

Ref. – MITSDE/IQAC/2025/01

Date: 15-12-2025

## **INTERNAL QUALITY ASSURANCE CELL**

**(Formed As Per the Board Resolution No.06/ 2025)**

As per the constitution approved in Board Resolution No. 06/2025, the Internal Quality Assurance Cell (IQAC) shall consist of the following members.

No.	Members	Particulars	Designation
1.	Prof. Dr. Suhrud Neurgaonkar	Director	Chairperson
2.	Dr. Malhar Pangrikar	Senior Academician / Professor	Member
3.	Dr. Nitin Zadpe	Internal Quality Auditors	Member
4.	Prof. Bhagyashree Pande	Internal Quality Auditors	Member
5.	Dr. Suresh Naik	Internal Quality Auditors	Member
6.	Mr. Gaurav Tewari	Internal Quality Auditors	Member
7.	Mr. Makarand Hardas	Internal Quality Auditors	Member
8.	Mrs. Priya Dalal	Internal Quality Auditors	Member – Secretary
9.	Mr. Rajesh Raut	Academic Staff	Member
10.	Prof. Bonnie Rajesh	Academic Staff	Member
11.	Ms. Trupti Kulkarni	Academic Staff	Member
12.	Ms. Aashna Komalkar	Academic Staff	Member
13.	Mr. Pranav Kulkarni	Academic Staff	Member

**Term:** The term of the nominated members shall be for three years.

**Meeting:** The Director of the MIT School of Distance Education shall draw up the schedule for the IQAC meeting. The meeting may be scheduled as and when necessary, but at least once a year.

**Functions:** The functions of the IQAC will include the following:

1. The responsibility of IQAC is to facilitate the above functions.
2. Annual Quality Assurance Report (AQAR) for each Program, according to the norms and guidelines prescribed by the AICTE.

3. Get the Annual Quality Assurance Report (AQAR) approved by an academic board of a Standalone Institution before the launch of each Programme.
4. Put in place a monitoring mechanism to ensure the proper implementation of AQAR
5. Oversee the development of Study Learning Material, integration of Information and Communication Technology (ICT) setting up of Learning Centres, and coordination with relevant stakeholders.
6. Design annual plans for quality level enhancement at the level of the Institution and ensure their implementation.
7. Arrange feedback responses from students, employers and other stakeholders for quality-related institutional processes.
8. Develop quality benchmarks or parameters for the various academic and administrative activities of the institution.

**Responsibilities of the IQAC:**

1. Annual Quality Assurance Report (AQAR) for each Programme, according to the norms and guidelines prescribed by the AICTE.
2. Get the Annual Quality Assurance Report (AQAR) approved by an academic board of a Standalone Institution before the launch of each Programme.
3. Put in place a monitoring mechanism to ensure the proper implementation of AQAR
4. Oversee the development of Study Learning Material, integration of Information and Communication Technology (ICT), setting up of Learning Centres, and coordination with relevant stakeholders.
5. Design annual plans for quality level enhancement at the level of the Institution and ensure their implementation.
6. Arrange feedback responses from students, employers and other stakeholders for quality-related institutional processes.
7. Develop quality benchmarks or parameters for the various academic and administrative activities of the institution
8. Prepare a Programme Project Report (PPR) for each Programme, according to the norms and guidelines prescribed by the AICTE.
9. Get the Programme Project Report (PPR) approved by an academic board of a Standalone Institution before the launch of each Programme.
10. Oversee the development of Study Learning Material, integration of Information and Communication Technology (ICT), setting up of Learning Centres and coordination with the Management of MITSDE.
11. Put in place a monitoring mechanism to ensure the proper implementation of Programme project reports.
12. Design annual plans for quality level enhancement at the level of the Institution and ensure their implementation.
13. Arrange feedback responses from students, employers and other stakeholders for quality-related institutional processes.

