



**Date:** Jan 12, 2024; **Time:** 10.00 a.m.– 01.00 pm; **Venue:** Departmental Library

**Minutes of Meeting**

**Interaction of Mech Staff and Faculty members with Director, Jt  
Director & Principal**

1. HOD presented departmental achievements in last 6 months.
2. Prof V R Kulkarni: Seminar on “Innovation and success stories of alumni scheduled on 29<sup>th</sup> Feb 2024 and March 1, 2024. We need to involve relevant clubs of AIT
3. Principal: For FDP if possible take permission to use banner of Institute of Engineers & also MEDA.
4. Director: Prepare and follow the procedure for opting Audit Course/ NPTL course on departmental level.
5. HOD: Project exhibition planned at the end of semester – VIII.
6. Dr JD Patil: Implementation of Hydro-pneumatic pumping system in Hostel.
7. Principal: Start working on NBA Compliance.
8. HOD: Mosquitos in Fluid mechanics Lab, requested Joint Director for pest control. Fogging monthly and renovation of faculty cabin furniture.
9. Director: (i) Start collecting data for Autonomy  
(ii) Principal will formulate inter-departmental committee for implementation of Automation & Robotics Program. Team will report directly to the Principal about the progress. Team will takes care of publicity of Automation & Robotics Program; create social media page, display alumina’s success stories, startups, internships & placements etc. on social media.
10. Director: Future Plans – (i) Counsel the students at departmental level to Prevent malpractices in examinations. (ii) Improve Industry institute interaction (iii) Individual faculty members need to set goals and objectives of.
11. Joint Director-(i) forward requirement of staff well in advance. (ii) Forward proposal for renovation of faculty furniture/cabin. (ii) Student Corner to be renovated.
12. Principal – (i) For improving students attendance implement innovation in teaching , Motivate students in class-brainstorming and group discussion to improve student attendance (ii) keep practicing continuous assessment (iii) Appreciated quality publications of staff and students (iv) upload study material on Moodle- assignments, question papers etc. (v) Effective counseling of students. (vi) Contribution of teaching staff in CAP (vii) NBA compliance – Dec 2024.

  
Dr U.V. Awasarmol  
Professor & Head Mechanical Engineering

