

**MINUTES OF COLLEGE DEVELOPMENT COMMITTEE MEETING**  
**Saturday, 30 Dec 2017 (10:00 am)**

1. College Development Committee Meeting was held on Saturday, 30 Dec 2017 at 10.00 am in the Conference Room of AIT. Following Members were present for the meeting:-

|     |                                |   |   |
|-----|--------------------------------|---|---|
| (a) | Maj Gen Jalaj Bhola            | - | Chairman, AIT   |
| (b) | Brig Abhay A Bhat (Retd)       | - | Director, AIT, Pune,<br>Secretary of the Management           |
| (c) | Col KE Vijayan, (Retd)         | - | Jt Director, AIT, Pune<br>Head of Department (Administration) |
| (d) | Asst. Prof. P.R. Sonawane      | - | Representative of Teaching staff AIT                          |
| (e) | Asst. Prof. A.K. Singh         | - | Representative of Teaching staff AIT                          |
| (f) | Asst. Prof.(Ms) M Chandola     | - | Representative of Teaching staff AIT                          |
| (g) | Mr. B. D. Sonawane             | - | Representative of Non-Teaching staff AIT                      |
| (h) | Dr. Nitant Mate                | - | Member Nominated by Management                                |
| (i) | Squadron Ldr B R Gulati (Retd) | - | Member Nominated by Management                                |
| (j) | Mr. Alok Mukharjee             | - | Member Nominated by Management                                |
| (k) | Mr. Vijender Yadav             | - | Member Nominated by Management                                |
| (l) | Prof (Dr.)Sujata Marathe       | - | Co-ordinator, IQAC  |
| (m) | Prof (Dr)BP Patil              | - | Secretary CDC, Principal, AIT                                 |

**Observers**

|     |                       |   |               |
|-----|-----------------------|---|---------------|
| (a) | Prof (Dr) GR Patil    | - | HOD E&TC      |
| (b) | Prof (Dr) Jayadevan   | - | Offg HOD IT   |
| (c) | Prof RS Verma         | - | Offg HOD Mech |
| (d) | Prof (Dr) Sunil Dhore | - | HOD Computer  |
| (e) | Prof Manoj Khaladkar  | - | TPO           |

2. Principal, Dr. B. P. Patil, welcomed all the members present for the meeting.

3. **Approval of minutes of the last CDC meeting** Principal read out the minutes of the last CDC meeting held on 18 Aug 2017. Actions taken / progress on the points were discussed. Details are at **Appx A**. Asst. Prof AK Singh proposed the minutes for approval and Asst. Prof. (Ms) M Chandola seconded those and the minutes were unanimously approved/ passed.

**College Update**

4. The Principal updated all members about College activities, events and achievements during the period Aug 2017 to Dec 2017, Details of the update are at **Appx B**.

**Agenda Points From Management for Discussion**

**Agenda Points**

**Action**

**Info**

5. **Agenda Point I :- Lateral Entry (Admission to Direct Second Year)**

The Principal presented highlights of the proposal to include Diploma / BSc students in SE, as is being done by many Engg colleges. Details are as give in below:-

Jt                      HQ  
Director            Southern  
/                      Comd.  
Principal

(a) **Rules & Regulations.** Following AICTE Norms will be applicable



### Agenda Points

Action      Info

for such students.

- (i) SSC/HSC and Diploma from AICTE recognized Institutes in respective branch with minimum 45% Marks.
- (ii) Passed B.Sc. Degree from UGC recognized University with minimum 45% Marks. (Need to clear Graphics and Mechanics)

Army wards will be given priority for admission as per additional eligibility criterion as follows:-

- (i) The eligibility criteria for candidate for Direct Second Year admission to AIT will be same as the eligibility criteria for First Year Admission to AIT, inclusive of grant of weightage for gallantry awards, distinguish service etc as published in first year admission prospectus of AIT.
- (ii) More than aggregate 60% marks at Diploma in relevant branch and must have completed his / her Diploma in minimum stipulated duration from AICTE and State Govt. Approved Institute.
- (iii) Merit at AITLET (Army Institute of Technology Lateral Entry Test).

