



Army Institute Of Technology (AIT), Dighi Camp, Pune - 15.

Director : 7249250115, Joint Director : 7249250117, Principal : 7249250186

Exch : 7249250183, 7249250184, 7249250185

Website : www.aitpune.com Email : ait@aitpune.edu.in

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IQAC AND HOD MEETING HELD ON 6th FEB 2023

MINUTES OF MEETING

1. The IQAC and HOD meeting was scheduled on 6th Feb 2023 at 2.30pm in New Conference Room and was attended by the following IQAC Internal committee members-

Director – Brig Abhay Bhat (Retd.)	- Chairperson
Principal - Dr. B P Pail	- Member
HOD E&TC - Dr. G R Patil	- Member
HOD Comp - Dr. S R Dhore	- Member
HOD IT - Dr. S D Jadhav	- Member
HOD Mech – Dr. U.V Awasarmol	- Member
HOD ASGE – Dr. S Kulkarni	- Member
Dean R&D – Dr. Surekha K S	- Member
NAAC Coordinator – Dr. S Tiwari	-Co-ordinator
NAAC Co-coordinator- Dr. Sushma A Patil	-Member
Registrar – Mr. V. Khare	-Member
TPO – Mr. M Khaldkar	- Member

2. IQAC Coordinator, Dr. Seema Tiwari welcomed all and the points that were discussed in the meeting in the presence of all the IQAC internal committee members are mentioned below-

Sr. No.	Point for action from last meeting	Progress	Action/Info
1.	Feedback on ERP	<ol style="list-style-type: none">1. The final drafts of all the feedback forms were presented by Dr. Sushma Patil. The Director informed the feedback committee to submit the final copy to the HOD IT for its implementation on ERP.2. Dr. Sushma Patil told that the method to be followed for generating feedback analysis report is also included along with the academic feedback forms.	HsOD IT and ERP in-charge, Dr. Rahul Desai.





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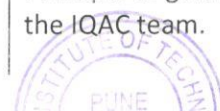
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		<p>report is also included along with the academic feedback forms.</p> <p>3. The report should be submitted to the IQAC for further action</p>	
2.	Attendance	<p>The first day attendance record of TE and BE students were shared by all the HsOD. The list of not reported students to the class was also shared by all HODs.</p> <p>The Principal has been asked to prepare action plan to improve attendance.</p>	Principal and HsOD.
3.	Uploading of marks on SPPU portal	All HODs confirmed about the uploading of SE term work, practical and insem marks on SPPU portal by all faculties.	
New Agenda Points-			
4.	Feedback Implementation on ERP	<p>The feedback forms were submitted to the ERP in-charge for its final implementation. It was also decided to take the feedback of sem II of current academic year on ERP using new formats. Principal also instructed to share the new format of academic feedback with all HsOD.</p> <p>The HoD IT informed that a meeting is scheduled with the ERP vendor for the detailed discussion and its final implementation.</p>	HsOD IT and ERP in-charge to comply.
5.	Internal Audit Status	<ol style="list-style-type: none"> 1. Internal audits of all the departments were conducted as per the schedule given by the principal 2. The audit of the ASGE department was pending due to the unavailability of the internal auditors. 3. The Director informed that after the internal audit, the audit report should be submitted by the auditors to the Principal. 4. Based on the audit report an analysis report should also be prepared and submitted to IQAC. 	Principal and IQAC coordinator.
6.	External Audit Plan	<ol style="list-style-type: none"> 1. HOD E&TC said that the external audit form should be in line with the internal audit form. 2. All the members agreed with the said point. 3. The IQAC also proposed the following points for conducting the external audit: <ol style="list-style-type: none"> a. This audit should be conducted once in a year at the end of Sem-II of the academic year. 	<p>IQAC Coordinator along with other committee members to design the external audit forms.</p> <p>Principal to guide the IQAC team.</p>





