


**OFFICE OF PRINCIPAL**  
**IQAC & HsOD MEETING**

1. The IQAC and HsOD meeting is schedule on 1<sup>st</sup> July 2025 in Old Conference Hall at 1200 hrs
2. Agenda included:
  - (a) First Year Autonomy Academic Calendar
  - (b) S2A2I2 Preparation Status
  - (c) Term-I Preparation Status
  - (d) CIE Sheet Autonomy
  - (e) NAAC Appeal Status
  - (f) Format of the Attendance Register
  - (g) Infrastructure
  - (h) Time Table
3. All the IQAC and concerned members should be present for the meeting.
4. The meeting will be co-ordinated by IQAC cell.

  
(Dr. B.P. Patil)  
**Principal**

**Copy to:**

Director  
Joint Director } For information please.

HOD Mech  
HOD E&TC  
HOD Comp  
HOD IT  
HOD ASGE }

All Concerned





**IQAC and HOD MEETING HELD ON 1<sup>st</sup> July 2025**  
**MINUTES OF MEETING**

1. The meeting was attended by following members: -

Director	-	Col M K Prasad (Retd.)	:	Chairperson
Principal	-	Dr. B P Patil	:	Member
HOD E&TC	-	Dr. G R Patil	:	Member
HOD Comp	-	Dr. Sunil Dhore	:	Member
HOD IT	-	Dr. Sangeeta Jadhav	:	Member
HOD Mech /Offg	-	Mr. R S Varma	:	Member
IQAC Coordinator	-	Dr. Sushma A Patil	:	Member
Dean Student Affairs	-	Dr. Swati Kulkarni	:	Member
Controller of Examination (Autonomy)		Dr.J D Patil	:	Member
Asst Controller of Examination(Autonomy)		Dr Rupali Bagate	:	Member
Clerk of Exam Section ((Autonomy))		Mr. Rohan Sonawane	:	Member
IQAC Clerk	-	Mrs. Padmavati Sankpal	:	Member

2. The IQAC Coordinator, Dr. Sushma A Patil welcomed all and the points that were discussed in the meeting in the presence of all the HoD's and other members are mentioned below: -

<b><u>Ser No</u></b>	<b><u>Point</u></b>	<b><u>Action</u></b>	<b><u>Info</u></b>
(a)	<b><u>First Year Academic Calendar / Autonomy</u></b> a. Dr. J D Patil, Controller of Examination (Autonomy) presented the first draft copy of the academic calendar prepared for the first year batch of autonomy, AY 2025-26. b. This draft outlined the proposed schedule of academic activities, including commencement of classes, examination timelines, holidays, and other key academic events. The presentation aimed to initiate discussions and gather feedback from Director, Principal, Heads of all Departments, and Deans to ensure alignment with institutional goals and regulatory requirements before finalization. c. Dr Ganesh Mundhe, FE coordinator	Dr J D Patil Dr Rupali Bagate	Director Principal All HsOD







# 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

Recognised by AICTE and DTE Maharashtra and affiliated to Savitribai Phule Pune University

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	<p>suggested that the CCE exams must be scheduled in the first two hours so that it does not hamper the regular classes.</p> <p>d. The Principal, Dr. B P Patil suggested that he time slot allotted for the backlog exams can be reduced if possible.</p> <p>e. The director instructed the Controller of Examination (Autonomy) to submit the final copy of the academic calendar after considering the points discussed and suggested by all.</p>		
(b)	<p><b><u>S2A2I2 Presentation</u></b></p> <p>a. The Director, Col MK Prasad informed all the attendees that the Chairman, Maj Gen KK Chakraborty has asked us to give the details regarding requirements and our contribution for the conduct of S2A2I2 event at our institute.</p>	Principal Dean R&D	Director All HsOD
(c)	<p><b><u>First Term Preparation</u></b></p> <p>a. The Principal asked all the department heads to brief about the preparation regarding the commencement of first term.</p> <p>b. The Director informed all the Heads of the Department to monitor the attendance of the students on daily basis. Strict actions to be taken against the students those who will miss the classes without reason.</p>	Principal All HsOD Dean Student Affairs	Director Principal
(d)	<p><b><u>CIE Sheet Autonomy</u></b></p> <p>a. Dr. GR Patil, Dean Perspective Planning, discussed the formats of the CIE-I, II, and III which included the following points:</p> <p>i. Class Tests 01 : Questions based on Unit I &amp; II, CO1 &amp; CO2 : 20 (10 marks per Unit)</p> <p>ii. Think-Pair-Share: Problem with high difficulty level based on Unit III &amp; IV students can refer books or notes to solve : CO3 &amp; CO4 : 20 (10 marks per Unit)</p> <p>iii. Class Tests 03 : Students will be asked to</p>	Dr GR Patil	Director Principal All HsOD