14. Develop quality benchmarks or parameters for the various academic and administrative activities of the institution.
15. Obtain information from other Institutions on various quality benchmarks or parameters and best practices.
16. Organise workshops or seminars on quality-related themes.
17. Suggest restructuring programmes to make them relevant to the job market.
18. Develop and implement innovative practices in major areas leading to quality enhancement in services to the learners.
19. Create learner learner-centric environment rather than Institution institution-centric environment.
20. Cultivate creativity and innovation in the faculty and staff.
21. Adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audits.
22. Conduct or encourage system-based research to bring about a qualitative change in the entire system.
23. Record activities undertaken on quality assurance in the form of an annual report, and coordinate recognition and accreditation of the Institution.



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



**IQAC MEETING AGENDA**

**NOTICE (2025–26)**

**MIT School of Distance Education**

All members of the Institute's Internal Quality Assurance Cell (IQAC) are hereby informed that an IQAC meeting with the faculty is scheduled for 15 April 2025 at 10:00 AM in the Conference Room, MIT School of Distance Education. The following agenda will be discussed. Please make it convenient to attend the meeting.

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

Date: 15th April 2025

Time: 10:00 AM – 12:00 PM

Venue: Conference Room, MIT School of Distance Education

**Agenda**

1. Welcome and Introduction

Opening remarks by the Director outlining Q1 priorities.

Introduction of all members.

2. Approval of Minutes from the Previous Meeting

3. Agenda Items

a. Follow-up on Previous Meeting Actions

Review of foundational initiatives undertaken during the last academic cycle.

Status of pending quality enhancement initiatives.

b. New Agenda Items (Q1 Foundation Initiatives)

3 MDP MoUs: Review proposed MoUs to set the base for annual MDP delivery.

Audio Summary – AI Tools/Engagement: Discussion on sem-wise audio summary creation to improve learner experience.

ERP Implementation: Begin ERP workflows for placement, accounts, and recovery.



Develop Tech Programs: Outline development structure for Gen AI for Educators, Marketing Leadership, and Design Thinking.

Employee Upskilling Calendar: Plan internal training calendar for productivity enhancement.

Course Retention & Completion Targets: Discuss strategies to achieve 94% retention and 60–65% completion.

Industry Validation – PGCM (DM) with MICA: Discuss scope and process.

Academic Organic Activities: Plan workshops, Unconferencing, and interactions.

Global Collaboration for Varsity Courses: Identify potential institutions and pathways.

In-house Content Development: Structure content production calendar.

#### 4. Other Discussions

Strengthening global collaborations and varsity tie-ups.

Planning for international bootcamps.

#### 5. Conclusion and Next Steps

Summary of decisions and responsibilities.

#### 6. Next Meeting Schedule

Date: 15<sup>th</sup> July 2025

Time: 10:00 AM

Venue: Conference Room, MIT School of Distance Education



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



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Meeting Minutes — Q1**

**Date: 15th April 2025**

**Time: 10:00 AM – 12:00 PM**

**Venue: Conference Room, MIT School of Distance Education**

**Members Present**

1. Prof. Dr. Suhrud Neurgaonkar
2. Dr. Malhar Pangrikar
3. Dr. Nitin Zadpe
4. Dr. Jayant Panigrahi
5. Dr. Rajesh Raut
6. Prof. Bhagyashree Pande
7. Dr. Suresh Naik
8. Mr. Makarand Hardas
9. Mrs. Priya Dalal
10. Mr. Gaurav Tewari

***Absentees***

1. Prof. Bonnie Rajesh

***Convener:***

Prof. Dr. Suhrud Neurgaonkar

**Minutes**

1. Welcome and Introduction

The director opened the session with remarks on foundational priorities for 2025–26.

2. Approval of Previous Minutes

Previous minutes were reviewed and approved unanimously.

3. Follow-up on Previous Meeting Actions

Review of pending quality enhancement plans and last quarter's outcomes.

4. New Agenda Items (Q1 Foundation Initiatives)



Audio Summary – AI Tools: Approved initial development of semester-wise audio summaries using AI.

ERP Implementation: Initial implementation scope approved for placement, accounts, and recovery modules.