**Decision** : Case file has already been forwarded by AIT and is awaiting Patron's / AWES approval. Scheme can be implemented thereafter.

#### 6. Agenda Point II :- SOP For Conduct Of Enquiries / Disciplinary Proceedings

The Jt director gave a short presentation on the new SOP being issued. The SOP contains the following:-

Jt                      HQ  
Director            Southern  
/                      Comd.  
Principal

##### **(a) Provisions / Procedures Governed by :-**

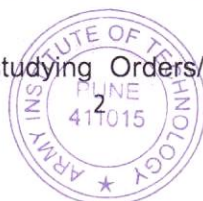
- (i) SPPU Act 2016,
- (ii) SPPU Ordinances,
- (iii) AICTE Rules,
- (iv) Sexual Harassment Of Women At Work Place (Prevention, Prohibition And Redressal) Act 2013,
- (v) AWES Rule Book.
- (vi) Standard Code Rules 1984.

##### **(b) The SOP relates to following Committees :-**

- (i) ICC
- (ii) Grievance and Disciplinary Committee (Staff).
- (iii) Grievance and Disciplinary Committee (Student).
- (iv) Anti-Ragging Committee
- (v) Anti-Ragging Squad.

##### **(c) The SOP focusses on procedure related to the Conduct of Enquiries as follows :-**

- (i) Preliminary Actions to include studying Orders/Legal Provisions,





## Agenda Points

Action      Info

preparing lists of essential witnesses, and collecting material evidence and then deciding date, time and place to conduct such inquiries.

- (ii) Actual conduct with the aim to arrive at the Truth. The inquiry procedure must include Statutory Warning to each witness, adherence to Principle of Natural Justice. The inquiry must contain proper findings, which is a logical summary and clear and crisp opinion.

**Decision** : The SOP was approved in principle in CDC Meeting. SOP to be issued at the earliest.

7. **Agenda Point III :- Inclusion of HoDs in CDC as Nominated Members.**

It was proposed that the HoDs who were at present only observers on the CDC be nominated as additional members. The Director mentioned that the HoDs have a major stake in all routine functioning and decision making of the college like AIT. Logically, their involvement as active members of the CDC is required. Prof AK Singh and Prof Sonawane, while expressing reservations on this proposal, brought out that as such provision does not exist in the University Act, legal validity of the same be ascertained.

Director      HQ  
/                Southern  
Jt               Comd.  
Director

**Decision** : It was decided that the case be moved on file with HQ Southern Comd for legal opinion and deliberation.

8. **Agenda Point IV :- Term of Elected members of CDC.**

It was brought out that there is no fixed term for the elected members of CDC. The University act also does not go into the details of procedure for their elections. All current elected members have been on LMC or CDC for over five years, and have been elected unopposed. There was also no representation of contractual employees. The recommendations contained were as follows:

Director      HQ  
/                Southern  
Jt               Comd.  
Director

- (a) Max three years term for elected members. No two consecutive terms for any member
- Or**
- (b) Two years tenure with two consecutive tenures permitted.
- (c) Amongst teaching staff at least one to be from contractual full time cadre
- (d) Election for new members to be held before next CDC

Prof Sonawane again expressed his reservations about the proposal. He mentioned that New University Act provides for five-year tenure to the entire CDC, and hence opposed such a move.

**Decision** : It was decided that the case be moved on file with HQ Southern Comd for legal opinion and deliberation.

9. **Agenda Point V :- IQAC Report.**

Dr Sujata Marathe, HoD ASGE, and Chairman ISQC of AIT, gave the presentation on AQAR for 2016-17 which has been submitted to NAAC

NAAC  
I/C



## Agenda Points

Action      Info

on 20 Dec 2017 and uploaded on our website. Discussion took place on benchmarking the Student feedback and setting goals regarding the same

/  
Principal

**Decision** : IQAC Report was approved. It was recommended that the benchmarks and Best Practices especially in respect of students feedback be reviewed.

