



# **Army Institute of Technology (AIT), Dighi Camp, Pune-15**

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

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## **IQAC AND HOD MEETING HELD ON 13<sup>th</sup> April 2023**

### **MINUTES OF MEETING**

1. The meeting was attended by 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 Dhore	- Member
HOD IT - Dr. S Jadhav	- Member
HOD Mech – Dr.U. Avsarmol	- Member
HOD ASGE – Dr. S. Kulkarni	- Member
Dean R&D – Dr. Surekha K S	- Member
IQAC Coordinator – Dr. S Tiwari	-Member
NAAC Co-coordinator- Dr. Sushma Patil	-Member
Registrar – Mr. V. Khare	-Member
TPO – Mr M Khaldkar	- Member
Project Officer – Prof R Patil	- Member
OS – Mr. Pradhan	- Member
Faculty- Dr. S.D.Oza	-Invited Member
Faculty - Dr. Walunjkar	- Invited Member
Faculty - Dr. M Loksha	- Invited Member
Faculty - Prof. Patel Y.V.	- Invited Member
Faculty - Prof. Asha Sathe	- Invited Member





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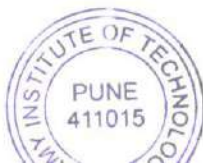
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2. Principal Dr. B. P. Patil welcomed all and the points that were discussed in the meeting in the presence of all the IQAC internal committee members are mentioned below-

Sr. No.	Point for action from last meeting	Progress	Info/Action
1.	<p>Internship In charge Dr. S D Oza, along with other committee members gave a presentation on SOP for student internship program.</p> <p>Following points were discussed during the presentation</p> <ol style="list-style-type: none"><li>Frequency/time: number of times the student should be permitted to go for internship during the academic year. It was decided that only once in a year student should be allowed to go for internship.</li><li>Type of work that can be considered as internship. The work that can be considered under student internship programs were as follows:<ol style="list-style-type: none"><li>Working in an Industry – Technical / Non-technical domain</li><li>Training with other higher Institutions.</li><li>Participation in conferences/workshops/competitions etc.</li><li>Learning at Departmental Lab/Tinkering Lab/ Institutional workshop.</li><li>Work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/ NGO's/ Government organizations/ Micro/ Small/</li></ol></li></ol>	<p>TPO and HoD IT along with Principal asked them to elaborate each point.</p> <p>HoD comp requested to quantify the work done under internship.</p> <p>It was decided that student should be allowed for one internship per year.</p>	Principal and all HsOD.





