

MINUTES OF THE HOD cum IQAC MEETING HELD ON 12 APR 2022

1. HOD meeting was held at 1000 hrs on 12 Apr 2022, Tuesday in New Conference Hall of AIT. The following members attended the meeting,

(a)	Brig Abhay A Bhat	Director
(b)	Col MK Prasad	Joint Director
(c)	Dr BP Patil	Principal
(d)	Dr GR Patil	HOD, E&TC
(e)	Dr SR Dhore	HOD, Comp
(f)	Dr (Mrs) Sangeeta Jadhav	HOD, IT
(g)	Prof RS Verma	Offg HOD, Meeh
(h)	Dr Swati Kulkarni	HOD, ASGE
(i)	Dr Surekha KS	Dean, R&D
(j)	Dr NK Bansode	Coordinator, NBA
(k)	Dr. Seema Tiwari	Coordinator, NAAC
(l)	Mr. Rushikesh Patil	Project Officer

S. No	Description	Action	Info
1. *	The Director welcomed all the HOD's and staff who attended the meeting.	-	
2	All Departments were asked to come prepared on the following agenda points :- (a) NAAC/ NBA progress. (b) <u>Attendance</u> . List of students whose physical attendance is < 75% FE (Sem -I)/SE (Sem II)/TE (Sem II). (c) Counseling and Related Reporting. Get some sample counselling reports of your teachers - (One per division). (d) <u>PR/OR/TW/Seminar/project</u> . Tentative submission schedule for SE/TE/BE (Sem II) - HoDs (e) Academic Audit report status / feedback / observations. (f) Progress on placement of unplaced students - TPO		

	<u>Progress on NAAC Preparation.</u>		
	Jr Seema Tiwari, Co-ordinator, NAAC updated on NAAC preparations.		
	<ul style="list-style-type: none"> Self-Study Report (SSR) modification and checking will be completed by 12 Apr 2022 evening. Overall schedule will be prepared by 13 Apr 2022. Parents, alumni and industry people will be invited for interaction with visiting team. HODs to prepare dept PPT. 	HODs TPO	
	<u>Points from Director.</u>		
	<ul style="list-style-type: none"> Instructed the co-ordinator to upload the NAAC report latest by 23 Apr 2022. Important alumni achievements to be submitted before the visiting team by TPO. Identify project groups . Identify parents who are in Pune, who can attend the interaction with committee. Info board on streams to be displayed in foyer. Girls' hostel in time is 08:00 pm. Practice sessions will be held till 8 pm. They can be exempted only in last week. During cultural practice sessions staff in charge/ warden, KCH should be present. 	NAAC Co-ordinator TPO I/C Cultural Warden, KCH	JD Principal
	<u>Points from Joint Director.</u>		
	<ul style="list-style-type: none"> Smart TV in foyer to be used for events/ achievements. 	Main Office	
	<u>Points from Principal.</u>		
	<ul style="list-style-type: none"> Mock visit for NAAC to be scheduled on 18 Apr 2022. Each dept to display students' project in each lab. Welcome boards to be displayed by robots. 	HODs Dr Avinash Patil	
4	<u>Progress on NBA Preparation.</u>		
	Dr NK Bansode, Co-ordinator, NBA updated all present on NBA preparations.		
	Last date for uploading of report on NBA portal is 22 Apr 2022.		
	<ul style="list-style-type: none"> <u>IT Dept.</u> NBA SAR report is ready for Criteria 1 to 7 and uploaded on NBA Portal. All NBA coordinators of IT dept visited PCCOE on 7th April 2022. Following points are noted:- 		

GAP analysis:- comparing university curriculum with AICTE and International Syllabus etc.

Mapping with co-curricular and extra curricular activities.

Faculty publication classification as WoS, Scopus etc,

Are being added in SAP Review simultaneously uploading in HODs NBA Portal.

- Comp Dept. Compliance files are ready and report is already uploaded on 18 Apr 2022.

J External audit is carried out by experts from COEP.

- Meeh Dept. File not yet submitted.
- E&TC Dept. Data uploaded and all documents are ready.

Points from Director.

- Director suggested that NBA visit be scheduled between 25 Jul to 15 August 2022.

Director
Principal

5. HODs gave presentation on agenda points related to respective depts.

(a) Attendance

- IT Dept. Attendance of SE and TE is poor. HoD IT informed that current TEs are not at all co-operative and absence in theory and practical has become a mob mentality. Result of this batch will be very bad.
- Computer Dept. In view of the less attendance, HOD suggested that no PL/out pass/ activities should be permitted.
- E&TC Dept. HOD informed that attendance is comparatively very less. He pointed out that Rohit Dagar is a problematic student and Navdeep is required to mingle with his friends.
- Meeh Dept. Sitanshu Kumar, SE Meeh has not yet reported due to medical problem and was absent from in-sem examinations.