### **Additional Agenda Points from Teaching & Non – Teaching Staff**

#### 10. **Change in AGP with one increment under CAS policy**

For all affected teaching staff who are eligible and apply for next level of AGP under CAS; on upgradation of AGP rate is provided. But as per AICTE clarification issued in 2016 one additional increment along with change in AGP is required to be provided to all affected. The same be considered.

Director                      HQ  
/                                      Southern  
Jt                                      Comd.  
Director

**Decision** : The Director explained that the AICTE notifications included some more provisions, which need to be studied and taken up on file. Final decision will be taken based on AWES directions.

#### **Action** :

#### 11. **Review of Min Salary for contractual / Ad hoc Staff**

AIT is following AWES policy for the same. There is now a need to revise the minimum salary for contractual staff due to huge disparity in the pay scales.

**Decision** : It was decided that point will be reviewed and opinion from AWES will be taken.

#### 12. **Compensatory Off Rules**

Some Faculty/Staff work beyond office hours or on holidays. In this situation they need to be compensated by giving appropriate compensatory off. A consistent policy needs to be framed and communicated.

Director                      HQ  
/                                      Southern  
Jt                                      Comd.  
Director

**Decision** : SOP will be prepared and communicated to all.

#### 13. **Salary Advance (3 / 4 Months of salary) for AIT employees**

Non-teaching employees/ adm staff require funds for emergencies. These employees resort to taking loans at high interest rates. Facility of advance of at zero interest will be a great relief. Advance to be liquidated in 6/8 months EMI.

Director  
/  
Jt  
Director

**Decision** : The point was accepted. It was decided that a committee will frame a policy and prepare an SOP for the same.

#### 14. **Under Pass at the Main Gate**

Road widening is planned by PCMC. Need for an underpass. If AIT + Tata Communications + BEG can approach together, the authorities can plan accordingly.

Project  
Offr / Jt  
Director

**Decision** : Case be taken alongwith TATA Communication to with the PCMC, through their local cooperator / MLA.




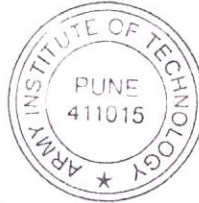
Points From Chairman

15. The Chairman mentioned that all members of AIT should function as team / family. While appreciating the efforts being taken by the staff and faculty, he reiterated that, interests of students should always be paramount.

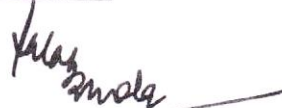
16. The meeting concluded with Vote of Thanks.



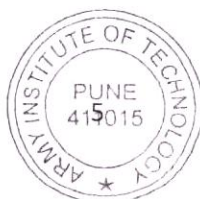
**Brig Abhay A Bhat (Retd)**  
Director

  
**(Dr. BP Patil)**  
Principal

Approved by



(Chairman) 20 Jan 18





**ACTION TAKEN / PROGRESS ON THE POINTS  
FROM MINUTES OF THE LAST CDC MEETING  
HELD ON 18 AUG 2017**

1. **Agenda Point I :- Content Development for LMS**  
(a) To improve digital content on LMS, faculty & students will be involved in this process.  
(b) Lecture recording facility will be required.  
(c) MKCL is ready to help in carrying this activity. Necessary coordination is being carried out.  
(d) Contents will be put up on college server, NAS being procured for storage.

