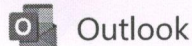


AY 2019-20

Fw: HOD MEETING

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

Date Mon 3/2/2020 01:07 PM

To hodasge <hodasge@aitpune.edu.in>

PA to Director
Army Institute of Technology
Dighi Hills
Pune - 411015

From: PA to Director

Sent: Monday, March 2, 2020 12:39 PM

To: All HOD <allhod@aitpune.edu.in>; Dr Sujata Marathe <sujatamarathe@aitpune.edu.in>; Dr. Surekha KS <surekhaks@aitpune.edu.in>; Project Officer AIT <project@aitpune.edu.in>; Training Placement Officer TPO <tpo@aitpune.edu.in>; Mr. Vishal Pardeshi, Physical Director AIT <physicaldirector@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

Dear All,

HOD Meeting will be held on 03 Mar 2020 at 10:00 hrs in the old conf room.

Agenda for the Meeting.

IQAC - Presentation by Dr S Marathe.

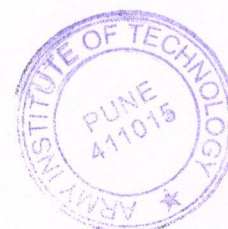
Seed Money - Presentation by Dr GR Patil.

Attendance Status by all HODs and solution for improving attendance.

Sports progress or status - Physical Director.

Regards,

PA to Director
Army Institute of Technology
Dighi Hills
Pune - 411015



Minutes of IQAC internal committee meeting

1. Minutes of the internal IQAC committee meeting held on 03 March '20 are placed opposite
2. Put up for your perusal & necessary action please.

Mamta
16/03/20

NAAC - coord.

Prin
17/03/2020
- Principal -

JD
17/03/2020

- *Dr*
Dr I we agree to reimburse Rs 1000/-
fee for online certification of teachers?

Dr I

Principal
17/03/2020

| Principal Office | |
|------------------|----------|
| S No. | 1090 |
| Dt | 17/3 |
| Sign | <i>@</i> |

| MAIN OFFICE | |
|-------------|------------|
| SR No. | 191 |
| Dt. | 17/03/2020 |



IQAC INTERNAL COMMITTEE MEETING HELD ON 03 March 2020

Minutes of meeting

The meeting was attended by following IQAC Internal committee members-

| | | |
|---|---|-------------|
| Director - Brig Abhay Bhat (Retd.) | - | Chairperson |
| Principal – Dr B P Patil | - | Member |
| HOD E&TC – Dr G R Patil | - | Member |
| HOD Comp – Dr S R Dhore | - | Member |
| HOD IT – Dr S Jadhav | - | Member |
| HOD Mech - Dr S Sansgiri | - | Member |
| IQAC Coordinator, I/C – Dr S Marathe | - | Member |
| NAAC Coordinator for ASGE – Ms M Chandola | - | Member |
| TPO – Prof Manoj Khaladkar | - | Member |
| Project Officer – Mr R Patil | - | Member |
| Registrar – Mr R P Ambike | - | Member |
| NBA Coordinator - Dr Surekha KS | | |

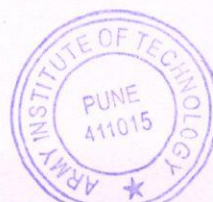
IQAC coordinator Dr S Marathe informed the committee that Points for Action from last meeting will be discussed followed by any other points by members.

| | Points for action from last meeting | Progress |
|---|---|--|
| 1 | H'sOD – 1) Test/assignment to be given to slow learners and attendance of these students should be monitored. 2) Identify weak students | All HoDs confirmed that this is being done. |
| 2 | Director asked Principal to inform TPO to take more efforts for placing students of Mechanical branch. | TPO informed the committee about the various measures that have been taken to improve Mechanical branch placements – (a) New industries are being tapped (b) Companies which had visited AIT for placements earlier are being re-contacted (c) MoUs have been signed with Sigma Electric and Garret Motion for internships and courses which would eventually lead to placement of students. Director asked TPO to share this information with BE and ME Mechanical students so as to increase their participation. TPO informed the members that the current placement figures are -70% students of Mechanical |