- Tech Program Development: Framework approved for Gen AI, Marketing Leadership, and Design Thinking.
- Employee Upskilling Calendar: Draft training plan approved.
- Retention & Completion: Academic teams to prepare intervention plans.
- Industry Validation – MICA: Preliminary alignment approved.
- Academic Organic Activities: Two workshops and one unconferencing event approved.
- Global Collaboration: Initial outreach approved.
- Content Development: In-house content plan approved.

Table: Decisions and Actions Taken (Q1)

Sr. No.	Decisions	Action Taken
1	Audio Summaries	Approved for Sem 2 and Sem 3; AI workflow initiated.
2	ERP Implementation	Initial modules configured.
3	Tech Program Development	Program frameworks designed.

### Adjournment

Meeting concluded at 12:00 PM with a vote of thanks.

### Message

Thank you all for your active participation and contributions. Let us continue driving excellence this year.



**IQAC MEETING AGENDA**

**NOTICE (2024–25)**

**MIT School of Distance Education**

All the members of the Institute's Internal Quality Assurance Cell (IQAC) are hereby informed that the meeting of the IQAC with the faculty is scheduled for **15/07/2025 at 10:00 AM** in the Conference Room, MIT School of Distance Education. The following agenda will be discussed in the meeting. Please make it convenient to attend.

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

**Date:** 15th July 2025

**Time:** 10:00 AM – 12:00 PM

**Venue:** Conference Room, MIT School of Distance Education

**Agenda**

**1. Welcome and Introduction**

Opening remarks by the Director focusing on Q2 execution priorities.

Introduction of all members.

**2. Approval of Minutes from the Previous Meeting**

**3. Agenda Items**

**a. Follow-up on Previous Meeting Actions**

Review progress on Q1 foundational tasks such as ERP Phase-I.

Assessment of ongoing academic and enhancement initiatives.

**b. New Agenda Items**

**1. Redesign CSBE Brochure**

A revised brochure framework to be presented, aligned with updated corporate skill demands.

**2. AI Tools for Engagement – Expanded Deployment**

Implementation of AI-based classroom assistance, AI agent for lectures, and continued





audio summaries for Sem 2 and Sem 3.

### **3. ERP Implementation – Extended Workflows**

Execution of ERP modules in placement, accounts, and recovery processes with added automation.

### **4. Awareness Webinar Series – Tech Programs**

Schedule of webinars for Gen AI for Educators and Chief Digital Marketing Strategist Program.

### **6. Employee Upskilling – September Rollout**

Implementation of structured upskilling calendar for staff productivity enhancement.

### **9. International Presence – Paid Bootcamp (Sri Lanka)**

Discussion on partnerships, logistics and marketing rollout for the Sri Lanka Bootcamp.

### **10. Global Collaboration for Varsity Courses**

Strengthening collaborations and identifying new varsity partnerships.

### **11. In-House Content Development**

Progress review of content development activities initiated in Q1.

### **4. Other Discussions**

Expansion of international bootcamp models.

Strengthening B2B relations and global tie-ups.

### **5. Conclusion and Next Steps**

Summary of decisions, timelines, and allocated responsibilities.

### **6. Next Meeting Schedule**

**Date:** 15th October 2025

**Time:** 10:00 AM

**Venue:** Conference Room, MIT School of Distance Education



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



**INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING MINUTES — Q2**

**Date:** 15th July 2025

**Time:** 10:00 AM – 12:00 PM

**Venue:** Conference Room, MIT School of Distance Education

**Members Present**

1. Prof. Dr. Suhrud Neurgaonkar
2. Dr. Nitin Zadpe
3. Dr. Jayant Panigrahi
4. Dr. Rajesh Raut
5. Prof. Bhagyashree Pande
6. Prof. Bonnie Rajesh
7. Dr. Suresh Naik
8. Mr. Makarand Hardas
9. Mrs. Priya Dalal
10. Mr. Gaurav Tewari

**Convener:**

Prof. Dr. Suhrud Neurgaonkar

**Minutes**

**1. Welcome and Introduction**

The meeting began at 10:00 AM with opening remarks from the Director highlighting the importance of Q2 execution milestones.

**2. Approval of Previous Minutes**

Minutes of the May 2025 meeting were reviewed and approved unanimously.