In Process
2. **Agenda Point II :- Timing of Classes**  
(a) At present as per guidelines of AICTE 1 hrs class = 60 min.  
(b) It is found that students lose concentration after approx 30 – 35 min.  
(c) Plan to have each period = 45 min. To be planned from next Sem if approved.  
(d) While total load per teacher will remain as per guidelines of AICTE/ UGC, existing load position and time table will be as follows:-
  - Implemented on Pilot basis from 18 Dec to 30 Dec.
  - Based on feedback from all department decision will be taken.
  - Feedback (as on 29 Dec) says that there are few issues like 40 min is not sufficient to cover topics,
  - Load adjustment is difficult.
  - *Decided to revert back to original system.*
3. **Agenda Point III :- Examination & Evaluation Section.** (a) As AIT is planning for Autonomy, separate infrastructure / space needs to be created for Exam and Evaluation Section. Following is proposed :-  
(a) Create a new drawing hall of capacity of 60 near to HOD (Comp) and HOD (Mech) Office at Tentative cost: Rs 5 Lakh.  
(b) Set up Exam section in the vacated drawing hall on first floor.

Will be put for approval after carrying out exact estimation.
4. **Agenda Point IV : Classroom Infrastructure.** Following was proposed:-  
(a) **Replacement of Existing Black Board.** Old Black Board creates lot of chalk dust and writing is not visible after one or two lectures. It needs to be replaced by white boards. The cost would be approx 3 Lakh.

Sample in E&TC Dept. was tested. Feedback from faculty says that it is very good system. Planned to implement in other dept.
  
- (b) **Audio System in Classroom.** This was a point given by the Patron as many times teacher's voice is not audible for back-benchers. Also while playing video clips teacher need to carry separate speakers. For establishing audio systems in each class the cost would be approx 20 Lakh. To be carried out in phs.

5 Systems have been procured (one per dept)
5. **Agenda Point V : Improvement of Sports Infrastructure**  
(a) Resurfacing of football ground.

- 80% Work Completed



- (b) Creating new pitch for cricket.
- (c) Running track 400 m near main road (south of Main Gate).
- (d) Hockey / Handball ground (North of Main Gate).
- (e) Kabaddi / Kho-Kho / Shot-put grounds.

- Under Process  
 - Under Process  
 } Will be done in Jan – Feb 2018

6. **Agenda Point VI :Replacement of Electrical Equipments by energy efficient system.**This included replacement of old fans with energy efficient remote controlled fans as well as replacement of existing Tube Lights / CFL blubs with energy efficient LED Tube Lights. These will be carried out in phased manner.

Work in Progress  
 (Phase I – Completed)  
 (Phase II – 30% Completed)  
 (Phase III & IV – Planned in Next FY)

7. **Agenda Point VII :Replacement of Wooden (Charpoys) by Steel bed (Charpoys)**

- (a)To control bedbugs, we need to replace existing wooden bed by steel bed in a phased manner.
- (b) Under replacement. Supply order placed for 230 new Charpoys. 836 Charpoys with steel frames and plywood are required to be modified.

Completed

8. **Agenda Point VIII : Laying of underground cable**

- (a)Overhead electric wires are laid in campus.
- (b)From the point of safety, we need to replace these by underground cables.
- (c) 90% of this has already been completed

Completed  
 (Only Family Quarter is remaining, will be done in next Year Budget)

9. **Agenda Point IX :- Additional Motor Cycle Stand for Staff.**

Requirement of additional parking shed for two wheelers was projected. This will require hard standing also. Jt Dir informed that same will be made alongwith additional parking being created near the main gate.

60% Work Completed

10. **Agenda Point X :-ATM Shifting**

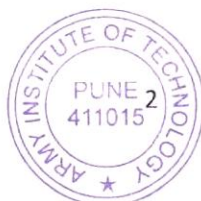
- (a) Existing ATM is placed near to Principal's Office and space is not effectively utilized.
- (b) Proposed to shift near main gate.
- (c) This existing space will be utilized as waiting room and for documents store / PA Cabin.
- (d) HDFC bank being intimated. YES bank ATM at gate proposed.

