-ET) in Indian Institute of Technology (IIT) Bombay	Organised
4.	IQAC Working Committee	IQAC Director	Requested school Deans to nominate 2 faculties from each school	In Process
5.	Designing Feedback Forms	IQAC Director	Referring the formats of other Universities and NAAC suggested formats	In Process

#### 4. Academic initiatives to improve quality - Training on OBE

Vice Chancellor has taken three sessions on Outcome Based Education (OBE) and planning one more session to acquaint the faculty regarding the OBE and calculation of attainment scores. It was suggested by the Vice Chancellor to plan the tentative dates of every quarter's IQAC meeting and circulate it in advance. Also, to conduct FDP's for faculty and more focus required on teaching methods, teaching styles, punctuality and innovative teaching-learning ideas, etc. Prof. Kumthekar suggested collecting feedback and issuing certificates to participants in each such program. He also suggested maintaining proper academic records for NAAC.

#### 5. Finalization of Feedback Forms for various stakeholders

Dr. P. K. Samanta presented the feedback forms designed for various stakeholders i.e. Students, Teachers, Employer, Alumni & Parents. Various suggestions/inputs received on the feedback forms from the members. Dr. J. Koner, suggested to add sports and gymkhana facilities in the student's feedback form. Mr. Ravindra Wani suggested adding more questions related to curriculum in the feedback forms. Mr. Sameer Dutta suggested to collect exit survey for indirect

mapping of questionnaire feedback. Registrar suggested adding feedback form on admin service transparency, ICC/ Ragging Committee helpline etc.

#### **6. Development of policy for Faculty and Staff Appraisal & Career Advancement Schemes**

It was discussed to develop a holistic appraisal policy for Faculty and staff of the university. While taking the help of two such measures in practice at present in the university such as Performance Development Review (PDR) and Workload Management System (WMS), the members suggested developing a holistic 360 degree appraisal format in line with UGC guidelines (CAS & PBAS).

#### **7. Best practices to be started at NUP**

The Vice chancellor suggested going for some tie ups with industry/agency for establishing Centre of Excellence at the University. Prof. Kumthekar suggested arranging for site visits to tunnel / metro constructions, smart city PCMC / PMRDA etc. He further suggested for Fire audit, waste management, Solar, Biogas, Rain water harvesting, etc., Registrar suggested that to appoint some agencies for compliances & make some for safe audit in simple ways i.e. shower caps to water taps to reduce the water consumption, replace the CFL's / tube lights into LED's and also certification done by them. Centrally controlled switch on / off system for all smart boards in the classrooms are in place.

#### **8. Expert Talk on regular intervals by industry experts and Alumni**

Vice Chancellor suggested to organise expert talk on regular intervals. Proper documentation should be done for future references. Dr. P.K. Samanta was advised to prepare some formats and share it to all school deans regarding organisation of any such program.

#### **9. Policy for Green Audit, Energy Audit**

It was discussed to conduct green audit, energy audit regularly by certified agencies and obtaining the certifications.

- Mr. Ravindra Wani has suggested conducting Environment Audit as well. These audits are mandatory in context to NAAC Criteria.

#### **10. Green initiatives at University campus**

The IQAC has proposed to the University to take an initiative to install the alternative energy resources on campus, to use the LED light fittings, develop the water conservations methods in the university campus.

The members have taken a note of the same.

#### **11. Institution Development Plan as per UGC Guidelines**

The Vice-chancellor has informed the members that the Institution Development Plan (IDP) preparation is in progress. Mr Wani has informed that the UGC recently released the notification on the latest version of IDP document and has shared the latest guidelines document with Director - IQAC for reference.

#### **12. IQAC Working Committee at University level**

Dr. P K Samanta, Director – IQAC informed the members regarding the constitution of IQAC Working Committee. The committee members are being nominated by the School Deans of the University. The Working Committee will be working closely with the School Deans for ensuring the University NAAC criteria.

### **13. NAAC Criterion-wise distribution of responsibilities to respective Deans/Activity Heads**

For overall observation and accountability on NAAC processes, the IQAC has suggested creating a team from the senior teaching members and school heads to guide and support the 'Working Committee'. Their active participation shall get the data collection and documentation on scheduled timeline.

Mr. Wani has suggested to conduct the orientation with each criterion heads and working committee members.

### **14. Suggestions from Registrar for new initiatives to improve the governance in the University**

The Registrar informed the members regarding the series of initiatives taken by the university administration to improve overall governance such as formation of statutory bodies, digital data processing, transparency in administration, Anti-ragging Cell, Internal Complaint Committee (ICC), publishing helpline numbers, email id on the university website, appointment of ombudsman etc.

### **15. Suggestions from School Deans for quality improvement in Academics and Research**

Vice chancellor suggested to all school Deans to plan in advance regarding any activity for the school. Proper documentation should be made for all such activities. Plan-Document-Execution format need to be followed for smooth conduct of the activities. She also suggested develop/float customised programs depending on the market demand and employability.

### **16. Updates on Placement Statistics**

Dr. P K Samanta apprised the members regarding the updates on program-wise placement of students in different organisations.

### **17. Updates on Research and Development**

Dr. Rajnikant Rajhans presented about the successful organisation of International Conference on Construction Real Estate Infrastructure and Projects (ICCRIP) 2023. The conference witnessed about 250 presentations under four categories viz. Research Papers, Case Studies, Doctoral Colloquium, and Practitioners' Perspectives. He also informed the members regarding the NICMAR Doctoral School's Admission Announcement for January 2024 Batch The Vice chancellor suggested for organising workshops on Intellectual Property Rights (IPR) and patents by inviting experts on the subject. She also suggested exploring the possibilities of external research funding from various organisations. The school Deans should start sensitizing the Faculty for Research Proposal writing and obtaining research funding in their areas of expertise.

### **18. Updates on Induction Programs for new batches**

Planned and implemented for Freshers to get acquainted with the campus environment, its faculties, and infrastructure. Planned for 900+ students, this program included Yoga and exercise in the morning, Lectures on Universal Human Values, Talks by Industry experts, Alumni from Industry and Alumni Association. The Deans of schools presented about their respective

## 20. Updates on Library Resources

Mr. A R Jadhav, Sr. Librarian informed about the online / offline resources available in the library. The vice chancellor has suggested taking necessary steps for library automation at the earliest. The proposal may be discussed in the newly formed library committee meeting and proceed further.

The members have noted the same.

## 21. Updates on Collaborations

Dr. P K Samanta presented a brief note about the collaborations/MoUs that the university has entered in the last two years. The members appreciated the efforts of the university and hoped that it will bring international flavour to the campus and will create an atmosphere of commitment and collaboration. The Vice chancellor stressed on the functional MoUs.

## 22. Any other matter with permission of chair.

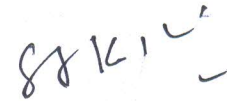
No points raised by the members.

## # Vote of Thanks

There being no other business to be transacted, the meeting concluded with a vote of thanks to the Chair by Dr. P.K. Samanta Director - IQAC

Date: August 31, 2023

Place: Pune



Chairperson  
(Dr. Mrs. Sushma S. Kulkarni),  
Vice Chancellor