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	<p>answer questions based on Unit-V. Each student should write their own response, then pair up with a neighbour to share and discuss their answers. After the pair discussion, they will share their conclusions with the whole class: CO5 : 10</p> <p>iv. The format of the attendance sheet to be followed was also discussed in the meeting.</p>		
(e)	<p><b><u>NAAC Appeal</u></b></p> <p>a. Dr. Sushma A Patil, IQAC and NAAC coordinator briefed everyone regarding the NAAC appeal status. She mentioned that the institute will be filing an appeal on total 20 metrics out of which 12 are qualitative and 08 are quantative metrics.</p> <p>b. A detailed appeal report for each metric has been prepared and will be uploaded before the last date i.e 13th July 2025.</p>	Dr Sushma Patil	Director Principal HsOD
(f)	<p><b><u>Format of Attendance Book</u></b></p> <p>a. Dr. G R Patil proposed the format of the new attendance book that can be used from the current academic year. Sir said that the book may not have the names of the students as it consumes lot of space. Dr. Sangeeta, HoD IT suggested that the column for student names should not be removed from the attendance book as it is one of the way to know the students by their names.</p> <p>b. The Director recommended that the suitable format with the suggested changes can be followed in the current academic year for the first year B.Tech and there is no need to change the format for remaining years.</p>	Dr G R Patil	Director





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(g)	<b><u>Infrastructure</u></b> a. The Director briefed everyone regarding the new development of infrastructure in the academic block. b. He mentioned that 02 class rooms are ready to use by the IT department and 01 class room will be ready within 15 days.		Director
(h)	<b><u>Time Table</u></b> a. Dr. Sushma Patil, overall time-table coordinator informed everyone that the time-table of all the departments has been received. b. Dr. Sangeeta Jadhav said that they will be in need of two more class rooms due to the rise in intake. c. The time-table coordinator suggested that the class rooms allotted for the first years can be used till the commencement of first year.	Dr. Sushma Patil	Director Principal All HsOD

File No: AIT/1742/IQAC

Army Institute of Technology  
Dighi Hills, Pune- 411015

(MK Prasad)

Col (Retd)  
Director

Date: 29 Aug 2025

**Distr :-**Jt Director  
Principal }

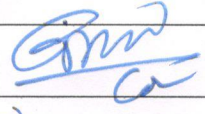
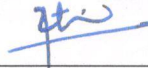
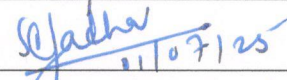
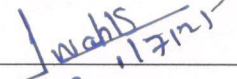
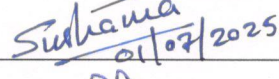
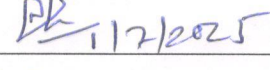
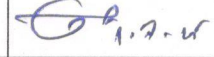


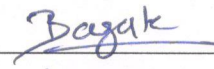
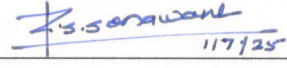
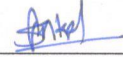
- For info please.

HOD Mech  
HOD IT  
HOD E&TC  
HOD Comp  
HOD ASGE  
Registrar  
Office copy

Attendance Sheet

01/07/2025

IQAC & HOD's Meeting

Sr. No.	Name	Signature
1	Col MK Prasad	
2	Dr B P Patil	
3	Dr. Sangeeta Jadhav	 11/07/25
4	Dr Swati Kulkarni	 11/7/25
5	Dr. Sushma A Patil	 01/07/2025
6	Dr G. R. Pahl	 11/7/2025
7	Dr. S. R. Dhadu	 11.7.25
8	Dr J D Patil	
9	Dr R R S Verma	
10	Dr. Rupali Bagate	 Bagate
11	Mr. R. S. Sonawane	 R.S. Sonawane 11/7/25
12	Mrs. Paelma Sankal	 Sankal
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## IQAC & HODs Meeting Photo