**3. Follow-up on Previous Meeting Actions**

- MDP MoUs are under discussion with 3 corporates; expected closure in Q3.
- ERP Phase-I milestones on track; integration updates shared.
- B2B sign-up pipeline initiated with positive early responses.

**4. New Agenda Items (Q2 Execution)**

- **Redesign CSBE Brochure:** Draft layout was reviewed; team to integrate new corporate requirements.
- **AI Tools Deployment:** AI lecture assistant and agent functionalities approved for expanded pilot.
- **ERP Modules:** Placement, Accounts, and Recovery workflows approved for Q2 rollout.
- **BTL Outreach:** City shortlist approved; execution plan handed to LSC team.
- **Tech Webinars:** Webinar calendar approved for Gen AI and Marketing Leadership programs.
- **Employee Upskilling (Sept):** Training modules finalised; rollout approved.
- **Recovery Dashboard:** Dashboard in beta; monthly monitoring to begin immediately.
- **Brand Ambassador Activity:** Raised referral target for Q2 to 350; activities approved.
- **Sri Lanka Bootcamp:** Proposal approved; partnership discussions to continue.
- **Global Collaboration:** Continued engagement with international universities approved.
- **Content Development:** Content milestones for Sem 2 and Sem 3 on track.
- **International Tours:** Review completed; execution to proceed as per plan.

**Table: Decisions and Actions Taken (Q2)**

Sr. No.	Decisions	Action Taken
1	Redesign CSBE Brochure	Draft reviewed; revisions initiated.
2	AI Tools Deployment	Expanded pilot approved and initiated.
3	ERP Implementation Phase II	New workflows approved for execution.
4	BTL Outreach	City list finalised; event calendar initiated.
5	Tech Webinars	Webinar schedule created and published.

### Adjournment

The meeting ended at 12:00 PM with a vote of thanks to all attendees.

### Message

Thank you all for your valuable contributions. Let us continue working together to



strengthen MITSDE's academic and operational excellence  
**15th October 2025.**

### **IQAC MEETING AGENDA**

**Date:** 15 October 2025

**Venue:** Conference Room, MITSDE

**Time:** 11:00 AM – 12:15 PM

#### **NOTICE**

The Internal Quality Assurance Cell (IQAC) will conduct its **Quarter 3 Review Meeting** to evaluate progress under the Execution Phase of the Annual Plan 2025 and to monitor academic, administrative, and quality-enhancement initiatives. All members are requested to attend.

#### **AGENDA ITEMS**

1. **CSBE Landing Page – Design & Launch**  
Creating a dedicated landing page to improve visibility, lead conversions, and corporate outreach for the CSBE program.
2. **AI Tools for Engagement – Deployment Phase**  
Continued rollout of AI agents, audio summaries, Kortext, and live-session assist tools for Semester 2 & 3 learners.
3. **Develop & Launch Emerging Tech Programs (Gen AI for Educators, CDMS Program)**  
Execution of launch plan for tech-driven programs with targeted promotions and onboarding.
4. **Employee Upskilling – Training Interventions**  
Conducting targeted technical and behavioural training for teams as per the training calendar.
5. **Organic Activity – Samvad (December)**  
Planning and execution of the organic student engagement event to drive brand visibility and quality positioning.
6. **Global Collaboration for Varsity Courses**  
Review of international tie-ups for course validation and internship support.
7. **In-house Content Development – Progress Review**  
Tracking completion of academic content for programs, micro-learning modules, and assessments.
8. **Paid Bootcamp – International Presence (Bahrain/UK/Philippines)**  
Assessment of upcoming international bootcamps, marketing efforts, and industry



connect.

9. **PGDM Executive – New Specializations (IB/Healthcare/Product Management)**

Status update on design and development of new specializations.

10. **PDT Dashboard – Design & Development**

Monitoring progress on the dashboard to support product development tracking and review.

11. **Organic Lead Generation Booster – WorkSmart Newsletter & AI Interview Portal**

Execution of organic strategies to increase reach and digital engagements.

**5. Conclusion and Next Steps**

Summary of decisions, timelines, and allocated responsibilities.