Decision. Director suggested that list of students with less than 50% attendance should be fwd to Joint Director. Joint Director to warn these students. Name of problematic/ medically affected students should be fwd to Director for info and necessary action through Principal/ Joint Director. Principal and HOD(E&TC) to write letter to the parent of Rohit Dagar.

HODs

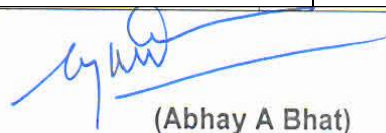
Director

Principal

Jt Director

	(b) PR/OR/TW/Seminar/projecV submission. Practical (tentative) will be held wef 23 May 2022 to 04 Jun 2022. Submissions will be done after NAAC visit on 28 Apr 2022. Principal will issue a notice in this regard once SPPU announces official schedule.	HODs Principal	Director
	(c) Academic Audit report status / feedback / observations.		Director
	<ul style="list-style-type: none"> • <u>IT Dept.</u> Completed. • <u>Computer Dept.</u> In process. • <u>E&TC Dept.</u> In process. • <u>Meeh Dept.</u> In process. • <u>ASGE Dept.</u> Not yet started the process. 	HODs	Principal
	(d) Counselling.		
	<ul style="list-style-type: none"> • <u>IT Dept.</u> Counselling is done periodically. Counselling register can be updated effectively during submission. • <u>Computer Dept.</u> Updated and in- disciplinary activities of students are being entered in counseling register. • <u>E&TC Dept.</u> Updated regularly. • <u>Meeh Dept.</u> Updated regularly. 	HODs Principal	Director
	Decision. Director suggested that counselling should be more accurate. Discipline cases/ other issues should be flagged in red and be fwd to JD through Principal. Remedial measures suggested/ advised by auth should also be entered in register.		Jt Director
6.	<p>R&D Cell Update. Dean, R&D updated everyone on R&D Cell activities. Details from all depts received except Meeh dept. Dean suggested that Motivational letters to faculty be issued. Discussion took place about giving opportunity till end of AY to all faculty.</p> <p>Decision. Director asked Offg HoD Meeh to forward the info to Dean R&D on urgent basis. Motivational letters to faculty will be issued only at the end of AY.</p>	Principal Offg HOD Meeh	Director
7.	<p>Infra- Structure Points : IT Dept. HOD IT pointed out the various infra-structure project works pending since long.</p> <p>Decision. The Joint Director instructed Project Officer to complete all the works/ procurement within the stipulated time.</p>	Project Officer	Director Joint Director
8.	Points from Trg and Plmt Officer. Trg and Plmt Officer gave update on placement activities. Details are as under:-		Director
	<ul style="list-style-type: none"> • Computer Dept - 98.44% • E&TC Dept - 98.39% • IT Dept - 96.92% • Meeh Dept - 86.44% 	HODs	Principal

	<p><u>Points from Principal.</u></p> <ul style="list-style-type: none"> Last date for fixing of boards was 30 Mar 2022. Not yet fixed. Fire extinguishers should be replaced ASAP. Scrap lying in campus should be removed. Earthing report of academic block should be ready before visit. Last date of Medical Insurance policy is 24 Jul 2022. Committee is required to be formed. Report on club activities should be streamlined. First Aid Boxes to be checked. <p><u>Decision.</u></p> <ul style="list-style-type: none"> Project Officer assured that boards will be fixed immediately. Mr RN Mahapatra and Mr SK Roy are assigned the duty for the Replacement of fire extinguishers. Scrap will be removed before the visit. Committee will be formed for medical insurance policy of staff. Principal informed that all club in-charges will be asked to report activities on respective clubs. 	Principal HODs Project Officer	Director Joint Director
10.	<p><u>Points from Director.</u></p> <ul style="list-style-type: none"> <u>Internship.</u> Dept level internship activity to be fwd to TPO/ Principal/ Director for compilation. Earmarked faculty should fwd the same. Students who have not yet received any internship be assigned with project/ value added courses. They will be assessed on the same. Meeh dept to give more importance on internship not on mini projects. During lock down internship was not possible for Meeh students. But now the scenario has changed. <u>Academic Growth Plan.</u> Director instructed Principal to prepare the same. It will be required for the construction of hostels . <p>Director thanked each and everyone and wished a happy long weekend. The meeting concluded at 1300 hrs.</p>	Principal HODs	



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Date: 18 Apr 2022