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	<p>Medium enterprises</p> <p>Everyone agreed with the above points.</p> <p>c. The mechanism that should be followed before proceeding on internship was also discussed. Internship cell of each department should appoint one faculty coordinator from the department.</p> <ol style="list-style-type: none"> <li>1. The student internship will be considered valid only if it is pre-approved by HoD and Principal.</li> <li>2. Application to concerned faculty/HOD requesting approval for internship along with offer letter and undertaking should be submitted.</li> <li>3. On approval, department should issue NOC to student.</li> <li>4. If not informed in the department before proceeding on internship the student will not be granted attendance for the said period.</li> </ol> <p>The attendance criteria were also discussed. HoD computers said that attendance criteria should not be included in the student internship program SOP. Principal said it is mentioned in attendance SOP. Director suggested to include this in internship SOP and also instructed Dr Oza to do the needful.</p> <p>d. The following reports related to internship program were discussed in detail.</p> <ol style="list-style-type: none"> <li>1. Details and proof of work done</li> <li>2. Certificate</li> <li>3. Feedback from Supervisor</li> </ol> <p>e. Following points were discussed under</p>		
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	<p>mandatory internship program for 6<sup>th</sup> Sem students:</p> <ol style="list-style-type: none"><li>1. The intern should submit weekly reports to the respective faculty in charge on regular basis.</li><li>2. Reporting may be done offline or online depending on whether the student is doing online or offline internship.</li><li>3. Every student should maintain details of activities / task done and their proofs in work book / log book as per SPPU guidelines.</li><li>4. Every student is required to maintain details of activities / task done and their proofs in work book / log book as per SPPU guidelines.</li><li>5. Only mandatory internship program will be evaluated.</li><li>6. The evaluation will be done by Program Head/ Cell In-charge / Project Head / faculty mentor or Industry Supervisor, in consultation with internship supervisor from place of internship.</li></ol> <p>f. Following documents should be submitted by students after completing the internship -</p> <ol style="list-style-type: none"><li>a. Work book</li><li>b. Project report in the standard format</li><li>c. Completion certificate</li><li>d. Feedback from external supervisor.</li><li>e. Presentation before an expert</li></ol>	
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	committee constituted by the concerned department.		
2.	<p>a. A presentation on NEP 2020 Implementation was given by Dr. M. Lokesha, Dean PP.</p> <p>b. The points discussed during the presentation were:</p> <ol style="list-style-type: none"> <li>Facilities provided by Government of India for implementing NEP 2020 which includes, <ul style="list-style-type: none"> <li>National credit framework (NCrF) from pre-school up to Highest degree (PhD),</li> <li>The ABC (Academic Bank of Credits) portal to facilitate credit mobility for students, Norms for Duration,</li> <li>Entry level qualifications and statutory reservations of the technical programmes</li> </ul> </li> <li>Academic curriculum guidelines for implementing NEP 2020 by Organizing courses into baskets: <ul style="list-style-type: none"> <li>Core courses</li> <li>Optional core courses</li> <li>Subject-based electives (Professional Elective in AICTE terminology)</li> <li>Open Electives (EHC)</li> </ul> </li> <li>The general credit split that can be followed between the above categories mentioned in point 2.ii were also discussed:</li> </ol>		<p>Dr. M. Lokesha, Dean PP Dr. Surekha K S, Dean R&amp;D</p>





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	<ul style="list-style-type: none"><li>• Core - 40%</li><li>• Optional Core - 25%</li><li>• Professional Electives: 20%</li><li>• Open Electives: 15%</li></ul> <p>iv. The possibility of offering smaller, basic courses which will give a flavor of the field in the open electives category with 1 - 2 credits was also suggested.</p> <p>v. Also the requirements to Implement NEP 2020 were put forward.</p> <p>c. Following suggestions were given by the Director and Principal during the presentation:</p> <ul style="list-style-type: none"><li>i. One faculty from every department must be added to NEP cell of AIT.</li><li>ii. NEP cell will work for the requirement of NEP implementation.</li><li>iii. The NEP model of other colleges were discussed by the Principal.</li><li>iv. Director told to register for ABC (Academic Bank of Credit) from NEP &amp; wait for instructions of SPPU.</li></ul>		
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3.	<p>Director informed about his meeting with Chairman for IIL and discussed the following points:</p> <ol style="list-style-type: none"> <li>1. The date for S2A2I2 would be most likely to be 12<sup>th</sup> May 2023.</li> <li>2. Contact Alumni for setting up the stalls for exhibition, also few names were suggested.</li> <li>3. List of likely speakers for the session were discussed, one from DRDO, Director of BAHU institute.</li> <li>4. Session on how to get defense grants.</li> </ol>		Dr. Surekha K S, Dean R&D and Dr. M. Loksha, Dean PP
4.	<p>The last four years data on R&amp;D status was shared by Dr. Surekha K S, Dean R&amp;D.</p> <p>Following data of the faculty regarding their contribution in R&amp;D was presented:</p> <ol style="list-style-type: none"> <li>a. Journal Publication</li> <li>b. Conference Proceedings</li> <li>c. Book/Book Articles</li> <li>d. Patent</li> <li>e. Funded Projects</li> <li>f. Consultancy</li> </ol> <p>Following suggestions were given by the Director and Principal during the presentation:</p> <ol style="list-style-type: none"> <li>a. Principal instructed Dean R&amp;D to check on parameters applied for quality publications.</li> <li>b. Principal also suggested that all the faculty members should publish at least one paper per</li> </ol>		Dr. Surekha K S, Dean R&D