HDFC approached us and agreed to shift existing ATM near to main gate.  
 Space for Yes Bank ATM also to be near to Main Gate

11. **Agenda Point XI :- CCTV**

- (a)As per AICTE & UGC guidelines each campus should be adequately covered by CCTV.
- (b) It is planned to put CCTV at various locations in campus including corridors of academic block, corridors of hostels, classrooms and labs. This installation is proposed in phased mannered. Cost being worked out.

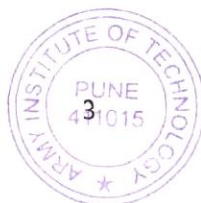
Market Survey has been completed  
 Decided to fit in  
**Ph I – 6.0 L** (Girls Hotel)  
**Ph II – 4.5L** (Main Foyer & Passage of Academic Block)  
**Ph III : Next FY Budget**  
 • Rest of Academic Block- 10L  
 • Boys Hostel (NBH-1) - 10L  
**Ph IV :**  
 Remaining hostel and campus





## Additional Agenda Points from Teaching and Non-Teaching Staff

- |     |  |   |
|-----|--|---|
| 12. | <b><u>Adhoc Appointment to be given for 11 months</u></b> The point was accepted and it was decided that any adhoc/ temporary appointments for teaching faculty will be given for at least 11 months hereafter.  | Completed   |
| 13. | <b><u>Yearly increments for Temporary Appointments for 2 yrs or more.</u></b> It was brought out that yearly increments for temporary / contractual appointments were not given for 2 years.   | Completed   |
| 14. | <b><u>Leave Policy CL / PL / SL /EL / Vacation for AdhocStaff.</u></b> It was brought out by representative of teaching staff that the appointment orders for adhoc/ contractual staffs don't mention the leave policy. There is some variance in policy of AWES and the SPPU.   | Completed   |
| 15. | <b><u>Travelling Allowance (TA) / CLA.</u></b> It was brought out that AIT does not provide travelling allowance and City Local Allowance (CLA), which is provided by some colleges.   | Not Approved  |
| 16. | <b><u>Recruitment Roster to be maintained with SPPU.</u></b> It was requested that recruitment of teaching staff through University roster be adopted and University roster be accordingly updated.  | Following AWES Policy   |
| 17. | <b><u>Medi Claim / Group Medi Claim Policy.</u></b> Shri BD Sonawane requested that a group medi-claim policy for employees of AIT on voluntary basis be started. He mentioned that being a group policy the members will get substantial discount on the premiums. He further mentioned that the employees are ready to pay the premiums. | Work in Progress<br>Data collected & quotations from various Insurance agencies are being compared. |
| 18. | <b><u>NOC for Staff Society Registration.</u></b> It was requested that permission be granted for formation of Employees Society in the campus.  | Not Approved  |
| 19. | <b><u>Promotion Policy for Non Teaching Staff.</u></b> It was requested that promotion of non-teaching regular staff after certain years of service into higher appointments be considered.  | Not Approved  |





### COLLEGE UPDATES

1. **Papers / Books Published / Presented**

| <b>By Faculty</b>                            |    |
|--|----|
| International papers                         | 20 |
| National papers                              | 04 |
| Books published                              | 05 |
| <b>By Students</b>                           |    |
| Paper Presented in National Conferences      | 03 |
| Paper Presented in International Conferences | 08 |

2. **Workshop / Seminar / Guest Lecture / Ind. Visit**

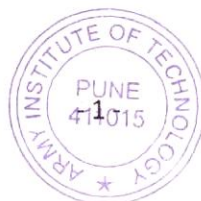
|                                |    |
|--------------------------------|----|
| Workshops / Seminars Attended  | 79 |
| Workshops / Seminars Conducted | 19 |
| Guest Lectures Organized       | 13 |
| Industrial Visits              | 11 |