**6. Next Meeting Schedule**

**Date:** 15th December 2025

**Time:** 10:00 AM

**Venue:** Conference Room, MIT School of Distance Education

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



**INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING MINUTES**

**Date:** 15th October 2025

**Time:** 10:00 AM – 12:30 PM

**Venue:** Conference Room, MIT School of Distance Education

**Members Present**

1. Prof. Dr. Suhrud Neurgaonkar
2. Dr. Nitin Zadpe
3. Dr. Jayant Panigrahi
4. Dr. Rajesh Raut
5. Prof. Bhagyashree Pande
6. Prof. Bonnie Rajesh
7. Dr. Suresh Naik
8. Mr. Makarand Hardas
9. Mrs. Priya Dalal
10. Mr. Gaurav Tewari

**Minutes**

**1. Welcome and Introduction**

- The Director welcomed all members and highlighted the importance of seamless Q3 execution for annual targets.

**2. Approval of Previous Minutes**

- The minutes of the August 2025 meeting were reviewed and approved unanimously.

**3. Follow-up on Previous Meeting Actions**

- **CSBE Landing Page:** Final refinement is underway; launch planned by end of month.
- **AI Tools for Engagement:** AI agents and audio summary tools showed positive adoption; further training planned.
- **ERP Recovery Workflow:** Enhancements are functional; dashboard integration in

final testing.

- **Tech Program Launch:** GenAI for Educators & Chief Digital Marketing Strategist Program ready for launch; marketing push approved.
- **Employee Upskilling:** Q3 trainings progressing as per schedule.
- **Recovery Increase (2%):** Metrics reviewed; focused follow-up required in select clusters.
- **Brand Ambassadorship:** Expected referral volume on track for 350.
- **Samvad Event (Dec):** Agenda and speaker list drafted.
- **Global Varsity Collaboration:** Positive progress with prospective partners.
- **Content Development:** All planned in-house modules in development.
- **Paid Bootcamps:** Bahrain/UK/Philippines – logistics discussion in progress.
- **PGDM Ex Specializations:** TOCs nearing completion.
- **PDT Dashboard:** Basic architecture completed; UI designing initiated.
- **Organic Lead Generation:** Newsletter and AI interview portal undergoing final refinements.
- **PGDM Ex Leadership Excellence:** Cohort delivery planning initiated.

#### 4. Conclusion and Next Steps

- Responsibilities assigned to respective teams with stipulated deadlines.

#### 5. Next Meeting Schedule

15th December 2025 at 10:00 AM

Table: Decisions and Actions Taken

Sr. No.	Decisions	Action Taken
1	CSBE Landing Page	Final refinements underway; launch expected this month.
2	AI Tools for Engagement	Tools tested; rollout expanding with faculty training.
3	ERP Recovery Enhancement	Workflow optimized; dashboard integration in testing.
4	BTL Outreach	Event calendar awaiting final LSC confirmation.
5	Tech Program Launch	GenAI & CDMS programs ready; marketing approved.

Sr. No.	Decisions	Action Taken
6	Upskilling Employees	Q3 sessions progressing as scheduled.
7	Recovery Target	Metrics monitored; improvements planned.
8	Brand Ambassadorship	Referral pipeline tracking towards 350 target.
9	Samvad (Dec)	Agenda and speakers in draft stage.
10	Global Collaboration	Partner evaluations ongoing.
11	In-house Content Development	Modules under development.
12	International Bootcamp	Discussions ongoing with Bahrain/UK/Philippines institutions.
13	PGDM Ex Specializations	TOC development progressing.
14	PDT Dashboard	Basic structure built; UI design initiated.
15	Organic Lead Generation	Newsletter ready; AI interview portal testing.
16	PGDM Ex Leadership Excellence	Pre-launch preparations initiated.

### Adjournment

The meeting concluded at **12:30 PM** with a vote of thanks to all attendees.

### Message

Thank you all for your active participation and valuable contributions. Let us continue our collective efforts toward enhancing institutional quality.  
See you at the next meeting on **15th December 2025**.





