

**AY 2019-20**



Outlook

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## HOD Meeting

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

Date Mon 9/16/2019 11:16 AM

To Dr Sujata Marathe <sujatamarathe@aitpune.edu.in>

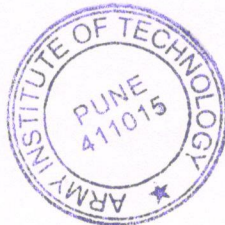
Cc Principal AIT <principal@aitpune.edu.in>; Principal Office AIT <principaloffice@aitpune.edu.in>

Dear Maam,

HOD Meeting will be held on 17 Sep 2019 at 2:15 pm in the new conf hall. On the instructions of Principal you are requested to attend the meeting alongwith points of IQAC.

Regards,

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





*Amended copy to  
be sent to Chairman*

**IQAC INTERNAL COMMITTEE MEETING HELD ON 17 SEPT 2019**

**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
HOD ASGE - Dr S A Kulkarni	-	Member
IQAC Coordinator, I/C - Dr S Marathe	-	Member
NAAC Coordinator for ASGE - Ms M Chandola	-	Member
Project Officer - Mr R Patil	-	Member
Registrar - Mr R P Ambike	-	Member

IQAC coordinator Dr S Marathe welcomed the members and informed them that the Internal Committee has been formed in order to keep a closer track of progress achieved as per the benchmarks and resolutions made in the IQAC meeting. It was decided to meet twice in a semester.

In this meeting progress since the last IQAC meeting of 16 Feb. as well as, new points for implementation were discussed.

S No	Details of discussion	Points for action
1	<p>Results benchmark -</p> <p>As we have moved to the CGPA system it was unanimously decided to remove the University topper benchmark.</p> <p>It was decided in the last meeting to identify slow learners in the beginning of the semester and give them extra coaching/ assignments etc. HOD- ASGE and COMP said that this has been done. Principal said that the performance of students in the In-Sem. exams and internal tests may be used to identify slow learners.</p> <p>Director mentioned that though results for all years are below the ATKT benchmark of less than 5% we should take efforts to try and achieve the benchmark in the next year.</p>	<p>H'sOD -</p> <p>1) Test/assignment to be given to slow learners and attendance of these students should be monitored.</p> <p>2) Identify weak students</p>
2	<p>Placements - The respective H'sOD gave the status of placements for the current year-</p>	<p>Director asked Principal to inform TPO to take more</p>





	<p>IT - 86%</p> <p>E&amp;TC - 84%</p> <p>Comp - 87%</p> <p>Mechanical - 58%</p>	<p>efforts for placing students of Mechanical branch.</p>
3	<p>Motivate students for higher studies-</p> <p>As per benchmark it has been decided to conduct one seminar to motivate students for higher studies. IT, COMP and E&amp;TC departments have conducted the same. HOD Mechanical said that they will be arranging a seminar for their students in the coming two weeks.</p> <p>The problem of difficulty in collecting data regarding number of students going for higher studies was discussed. HOD ASGE said that for NIRF, she collects this data informally from ex- GS (students') as the alumni keep track of each other's progress.</p>	<p>HOD Mech to conduct a seminar on higher studies in next two weeks.</p> <p>It was decided to collect this data using LinkdIn/ Facebook as and informally from ex-GS(students')</p>
4	<p>Value added courses-</p> <p>Dr S Marathe said that certificates need to be given to students on successful completion of value added course. It was found that such certificates were being given by all departments except for the soft skills and FPL evening classes.</p> <p>NPTEL courses – Dr S A Kulkarni said some FE students complete NPTEL courses on their own initiative. It was decided that ASGE budget may be used to refund their examination fee in order to motivate them.</p> <p>Other departments refund this fee from the value added course fees charged to the students.</p>	<p>It is decided that the firm Rahul Computers, which conducts the evening FPL class should give certificate to students completing the course. The certificates need to be authenticated with institute hologram.</p>
5	<p>Promote extra and co- curricular activities.</p> <p>Data for filling CCCBAS can be on ERP and sports certificates to be authenticated by hologram.</p> <p>Regarding the benchmark on student start-ups, Director informed the members that MIT incubation cell has approached us and will be guiding selected students. Also the technical club students will be going to Mahindra Makers lab. Similarly, COEP's - Bhau entrepreneurship program will be sponsoring few projects this year. An alumnus, Mr Ravi Kumar will be starting incubation center in our college along with Southern Command. All these steps should help in creating necessary environment for promoting student start-ups.</p>	<p>CCCBAS format to be incorporated in ERP.</p> <p>Sports certificates to be authenticated with institute hologram.</p>