3. **Recently Submitted Proposals**

- AICTE
  - MODROB – (03 Proposals)                      56.71 Lakh
  - STTP – (01 Proposal)                              05.00 Lakh
  - RPS – (01 Proposal)                              24.70 Lakh
- Savitribai Phule Pune University
  - Univ. Research Grant Scheme (URGS)  
Proposals (08 Proposals)                      22.25 Lakh
- ISRO – UoP    13.05 Lakh

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**TOTAL                      121.71 Lakh**  
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- Total Patents Published / Filed                      27
- No. of Faculty with PhD                              13
- No. of Faculty waiting for Final Defense                      02
- No. of Faculty Registered for PhD                      29



#### 4. Submitted Proposals are

- MODROBS – Modernisation & Removal of Obsolescence
  - Thermal Conductivity Analyzer for Advance Heat & Transfer Lab – Mech
  - Network Security and Object Oriented Modeling Lab – IT
  - Modernization of Communication Engineering Laboratory in E&TC
- RPS – Research Promotion Scheme
  - Experimental Analysis of Heat Transfer Enhancement in Mini Channel using Nano Fluid
- STTP – Short Term Training Program
  - Internet of Things (IoT) and Cyber Security
- ISRO – UoP
  - Charge Pump PLL Frequency Synthesizer Design

#### 5. MoU with Industry / Institutes

- 23 Aug 2017 – FT42 Tech. Innovations Pvt. Ltd. Pune – Comp Dept
- 01 Sep 2017 – CADCAMGuru Solutions Pvt. Ltd, Pune – Mech Dept
- 15 Nov 2017 – SKF India Ltd., Pune – Mech Dept.
- MKCL certification KLiC courses
- IIT, Bombay – In-Progress
- 3DPLM (Certification Center) – In Progress
- GATE Academy – In Progress
- CDAC – In Process

#### 6. PMKVY – TI Pradhan Mantri Kaushal Vikas Yojna for Technical Institutions (PMKVY – TI)

##### (a) **Telecom Technician – IoT Device/System (Installation & M2M Communication Setup)**

|                   |   |         |
|-------------------|---|---------|
| Min Qualification | = | 10 + 2  |
| Course Duration   | = | 320 hrs |
| Intake            | = | 25      |

##### (b) **Lathe Operator**

|                   |   |          |
|-------------------|---|----------|
| Min Qualification | = | VIII std |
| Course Duration   | = | 400 hrs  |
| Intake            | = | 25       |

**Note** Starting of these courses will be reviewed after getting response from participants





7. **Placements : 2017-18 (In Progress) Till 29 Dec 2017**

|                          |            |
|--------------------------|------------|
| No of Industries Visited | 40         |
| No of students selected  | 234/283    |
| Overall Average salary   | 5.35 Lakh  |
| Maximum Salary           | 14.00 Lakh |
| Placement Percentage     | 82.7%      |

8. **University Rankers – 2015 – 16 (For TE)**

| Rank | Branch | Name Of Student    | %     | % Of 1 <sup>st</sup> Rank |
|------|--------|--------------------|-------|---------------------------|
| 3    | Comp   | Rituraj Singh      | 81.40 | 83.33                     |
| 8    | Comp   | Neha Ayushi Taneja | 79.46 | 83.33                     |
| 10   | Comp   | Anurag Mishra      | 79.26 | 83.33                     |
| 3    | IT     | Meenakshi Kumari   | 79.20 | 80.86                     |
| 8    | E&TC   | Monalisha          | 80.60 | 82.66                     |

9. **Recent Initiatives**

- ERP : Implementation over 50%.
- Green Campus (Solar Plants, STP, RO plant, No Plastics, Energy Efficient Devices).
- Zero Garbage: 24 Feb 18. Garbage separation infra in place.
- New RO Plant for drinking water to hostels.
- New Cafeteria. Contractor of BEG is creating infrastructure.
- Upgradation of Children Park.
- Work on 400 m track in full swing.
- Addl hostel rooms in old study hall. New study hall created on terrace.
- Lady Doctor Appointed (for 3 Days per week).

