



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

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

Exch : 7249250118, 7249250183, 7249250184, 7249250185

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

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IQAC AND HOD MEETING HELD ON 31st Aug 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 |
| Jt Director - Col M K Prasad | - 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 |
| IQAC Coordinator – Dr. S Tiwari | -Member |
| NAAC Co-coordinator- Dr. Sushma Patil | -Member |
| Registrar – Mr. V. Khare | -Member |
| Project Officer – Prof R Patil | - 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 | Info/Action |
|---------|--|----------------|-----------------|
| 1. | Internal Audits a. Formats review Dr Seema Tiwari, IQAC Coordinator has told for academic year 2022-23 audit needs to be conducted. She has informed that Green Audit, Environment | File initiated | Project Officer |





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| | <p>Audit and Energy Audits are initiated.</p> <p>Principal suggested to conduct Fire Audit also.</p> <p>Dr. Seema Tiwari requested all HsOD and internal Auditors to give their recommendations/ suggestions on the available internal audit formats if required.</p> <p>b. Tentative schedule of internal audit.</p> <p>The tentative schedule for the internal audit to be conducted in all the departments for the AY 2022-23 was shared. Dr. Tiwari asked the HsOD to confirm the dates based on any prior events scheduled in their department. All the HsOD agreed with the dates decided by IQAC.</p> <p>c. AY 2021-22 Internal Audit Report</p> <p>As the internal Audit Report for the AY 2021-22 was not submitted by the HsOD in the IQAC Office, Director instructed all the HsOD to scan the final report and immediately submit the same to the IQAC office.</p> <p>Director also mentioned that all the data should be available in IQAC Office only.</p> <p>d. Department IQAC</p> <p>In the previous IQAC meeting held on 6th Feb 2023 it was decided to form an IQAC cell at the department level to handle all the NAAC and NBA related data. As it was seen that the formation of department IQAC is not a requirement of NAAC so the idea was dropped by</p> | <p>Word file of Review format was displayed</p> | <p>All HsOD and Internal Auditors</p> <p>All HsOD</p> <p>All HsOD</p> <p>IQAC Coordinator</p> <p>All HsOD</p> |
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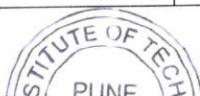
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| | Director and it was decided that all the HsOD will handle their respective department data. | | |
| 2. | <p>NAAC reassessment</p> <p>The Principal, Dr. B P Patil was in favor of NAAC re-assessment. Director also agreed that we should apply for re-assessment of NAAC as the NAAC grade reflects the quality of the Institute. Most of the HsOD were not in favor of re-assessment as they felt that this would not affect the existing NAAC grade. The Director asked in the meeting regarding how many IQAC members are in favor for applying for reassessment. 50% of the people present for the meeting were in favor. Finally Director decided that the complete NAAC documentation should be evaluated internally and then can go for the review again after two months. NAAC coordinator added to the same point saying we should also use the SSR Mock test facility given by NAAC. This will help us to self-evaluate our level of preparation. Based on the result of SSR Mock test we can decide whether to go for re-assessment or not.</p> | | IQAC Coordinator |
| 3. | <p>Goals and Targets for Departments</p> <p>a. Principal instructed Dr. Tiwari to share Goals and Targets to all departments that was finalized in the previous IQAC meeting scheduled on 13th Apr 2023.</p> <p>b. Director instructed Dr. Tiwari to show the last two years AQAR reports in the next IQAC meeting for self-analysis.</p> | | IQAC Coordinator |





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| | <p>reasons given by students of the same class were discussed. SE-B had good results in all the subjects.</p> <p>As per HOD E&TC, TE results were better. BE result was good with only one failure.</p> <p>4. He discussed about the progress on infrastructure development going on in the department. He mentioned that out of 28 Lakh only 9.4 Lakh was spent.</p> <p>b. Presentation by the HOD Comp, Dr. SR Dhore</p> <p>1. He discussed the attendance of all the classes and did not agree with the decision to not allow the students to appear for INSEM EXAM.</p> <p>2. He also displayed the INSEM Exam Jr. Supervision duties allotted to staff and faculty members from computer department.</p> <p>3. Dr. Dhore informed that TE Div-B had poor result with more failures as compared to TE Div-A. He also mentioned that the BE result is good.</p> <p>4. Progress of department infrastructure development and purchase was discussed. He said that computer department requires 05 more staff rooms due to start of PG program in his department.</p> <p>c. Presentation by the HOD IT, Dr S D Jadhav</p> <p>1. Dr. Jadhav displayed the list of not reported students from Second year.</p> | | |
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| <p>Total 17 students had not reported out of which 07 are on internship.</p> <p>2. She told that Jr. Supervision duty list has been prepared as per the given instructions.</p> <p>3. She also discussed the results of second year, third year and final year students. BE result was not good as the teachers have punished the students for not performing during the semester.</p> <p>4. Infrastructure development and their progress were discussed by her.</p> <p>d. Presentation by the HOD Mech, Dr. UV Awasarmol</p> <p>1. Dr. UV Awasarmol discussed the attendance of all Classes (SE to BE).</p> <p>2. Principal informed all HODs must make sure that the parents of all the TE students who have not yet reported should be made aware of their absence. HOD Mech informed that 09 BE students have not reported till date.</p> <p>Director told to issue letter signed by Principal to them.</p> <p>3. He has told there is no problem in conducting INSEM Exams because they will be using workshop classrooms along with their 02 lecture halls.</p> <p>4. Result of TE was 87% because of poor result in 02 subjects. Director asked HOD to put up corrective measures. BE results are good with 94%.</p> <p>5. He also mentioned that department</p> | | <p>HsOD & Principal</p> |
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| <p>budget utilization is 10%. Details were disused by HOD Mech.</p> <p>e. HOD ASGE told that she is not having any point to discuss regarding the given agenda.</p> <p>She has shown the concern regarding extension of Manekshaw hall for the conduct of induction program for FEs every year. This is required due to increase in student intake.</p> <p>HOD IT informed about 4th Sep event.</p> <p>Principal, Dr. BP Patil has told to all HsOD to send him the list of not reported students. It was decided that if attendance of student will be less than 25% then they will not be allowed for INSEM Exam.</p> <p>He has instructed all HODs to take care of lecture halls and labs especially after classes, the fans and lights should be switched off.</p> <p>He has discussed about contribution report and performance of faculty. He informed that only ASGE department is giving contribution report, it is expected from other departments also.</p> <p>He also asked for the suggestions and modifications required in the contribution report. He has told that on the basis of contribution report performance of faculty can be evaluated and based on their performance their consolidated salary may be decided.</p> <p>A committee can be appointed to revise the contribution report. He has</p> | | <p>Jt. Director & Project Officer</p> <p>HsOD</p> <p>HsOD</p> |
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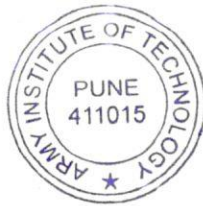
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| | <p>instructed to all HODs to start sending contribution report from the month of Aug 2023. Principal has told to all HODs to conduct. INSEM exam strictly.</p> <p>The IQAC meeting was concluded by the appreciation and best wishes to ASGE department by Director for winning staff sports Aakriti 2.1.</p> | | HsOD & Principal |
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Approved By-



Brig Abhay A. Bhat(Retd)
Director

Director Oct 23 .

Army Institute of Technology
Dighi Hills, Pune - 411015.