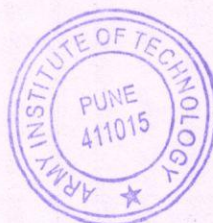


	Institute Innovation Cell (IIC) has been formed and one day workshop IIC 1.0 was held in July 2019.	
6	<p>E- learning –</p> <p>LinkdIn and Github accounts have been created by all TE students.</p> <p>Director wanted faculty wise list of usage of e-learning platform. Principal said faculty are using MOODLE. In subjects like mathematics also Director said quizzes and videos related to subject may be uploaded.</p>	All faculty to upload learning material on MOODLE.
7	<p>Promotion of research and consultancy and industry institute interaction-</p> <p>As we have achieved the benchmark of 20% faculty with PhD, hence, it was decided to increase the benchmark to 30%.</p> <p>Director said that Patents should filed on college name rather than individual name. Principal said that faculty should publish papers in UGC approved journals. Dr S A Kulkarni said that for NIRF ranking 'Clarivate' software is being used to extract details about publications by faculty.</p> <p>MOU benchmark has been achieved. However, the benchmark for one industry sponsored lab. per department not achieved. Principal suggested that this benchmark be applied at college level. Dr SJ said that in IT department, few kits have been sponsored by Mu Sigma lab and this has been acknowledged. Dr GRP informed that a sponsored lab. Robu.in has been established in E&amp;TC.</p>	College should have 4 industry sponsored labs.
8	<p><b><u>New agenda points –</u></b></p> <p>It is decided that as per suggestions of the NBA peer team all faculty members should complete the SWYAM course on "Accreditation and outcome based learning". Dr S Marathe informed that the current course is on-going and new course will start from Dec. 2019(tentative). All faculty who have not registered now should register in Dec.</p>	<p>All faculty to enroll for SWAYAM course on OBE and complete the same in this academic year.</p> <p>Dr Surekha (NBA coordinator) to monitor the same.</p>

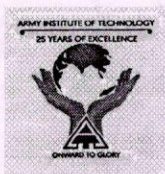




	It was decided to conduct one internal audit per semester using a format in line with both NAAC and NBA. Also one external audit to be conducted once per year.	NAAC and NBA coordinator to jointly prepare a format for internal audit.  External audit to be conducted once a year by external expert.
	As per new format 20% weightage is given by NAAC to the result of Student Satisfaction Survey -SSS. It was decided to conduct a similar survey at the end of semester through ERP at the same time as student feedback.	SSS questionnaire to be included in the end semester student feedback.
	SOP on distribution of seed money to deserving research projects has to be made –  Director said that college will sponsor 3-4 projects and 5 lakh will be set aside for student and staff research projects.	R&D in-charge to make necessary SOP.
	Each department should collect the suggestions from all staff for further improvement of the teaching learning process. It was discussed that some labs. like, Electrical lab needs to be upgraded.	All H'sOD - Electrical Lab I/c to submit plan.
	Core values, code of conduct for faculty, Principal, Director and Governing body to be displayed on website.	Principal and HOD(IT)
	Institute's Vision and Mission statements may be updated as required.  Director mentioned that he is already working on this as directed by Chairman. All H'sOD and Principal to give inputs.	Principal and H'sOD







# **DIRECTOR'S SECRETARIAT**

## **NOTICE NO 17/2020**

### **IQAC Internal Committee**

1. Progress on points discussed in IQAC internal committee meeting of 17-Sept 2019, will be reviewed in the next meeting. Points for action and respective persons in-charge for implementation is given below-

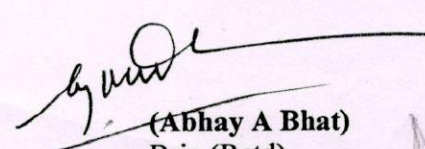
	<b>Points for action</b>	<b>Persons In-charge</b>
1.	H'sOD – 1) Test/assignment to be given to slow learners and attendance of these students should be monitored. 2) Identify weak students	All H'sOD
2.	Director asked Principal to inform TPO to take more efforts for placing students of Mechanical branch.	Principal, TPO
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 All H'sOD
4.	Rahul Computers, to give certificate to students completing the FPL evening course. The certificates need to be authenticated with institute hologram.	HOD ASGE HOD COMP
5.	CCCBAS format to be incorporated in ERP. Sports certificates to be authenticated with institute hologram.	HOD IT Jt. Director
6.	All faculty to upload learning material on MOODLE.	All H'sOD
7.	College should have more industry sponsored labs.	Principal
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 H'sOD Dr K S Surekha
9.	NAAC and NBA coordinator to jointly prepare a format and Schedule for internal audit. External audit to be conducted once a year by external expert.	Dr K S Surekha Dr Sujata Marathe
10.	SSS questionnaire to be included in the end semester student feedback.	HOD ASGE Dr Sujata Marathe
11.	R&D in-charge to make proposal SOP for seed money for research projects.	Dr G R Patil
12.	Up gradation of Laboratories of all departments.	All H'sOD, Elect. I/C
13.	Core values, code of conduct for faculty, Principal, Director and Governing body to be displayed on website.	Principal and HOD(IT)

2. All In-charges should ensure effective implementation of above points and give update on the progress achieved in the next IQAC internal meeting.

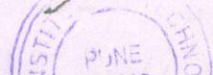
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Army Institute of Technology  
Dighi Hills, Pune - 411015

Date: 24 Jan 2020

  
(Abhay A Bhat)  
Brig (Retd)  
Director


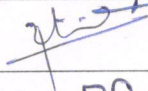
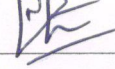

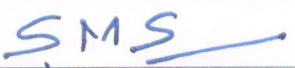
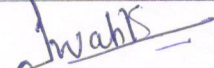
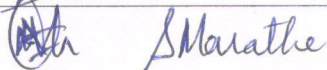
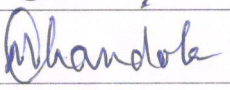


*IQAC meeting is scheduled in 1st week of Feb 2020*





Attendance Sheet  
IQAC & HOD's Meeting

17<sup>th</sup> Sep 2019

r. No.	Name	Signature
1	Brig Abhay Bhat	
2	Dr. B.P. Patil	
3	Dr. G R Patil	
4	Dr S.R. Dhore	
5	Dr. sangeta Jadhav	
6	Dr. S. Sansgiri	
7	Dr. Swati Kulkarni	
8	Dr. S. Marathe	
9	Ms Mridula Chandola	
10	Rushikesh Patil	
11	Mr. R.P. Ambike	
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