| | | |
|----|---|---|
| | | branch and 92% students overall have been placed. |
| 3 | HOD MECH to conduct a seminar on higher studies in next two weeks. It was decided to collect data on number of students pursuing higher education using LinkedIn/ Facebook and also informally from ex-GS(students'). This data is required for NIRF, NBA, NAAC. | HOD MECH confirmed the same Being done by all departments |
| 4 | Rahul Computers, to give certificate to students completing the FPL evening course. The certificates need to be authenticated with institute hologram. | HoD COMP & ASGE are coordinating the same and Rahul Computers will conduct the exam in April and issue certificates to students clearing the examination. |
| 5 | CCCBAS format to be incorporated in ERP. Sports certificates to be authenticated with institute hologram. | Has been incorporated in ERP Students will upload the certificates which will be verified by counselor |
| 6 | All faculty to upload learning material on MOODLE. | HoD MECH asked whether MOODLE can give a count of the number of students accessing MOODLE. Dr Sangeeta Jadhav said that the current version of MOODLE does not have this feature. Director asked Principal to collect feedback from BE students for improving the accessibility and effectiveness of MOODLE. |
| 7 | College should have more industry sponsored labs. | Principal said that the college is taking efforts towards the same |
| 8 | All faculty to enroll for SWAYAM course on OBE and complete the same in this academic year. Dr Surekha (NBA coordinator) to monitor the same. | All HoDs confirmed that the faculty members of their department are doing the course. Principal enquired whether the Rs.1000/- exam fee can be reimbursed to those teachers who qualify. Director said that it could be considered. |
| 9 | NAAC and NBA coordinator to jointly prepare a format for internal audit. External audit to be conducted once a year by external expert. | Dr K S Surekha, Dr Sujata Marathe Soft copy will be mailed to all the departments with the format being common to NAAC and NBA. Dr Dhore asked whether it is necessary to present all data in the given format. Director said that data may be presented in a slightly different format if required. |
| 10 | SSS questionnaire to be included in the end semester student feedback. | HOD ASGE, Dr Sujata Marathe Dr S Marathe said that student feedback in the NAAC recommended SSS format had been taken online for FE students. A summary of the feedback showed on an average 75 % students are satisfied |

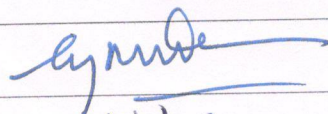
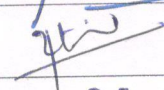
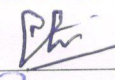
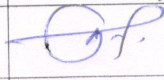
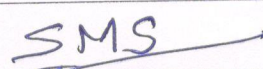
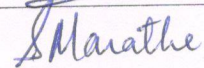
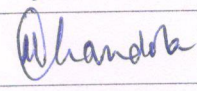


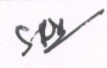
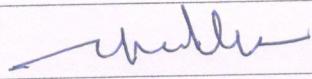
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| | | with the teaching learning activities at AIT. HOD E&TC said that this format can be used along with college feedback form during collection of end of semester feedback. |
| 11 | R&D in-charge to make SOP for seed money for research projects. | Dr G R Patil, R&D in-charge said the SOP was ready and presented the same in the meeting. The SOP will be implemented from July 2020. |
| 12 | Up gradation of Laboratories of all departments. | Needs to be done continuously. Director mentioned that in addition to laboratories being upgraded the Laboratory manuals also need to be revised. HOD IT said that the syllabus for SE will be changing in the coming semester and hence Laboratory manual for SE could be revised in July at the start of the new academic session. This was approved by Principal. |
| 13 | Core values, code of conduct for faculty, Principal, Director and Governing body to be displayed on website. | HOD(IT) and Principal said it will be done shortly |
| 14 | Update Institute's Vision and Mission statements. | Already revised and updated. |
| 15 | New points | |
| (i) | Dr Sujata Marathe said that Principal, Dr BP Patil had suggested that the data required to prepare the Annual Quality Assurance Report - AQAR for submission to NAAC can be collected online on ERP. | It was agreed that this year onward the AQAR data will be collected online on ERP. |
| (ii) | Principal asked Dr Surekha KS and Dr S Marathe to brief the committee members about the AICTE workshop on Quality initiatives and teacher training workshop that they had attended. | <p>Dr Surekha and Dr S Marathe informed the members about the AICTE comprehensive policy for technical teachers. The policy mandates that ten modules will have to be completed by faculty members who have not completed 5 years of services. Other cadres would require to complete refresher modules for knowledge updating depending on the post and seniority. These requirements will also have to be fulfilled when applying for CAS promotions in addition to other eligibility requirements. The details are given on nittt.ac.in website.</p> <p>Information on the various schemes, funding and scholarships available for students, faculty and college was also given.</p> |



Attendance Sheet

IQAC & HOD's Meeting

03rd March 2020

| Sr. No. | Name | Signature |
|---------|----------------------|---|
| 1 | Brig Abhay Bhat |  |
| 2 | Dr B. P. Patil |  |
| 3 | Dr. G. R. Patil |  |
| 4 | Dr S. R. Dhore |  |
| 5 | Dr Sangeeta Jadhav | |
| 6 | Dr. S. Sangisi |  |
| 7 | Dr. S. Masathe |  |
| 8 | Ms. Mridula Chandala |  |
| 9 | Prof- Manoj Khalekar | |
| 10 | Mr R Patil |  |
| 11 | Mr. R P Ambike |  |
| 12 | Dr. Surekha KS |  |
| 13 | Prof Manoj Khalekar. |  |
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