



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

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

Exch : 7249250118, 7249250183, 7249250184, 7249250185

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IQAC AND HOD MEETING HELD ON 15<sup>th</sup> Apr 2024

## MINUTES OF MEETING

1. The meeting was attended by following IQAC Internal committee members & R&D cell members-

Director – Brig Abhay Bhat (Retd.)	- Chairperson
Principal - Dr. B P Pail	- Member
Jt Director - Col M K Prasad (Retd.)	- Member
HOD E&TC - Dr. G R Patil	- Member
HOD Comp - Dr. S R Dhore	- Member
HOD IT - Dr. S D Jadhav	- Member
HOD Mech – Dr. U V Awsarmol	- 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
Dr. Jaydevan	- Member R&D Cell
Dr. Rahul Desai	- Member R&D Cell
Dr. Avinash Patil	- Member R&D Cell
Dr. Preeti Purohit	- Member R&D Cell



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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.	<p>Dr Seema Tiwari, Dean R&amp;D was appointed as the presiding officer of the committee to review R&amp;D policies.</p> <p>Along with the members of review committee Dr. Seema Tiwari presented the following points:</p> <ol style="list-style-type: none"><li>1. The first Standard Operating Procedure (SOP) was for R&amp;D Incentives:<ol style="list-style-type: none"><li>a. Incentives for R&amp;D projects were presented.</li><li>b. For national and international funded research projects, 1% of actual sanctioned amount will be given as incentive to Principal Investigator (PI) after completion of research project if the consultancy amount was not given to the PI.</li><li>c. In order to motivate both faculties and students, it was suggested by the committee that incentives should be given for granted patents only.</li><li>d. Incentives for research paper publication were discussed. Director sir and Joint Director sir suggested that the amounts proposed for publication incentives are very high. Amount mentioned for SCI and Scopus journals need to be moderated by considering the statistics of papers published in last academic year i.e. 2022-23.</li></ol></li></ol> <p>The discussion was also carried out for the distribution of the incentive amount among the faculty if more than one faculty is</p>	All members agreed on all the points.	Dean R&D



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	<p>involved. The committee suggested that if more than one authors are from AIT then amount can be distributed to 1<sup>st</sup> author 60% and 2<sup>nd</sup> author 40%.</p> <p>If 1<sup>st</sup> author of the paper is from AIT and remaining authors are from outside institute/ college, then full amount can be given to 1<sup>st</sup> author.</p> <p>If the 1<sup>st</sup> author of the paper is not from AIT then 40% amount can be distributed equally among the authors belonging to AIT.</p> <p>Publication incentives can be given for two papers per year to eligible faculty.</p> <p>For research paper, it is decided that equal weightages will be given to all students if students are involved in research paper publication.</p> <p>e. Principal sir suggested that only quality books having ISBN should be added for giving incentives under book publication category.</p> <p>f. Dr. Seema Tiwari requested all HsOD and R&amp;D members to give their recommendations/ suggestions on the policies.</p> <p>g. Director sir instructed to put up the final policy for approval after changes and considering the budget with comparative analysis of existing policy.</p>		
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2.	<p>Feedback Analysis</p> <p>The feedback analysis and action taken report of Student Satisfaction Survey (SSS) for the year 2022-23 was presented by Dr. Sushma Patil.</p> <p>Director sir suggested that the SSS report can be put up for final approval.</p>		Dr. Sushma Patil
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Approved By-

Brig Abhay A. Bhat (Retd)  
Director