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	<p>year.</p> <p>c. Director asked Dean R&amp;D to focus on improving the R&amp;D contribution by faculty.</p>		
5.	<p>The HoD comp, Dr. S R Dhore presented the result of Sem-I and its analysis for SE, TE &amp; BE.</p> <p>a. Following points were observed during the presentation:</p> <ul style="list-style-type: none"> <li>i. The SE Computer Div- B had more failures in the subject OOP.</li> <li>ii. The TE Computer Div-B had more failures in the subject CNS.</li> <li>iii. The BE Computer result was not good as more number of students were failed in Project phase-I exam due to untimely submission and unresponsive nature.</li> <li>iv. Comparatively the result of Div-A was better than Div-B in SE, TE and BE.</li> </ul> <p>b. Director suggested that the Division-A and Division-B allotment of the students must be done in first year itself according to the merit (alternate) of the students.</p> <p>c. The attendance of SE, TE, BE Computers was discussed.</p>		







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	<ul style="list-style-type: none"><li>i. Director and Principal instructed all the HsOD to take strict action against the defaulters.</li><li>ii. Director asked all the HsOD to inform all the students through their batch counselors about their attendance.</li><li>iii. Also instructed to inform the parents of all the students with less attendance.</li><li>iv. If required, Director told the HsOD to detain the defaulters.</li></ul> <p>d. Principal instructed HoDs to check the attendance of the student before recommending the leaves.</p> <p>e. Also instructed to inform their presents regarding their shortage in attendance attendance &amp; still if parents insist on granting the leaves due to some family reasons, undertaking from parents regarding their wards detention should be taken in case they do not comply attendance requirement during term end.</p> <p>f. The progress on ME in Data Science was shared by the HoD Computer.</p> <p>g. The requirement of new faculty in the department based on PG load was discussed.</p>		
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6.	<p>IQAC coordinator, Dr. Seema Tiwari said that Goals &amp; Targets are finalized &amp; will be shared to all the departments.</p> <p>Fresh application of NAAC SSR was discussed.</p> <p>All the HoDs did not agree to reappear for the NAAC process.</p> <p>Director agreed with the opinion put forward by the HoDs for not to appear for re NAAC this year.</p> <p>Principal informed all the HoDs to submit the Audit report of their departments to the IQAC office for analysis.</p>		<p>All HoDs</p> <p>NAAC Co-ordinator</p>
7.	<p>HoD E&amp;TC, Dr. G R Patil discussed the requirement of new faculty in the department for AY 2023-24 based on the double division in final year.</p> <p>SE, TE &amp; BE student attendance was shared. Director gave the same instructions that were given to HoD Computer.</p> <p>Result and its analysis of SE, TE &amp; BE was discussed.</p>		
8.	<p>HoD IT, Dr. Sangeeta Jadhav discussed the SE, TE &amp; BE result and its analysis done subject wise.</p> <p>Pass percentage of TE IT was less as compared to SE and BE. The students of third year were failed in the Practical/Oral exam as they did not attend the theory and lab sessions regularly in spite of regular warnings.</p>		





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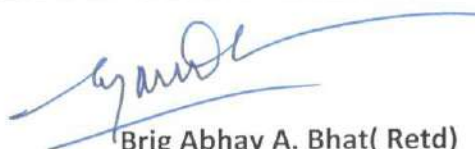
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9.	<p>ERP in-charge, Dr. Rahul Desai shared the late marks of all the faculty and staff members of the institute.</p> <p>Director instructed that all the staff members should strictly follow the in- time.</p> <p>It was decided to deduct the leaves of all the late comers as per norms.</p>		
10.	<p>HoD Mechanical, Dr. U V Awasarmol discussed the attendance of SE, TE&amp; BE.</p> <p>Result analysis was discussed.</p> <p>HoD Mechanical has put up the requirement for one non-teaching staff as Mr. Joshi (instructor) will be retiring this year.</p>		
11.	<p>Project officer shared the details about the infrastructure related work completed till date. The AIT store room was planned to be shifted to new place.</p> <p>The FE Computer lab is planned.</p> <p>The current Drawing hall will be converted into classrooms and Drawing hall will be shifted to the Workshop.</p> <p>HoD ASGE, Dr. Swati Kulkarni requested for dedicated staff from all departments for the subjects like BXE, BEE, and BME.</p>		

Approved By-

  
Brig Abhay A. Bhat( Retd)  
Director