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		<ol style="list-style-type: none"> b. The external Auditor appointed must be from other reputed College/University. c. At least one or two Auditors should be appointed to conduct the External Academic Audit. d. A proper fixed amount can be decided as remuneration for the external auditors. e. After the audit a copy of certificate to be submitted to Institute IQAC. f. Remarks and suggestions by the auditors should be taken into consideration and proper action should be taken accordingly. <ol style="list-style-type: none"> 4. The IQAC also suggested that a department level IQAC comprising of HoD and three senior faculties from the department must be appointed (D-IQAC) for the proper functioning at departmental level. 5. All the HsOD agreed with the point. 6. IQAC proposed that the Head of the Department should submit the SWOC Analysis along with Internal and External Academic Audit Reports. 	
7.	Administrative Audit Plan	<ol style="list-style-type: none"> 1. IQAC proposed that for the proper and smooth conduct of Academic/ Administrative Audit (AAA), NBA and NAAC Co-ordinators of college should be appointed to prepare the road map and SOP of audits. <ol style="list-style-type: none"> 1. NBA Co-ordinators 2. NBA Co coordinators 3. NAAC Co-ordinators 4. NAAC Co coordinators 2. The Director also informed the IQAC coordinator to add Registrar and Office Superintendent also as member of AAA committee. 3. The Director informed that the administrative audit form should also be framed for the proper audit of all the administrative sections. 	Principal and IQAC co-ordinator.





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8.	Updated Departmental Target/ Goals	<p>The IQAC coordinator, Dr. Seema Tiwari proposed the following points/targets/goals:</p> <ol style="list-style-type: none">1. From point no 1, Enrichment of Curricular Aspects it was suggested by all HsOD to merge add on courses and value added courses.2. The target was revised as one add on course by each FE and SE student.3. Each student should complete at least two MOOC courses till final year.4. Each faculty should complete one MOOC every year or two week STTP.5. Till third year more than 50% students should complete internship and 100% students must undergo internship till final year.6. From point no 2, Teaching, Learning, and Evaluation it was decided to set the following target for the all clear result of all years as follows:<ol style="list-style-type: none">a. BE – 100%b. TE – 90%c. SE – 90%d. FE – 80%7. It was set to target 100% students scoring more than 9.0 CGPA in Final year but all the members agreed for 8.5 CGPA. If the target is achieved in current academic year then the level can be reviewed to 9.0 CGPA.8. Target for at least one University rank holder from each department every year.9. The total number of PhD faculty should be 50% in each department.10. The total number of PhD guide should be 50% of the total PhD faculty of department.11. The total number of faculty invited as resource persons should be 50% or more of the total faculty of department. The Dean R&D, Dr. Surekha KS told that if institute is organizing any event at University/State/National/Internal level then the AIT faculty invited as resource person should be considered.12. From point no 3, Research, Innovation, and Extensions it was decided that each faculty must	Principal and all HsOD. Monitoring and analysis will be done by Dean R&D and IQAC.
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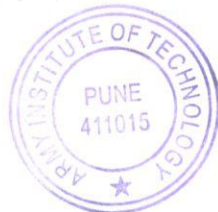
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		<p>publish at least one quality publication (SCOPUS/Web of Science/ SCI only) each year.</p> <p>13. It was decided that four patents (filed/published/granted) per department.</p> <p>14. It was decided that one workshop/STTP/FDP must be conducted for faculty every year by each department.</p> <p>15. It was decided that at least two workshops/seminars must be conducted for students every year by each department.</p> <p>16. Amount of sponsored research projects must be more than 20 Lacs by every department.</p> <p>17. Each department must promote for atleast one startup and consultancy upto 5 lakhs.</p> <p>18. From point no. 5, Student Support and Progression it was suggested by Director to include placement percentage only. The target set was 98%.</p>	
9.	Department interaction with Director and Principal	<p>1. The Director told the Principal to prepare a schedule for departmental interaction and HoDs will present departmental growth plan of last semester and future plan.</p> <p>2. The Principal suggested that all HoDs will present at least one best practice from their department.</p>	Principal and HsOD
10.	Other points	<p>1. The Principal instructed to all the HoDs to get issued college letter head from central store and keep its accountability.</p> <p>2. The Principal also instructed all the HoDs that the genuine cases of student leave should be recommended and forwarded for approval.</p>	All HsOD

Approved By-



Brig Abhay A. Bhat (Retd)
Director