## **INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING AGENDA**

**Date:** 15th December 2025

**Time:** 10:00 AM – 12:30 PM

**Venue:** Conference Room, MIT School of Distance Education

### **Agenda**

#### **1. Welcome and Introduction**

Opening remarks by the Director

Introduction of all members

#### **2. Approval of Minutes from Previous Meeting**

#### **3. Agenda Items**

##### **a. Follow-up on Previous Meeting Actions**

##### **1. Enhanced Learning Experience – AI Tools Optimization**

AI agents, audio summaries (Sem 2 & 3), and productivity tools evaluated for impact. Recommendations for scale-up prepared.

##### **2. ERP Implementation – Optimization Stage**

Recovery workflow fully implemented; success metrics reviewed. Teams onboarded on process refinements.

##### **3. Employee Upskilling – Productivity Enhancement**

Final quarter training planned (Spoken English).

##### **4. Financial Optimization – Recovery +2%**

Year-end consolidation of recovery performance completed.

##### **5. Brand Ambassadorship – 350 Referral Target**

Final referral numbers reviewed; closing activities planned.

##### **6. In-house Content Development – Optimization Review**

Content audits completed; gaps mapped for next phase.

##### **7. International Bootcamps – Bahrain/UK**

Execution review and next-cycle planning completed.

##### **8. PGDM Ex Leadership Excellence – Cohort Delivery**

Cohort delivery performance assessed; impact report shared.

##### **9. Organic Lead Generation – Newsletter + AI Interview Portal**

Final quarter performance reviewed; optimization recommendations shared.

#### **4. Other Discussions**

Scaling international programs

Integrating AI component in programs.

#### **5. Conclusion and Next Steps**

Summary of decisions

Allocation of responsibilities and deadlines

#### **6. Next Meeting Schedule**

15th January 2026, 10:00 AM

Conference Room, MIT School of Distance Education



### INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING MINUTES

**Date:** 15th December 2025

**Time:** 10:00 AM – 12:30 PM

**Venue:** Conference Room, MIT School of Distance Education

#### **Members Present**

1. Prof. Dr. Suhrud Neurgaonkar
2. Dr. Nitin Zadpe
3. Dr. Jayant Panigrahi
4. Dr. Rajesh Raut
5. Prof. Bhagyashree Pande
6. Prof. Bonnie Rajesh
7. Dr. Suresh Naik
8. Mr. Makarand Hardas
9. Mrs. Priya Dalal
10. Mr. Gaurav Tewari

#### **Minutes**

##### **1. Welcome and Introduction**

The Director welcomed all members and emphasized optimization of ongoing initiatives to drive institutional excellence.

##### **2. Approval of Previous Minutes**

The minutes of the November 2025 meeting were reviewed and approved unanimously.

##### **3. Follow-up on Previous Meeting Actions**

- **ERP Optimization:** Workflows stabilized; recovery tracking improved significantly.
- **Recovery 2% Target:** Final data shows sustained improvement compared to previous quarters.
- **Referral & Brand Ambassadorship:** Year-end target nearing completion; closing activities initiated.

- **Content Development:** Content audits completed successfully.
- **Organic Lead Generation Tools:** Year-end performance reviewed; improvements approved.

#### 4. Conclusion and Next Steps

- Each task is assigned with deadlines aligned to FY 2026–27 planning.

#### 5. Next Meeting Schedule

**15th January 2026 at 10:00 AM**

**Table: Decisions and Actions Taken**

Sr. No.	Decisions	Action Taken
1	ERP optimization	Workflows stabilized; recovery tracking improved.
2	Recovery +2%	Sustained improvement demonstrated.
3	Referral 350 target	Final numbers under review; closing actions initiated.
4	In-house content	Content audits completed.
5	PGDM Ex LEP cohort	Future Delivery schedule shared.
6	Organic lead generation Newsletter & AI portal performance reviewed.	

#### Adjournment

The meeting concluded at **12:30 PM** with a vote of thanks to all attendees.

#### Message

Thank you all for your participation and contributions.

Let us continue driving excellence as we close the academic year and prepare for the next cycle.

See you at the next meeting on **15th January 2026**.

