AY 2021-22

◻️ Outlook

Re: HOD MEETING

From HOD ASGE <hodasge@aitpune.edu.in>

Date Wed 12/15/2021 11:33 AM

To PA to Director <patodir@aitpune.edu.in>

Cc Principal AIT <principal@aitpune.edu.in>; Director AIT <director@aitpune.edu.in>; Dr Seema Tiwari <stiwari@aitpune.edu.in>

Dear Sir,

Dr Seema Tiwari will attend meeting on behalf of me.

TIA

Dr Kulkarni Swati
HOD, ASGE Dept.
Army Institute of Technology
Pune-15

From: PA to Director <patodir@aitpune.edu.in>
Sent: Wednesday, December 15, 2021 9:36 AM
To: Dr Seema Tiwari <stiwari@aitpune.edu.in>; Dr J D Patil <jdpatil@aitpune.edu.in>; Library <oiclibrary@aitpune.edu.in>; Dr Mrs Sangeeta Jadhav, HOD IT <hodit@aitpune.edu.in>; Dr Sunil Dhore <hodcomp@aitpune.edu.in>; H.O.D.-E&TC <hodetc@aitpune.edu.in>; Dr Sanjiv M Sansgiri <hodmech@aitpune.edu.in>; HOD ASGE <hodasge@aitpune.edu.in>; Dr. Surekha KS <surekhaks@aitpune.edu.in>; Training Placement Officer TPO <tpo@aitpune.edu.in>; Project Officer AIT <project@aitpune.edu.in>; Registrar AIT <registrar@aitpune.edu.in>
**Cc:** Director AIT <director@aitpune.edu.in>; Jt Director AIT <jd@aitpune.edu.in>; Principal AIT <principal@aitpune.edu.in>; Principal Office AIT <principaloffice@aitpune.edu.in>
Subject: HOD MEETING

Respected All,

HOD meeting is scheduled for 21 Dec 21 at 2:30 pm at the New Conf Hall.

Agenda Points are as follows :
1. Documents required to be kept ready for NAAC (Visit - Dr Seema Tiwari NAAC Coordinator).
2. DELNET Membership presentation by OIC Library - Dr JD Patil and Dr U Jagtap.
3. Progress on Syllabus of SE - HODs.
4. Progress on PR/OR/TW/Seminar - HODs.
5. Dean R & D - Present Quarterly report (AUG - Nov 21).
6. Progress on Placements - TPO.

All NAAC Dept Coordinators to attend the meeting.

Regards,
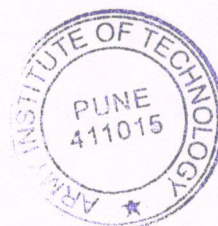
Minutes of The HOD cum IQAC Meeting Held on Wednesday
Meeting No- 17 (21st December 2021)A.Y 2021-2022

1. Fortnightly Meeting was held on Tuesday, 21s1 December 2021 at 0230 hrs in New Conference Hall of AIT. The following members attended the meeting,

A	Col MK Prasad	Joint Director
B	Dr. B.P. Patil	Principal
C	Prof. Dr. S.M. Sansgiri	HOD, Meeh
D	Prof. Dr. G.R. Patil	HOD, E&TC
E	Prof. Dr. S.R. Dhore	HOD, Comp
F	Prof D.G. Auradkar	I/c HOD, IT
G	Prof. Dr. Swati Kulkarni	HOD, ASGE
H	Dr. Surekha K.S.	Dean, R&D
J	Dr. Seema Tiwari	Coordinator, NAAC
K	Mr. Rushikesh Patil	Project Officer

S. No	Description	Action	Info
1.	The Joint Director welcomed all the HOD's and staff those who attended for meeting and asked members to start the proceedings.	-	-
2	All Departments were expected to give presentation on following agenda points :		
	Agenda points of the meeting :-		
	• Documents required to be kept ready for NAAC (Visit - Dr Seema Tiwari NAAC Coordinator). • DELNET Membership presentation by OIC Library - Dr JD Patil and Dr U Jagtap. • Progress on Syllabus of SE - HODs. • Progress on PR/OR/TW/Seminar - HODs. • Dean R&D- Present Quarterly report (AUG - Nov 21). • Progress on Placements - TPO.		

3.	**Documents required to be kept ready for NAAC Visit: (Dr.Seema Tiwari- NAAC Coordinators** NAAC Status Report for the period July to November 2021 was presented. • She has also given impasses on Internal Audit to be done • Incharge for each criteria are regular to be appointed. • Tentative dates for NAAC visit in January 2022.		
	Decisions : • "Check list for documents to be kept ready" is once again shared to all in charges and HOD's • Criteria wise Incharge to be detailed by Principal • Audit format to be prepared by 10th January 2022 • Give tentative plan for inspection of documents to all concern. Keeping NAAC visit date in mind.		

Points Presented by Dean R & D -Dr. Surekha K.S.
Dean R & D, Dr. Surekha K. S. presented progress on R & D activities, from July to November 2021.

Director

Particular	2021-22	Remark
Journal	7	Quality Publication 6
Conference	7	
Books	1	
Books Article	3	
Workshop Seminar	4	Webinar 2 , Workshop 2
MOU	1	Medyog Tech, Bangalore
Patent	4	Published
Grant	3	Received Grant Rs.3.00Lakh -02 in process
Copyright	1	

Joint
Director

Particular	2018-19	2019-20	2020-21
Journal	24	46	61
Quality Publication	10	24	36
Conference	26	28	23
Book/Book Articles	08	09	16
Patent(Published/ Granted)	01	06	10
Copyright	03	02	02
Funded Projects	05	02	04 Under Review

Decision - Research Grant received from NCSC to AIT-Computer department to be added.

