

Minutes of the Meeting

MINUTES OF THE FIRST INTERNAL QUALITY ASSURANCE CELL MEETING OF ITM SKILLS UNIVERSITY, NAVI MUMBAI HELD ON FIRDAY, 8TH SEPTEMBER 2023 AT 11:30 AM AT THE BOARD ROOM, AT 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	Coordinator of the IQAC-NAAC	Dr. Sapna Modi
10	Nominee from Local society, Student and Alumni	Mr. Sanjay Kumar
11	Nominee from employer/Industrialists/Stakeholders)	Mr. Rahul Rathi
12	External Expert – 1	Mr. Ramesh Neelakantan
13	External Expert – 2	Prof. Sudhakar Chillarige
14	Secretarial Assistance	Ms. Radha Amrute
15	Other – 1 : Invitee	Dr. Sagar Chitre
16	Other – 2 : Invitee	Dr. Nitin Poddar
17	Other – 3 : Invitee	Dr. Sinigdharani Mishra
18	Other – 4 : Invitee	Dr. Shilpa Jayakar
19	Other – 5 : 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 welcomed the members of Internal Quality Assurance Cell. He also apprised that the 05.07.2023 is to be the date on which the IQAC has been constituted and became functional.

2. The Constitution of IQAC.

Dr. Jaywant V Shelar informed the members that the constitution of the IQAC of ITM Skills University, Navi Mumbai has been constituted as per the NAAC guidelines. He has presented the committee members list as given in below table:

Chairperson	Dr. Jaywant Shelar - Vice Chancellor
Vice-Chairperson	Dr. Lakshmi Mohan – Pro Vice Chancellor (Designated)
Director – IQAC	Dr. Sapna Modi, IQAC Coordinator
Teachers	Dr. Saritprava Das, Dean – Academics. Dr. Lakshmi Mohan, Dean – Institute of Management Skill Studies Mrs. Purva Tawde, Dean - Institute of Hotel Management Skill Studies Dr. Sankalp Rao, Dean - Institute of Health Skill Science Dr. Nisha Chanda, Dean - Institute of Design and Media Skill Studies
Management Representative	Prof. Nitin Putcha – President
Senior Administrative Officers	Prof. Kiran Rane – Registrar
Nominee from Local Society, Students and Alumni	Sanjay Kumar (Senior VP HR- Apar Industries)
Nominee from Employers/Industrialists/ Stakeholders	Mr. Rahul Rathi, Regional Head, HDFC Bank Wealth, HDFC Bank Ltd.
Coordinator of the IQAC	Mrs. Radha Amrute
External Experts	Mr. Ramesh Neelakantan Prof. Sudhakar Chillarige

The members have taken a note of the same, and congratulate the members.

3. The introduction of key Role and Responsibilities of IQAC Members in University operations.

Dr. Jaywant V Shelar appraised the members on key role and responsibility of IQAC and its members in the University operations.

He also stated that the IQAC has a major role to play in Development the Quality Culture in the University. He added that the main objective of the IQAC is to establish & effective 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.

4. To consider and approve the functions of IQAC.

Dr. Jaywan V Shelar apprised the members on IQAC Functions:

- Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters of NAAC.
- Dissemination of information on the various quality parameters of higher education.
- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes / activities leading to quality improvement.
- Optimization and integration of modern methods of teaching, learning and evaluation.
- Ensuring the adequacy, maintenance and functioning of the support structure.
- To obtain feedback responses from students, parents, and other stakeholders on quality-related institutional processes.
- Enhance Industry Institute partnerships and have internships.
- Recognition of meritorious faculty based on achievements.
- Acting as a nodal agency of the University for coordinating quality-related Activities, including adoption and dissemination of good practices.

The Members have taken a note of the same and assure their active participation to execute the functions of IQAC.

5. To consider and approve the NAAC Criterion heads and working committee.

Dr. Sapna Modi, Coordinator IQAC has presented the NAAC Criterion and nominated the Criterion Heads as below:

Members of NAAC Criterion

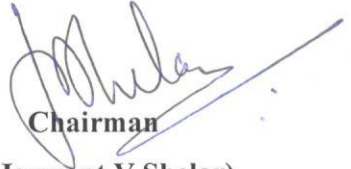
Sr. No.	Name of the Criterion Head
1	Dr. Sapna Modi – IQAC Coordinator
2	Ms. Radha Amrute – Secretarial Assistance
3	Ms. Nikita Dasgupta – Member
4	Ms. Priyanka Srivastav – Member
5	Ms. Ranjana Mhatre – Member
6	Mr. Swapnil Wable – Member
7	Ms. Nikita Krishnan – Member

VOTE OF THANKS:

There being no other business to be transacted, the meeting concluded with a vote of thanks to the Chair by Shri. Kiran Rane.

Date: September 8, 2023

Place: Navi Mumbai


Chairman
(Dr. Jaywant V Shelar)