Dean(R & D)
HOD(Comp)

| 4 | DELNET Membership presentation by QIC Library - Dr JD Patil and Dr U Jagtap.
Dr. J.D.Patil giving a presentation towards Delnet Membership. (Developing Library Network). For the first time registration fees will be 19470/- inclusive of GST and 2nd year onwards total amounting Rs. 13500/-inclusive of GST. Around 7224 libraries was connected though network out of that 22 are overseas country. All of them are sharing information, E Books, E Journals, E Publication, Delnet provides - 1. Union catalog and database. 2. Technical Support for open source software. 3. Reference facility. 4.Inter library loan and documents(books) delivery system. 5. Own Guest house facility. | | Director

Joint
Director

Principal |

	Decisions : Following points to be clarified from DELNET • Is permission is required for sharing e resources from college. • In case of loss of costly book by borrower, who will take responsibility? • E Journals which are made available by DELNET, can we get relaxation to buy such subscription by AICTE? • Do we have to share entire data base to DELNET network. • Library should create data base of final year project. • All departments are request to send hard copy of paper publications. This will made available to staff and students.	QIC Library All HOD's	
5	Progress on Syllabus of SE & Progress on PR/OR/TW/Seminar - HODs.		
A	**Computer Engg Dept:**		
	All activities is under control 90% theory syllabus completed, 100% laboratory work completed TE & B.E. Practical Examination was started on 16th December 2021 and will finish on 24th December 2021. SE- Practical's will finish on 26th December 2021. Practical Examination is scheduled from 27tn December 2021 to 31st December 2021. B.E. Project Examination will be conducted from 29th December 2021. It was confirmed that all Practical examination will be concluded on or before 31st December 2021. Revision of Theory session will be conduct after practical examination.		Director Joint Director Principal
	Decision: Faculty should conduct extra classes to complete the syllabus.	HOD Computer	
B	**Information Technology: -**		
	80 to 85% theory syllabus completed, 95% laboratory work completed TE & B.E. Practical Examination has started. 50% project review was completed. SE Practical Examination will start from 27th December 2021 It was Confirmed that all Practical examination /Mock Test/ Semester examinations will be concluded on or before 31st December 2021.		Director Joint Director Principal
	Decision: • Ensure 100% completion of Syllabus by taken extra classes.	HOD (IT)	

	E&TC		
	90% theory syllabus completed, 100% laboratory work completed	All HODs	Director
	TE & B.E. Practical Examination started from 15th December 2021.		Jt Dir
	SE Practical Examination will start from 24th December 2021		Principal
	Some students' practical examinations will be rescheduled due poor connectivity. But confirmed that all Practical examination will be concluded on or before 31st December 2021.		
	Revision of Theory session will be conduct after practical examination		
	Decision: Ensure completion of SE syllabus „		
D	**Mech:-**		
	100% theory syllabus completed for SE/TE/BE, 100% laboratory work completed. B.E. Project work is carried out from 23rd December 2021. M.E. - 2nd Year Syllabus completed and submission work done. Exam will be conducted on 24th December 2021. Preparatory exam to be conducted, but confirm that all Practical examination will be concluded on or before 31st December 2021. Revision of Theory session will be conducted after practical examination. „	All HODs	Director Joint Director Principal
	Decision: No comments.		

. No	Description	Action	Info
6	**Points from Principal :-** • As per information received from authorities, backlog examination will be conducted by SPPU tentatively from 15th January 2022 and regular examination from 11th February 2021. • Commencement of next academic for session (SEM II) for SE/TE/BE w.e.f.11th January 2022. • Make available Course/Division/year wise as well as individual Time table and Subject allocation before the same. • Mechanical Department uploaded SSR on NBA portal • Computer Department ready with compliance report • The Principal welcomed and introduced Mr. Vaibhav Khare who has recently taken over the charge of Registrar	All HODs	Director Joint Director
7	**Points from Joint Director:**		
	• Take care of S.E. Students as they are new to the campus and not aware of AIT culture. AIT culture to be inculcated to the S.E. Students. • For B.E. Student Hostel fees will be charged as per pro rata basis. But those who do not present physically will be charged full fees excluding mess if rooms are allotted. • On 25th December 2021- Christmas celebration will be carried out on the campus • On 01st January 2022- New Year Celebration will be carried out on the campus • For both the functions staffs along with family are cordially invited • Few B.E. students are facing internet connectivity issues – Request to resolve the issue by HOD Computer.	Principal, All HODs	Director

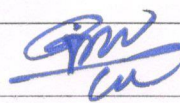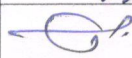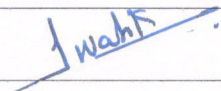Army Institute of Technology
Dighi Hills, Pune 411015
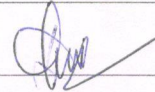
Date : ૫ Dec. 2021

(Abhay A. Bhat)
Brig
Director

Attendance Sheet

IQAC & HOD's Meeting

21/12/21

Sr. No.	Name	Signature
1	Col M K Prasad	
2	Dr. B.P. Patil	
3	Dr. S. M. Sansgiri	SMS
4	Dr. Seema Tiwari	21/12/21
5	Dr G.R. Pahl	
6	Dr. S.R. Dhore	
7	Dr Kulkarni Swati	
8	Dr. Surekha K.S.	
9	Prof Rushikesh Patre	
10	Prof. D.G. Auradkar.	
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