

ARMY INSTITUTE OF TECHNOLOGY

PUNE 411015

Minutes of IQAC Zoom meeting

Date: 19 June 2020

Place: New Conference Hall

Time: 1100 hrs-1230hrs

Agenda Points

- 1) Brief report on the IQAC activities for 2019-20.**
- 2) Challenges in Teaching Learning during the pandemic**

1. The IQAC zoom meeting was attended by following members:

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| a) Brig.(Retd.) Abhay A. Bhat | AAB | Chairperson (Director) |
| b) Prof. Dr BP Patil | BPP | Member (Principal) |
| c) Col K E Vijayan | KEV | Member (Management Rep) |
| d) Prof. Dr Anju Kulkarni | AK | Member (External expert,
Dean R&D DYPatil COE, Pimpri) |
| e) Prof Dr SA Jain | SAJ | Member (External expert,
HOD COMP, MAE, Alandi) |
| f) Mr R D Naik | RDN | Member (External expert
Principal Scientist, TRDDC) |
| g) Mrs M Salaskar | MS | Member (Parent Representative) |
| h) Prof. Dr Sunil Dhore | SD | Member (HOD COMP) |
| i) Prof. Dr Sangeeta Jadhav | SJ | Member (HOD IT) |
| j) Prof. Dr Sanjiv M Sansgiri | SMS | Member (HOD Mech) |
| k) Prof. Dr GR Patil | GRP | Member (HOD ETC) |
| l) Prof. Dr. Swati Kulkarni | SAK | Member (HOD ASGE) |
| m) Prof. Dr Sujata Marathe | SM | NAAC Coordinator AIT |
| n) Prof Manoj Khaladkar | MK | Member (TPO) |
| o) Prof. M Chandola | MC | Member (ASGE Dept. Coordinator) |
| p) Mr RP Ambike | RPA | Member (Registrar) |
| q) Mr Abhijeet Deogirikar | AD | Member (Alumni Representative) |
| r) Mr Utkarsh Mishra | UM | Student Representative |
| s) Mr Ranjeet Kumar | RK | Student Representative |

2. The NAAC coordinator, SM welcomed the members and the meeting started at 1100 hrs. SM informed the members that due the unprecedented situation created by the pandemic the IQAC meeting was being held online on zoom with main point for discussion being the challenges faced in teaching learning during the pandemic.

Agenda Point1

Brief report on the IQAC activities for 2019-20

3. SM informed the members that in order to follow up on Points for Action decided in the IQAC meetings, from this year, an internal IQAC committee was formed. Two meetings of this internal

committee were held one on 17 September 2019 and second on 03 March 2020. A few important decisions implemented as a result of these meetings were –

- a) Identifying weak and slow learners and follow up on their progress.
- b) CCCBAS format implemented in ERP.
- c) All faculty uploaded their teaching material on MOODLE.
- d) All faculty enrolled for the SWYAM course on NBA accreditation and teaching learning in Engineering.
- e) Format for internal audit was prepared by NBA and NAAC coordinators. The internal audit was planned in March-April.
- f) A Student satisfaction Survey using the NAAC format was carried out on first year students. A summary of the feedback showed on an average 75 % students are satisfied with the teaching learning activities at AIT.
- g) Policy on distribution of seed money to young faculty was made and will be implemented from July 2020.
- h) Incentive Scheme to promote Research and Publications was implemented from 01.11.2019
- i) Institute's Vision and Mission statements were updated.
- j) It was decided that this year onward the AQAR data will be collected online on ERP.

4. Thereafter, details of NIRF ranking of AIT for the current year and ranking analysis was placed before all members. AIT was placed at 109 position in the national rankings. It was emphasized that to improve ranking AIT needs to improve in Research and Professional Practices parameters.

Agenda Point 2

5. Teaching learning techniques used during the lockdown period

The teaching learning techniques used during the lockdown period and plan for upcoming semester was illustrated to all members as follows-

- a) Teachers were using LMS- MOODLE where the teaching material – PPTs, videos and video links were already uploaded.
- b) In addition teachers uploaded their notes and PPTs on ERP. Many classes created Google classroom groups for the benefit of students.
- c) Assignments were uploaded on ERP and on an average 85% students submitted the assignments. Teachers and Counselors called up parents of defaulters resulting in almost 95% submissions. Few students faced problems of internet connectivity.

- d) Assignments and teaching material was also shared on email and intimated to students through phone messaging by every counselor.
- e) Teachers prepared MCQ bank and made it available to students in anticipation of online university exams due to the pandemic.
- f) Prelim examination was conducted on MCQs using PREPEASE software. Results were used in compiling Term Work Marks.
- g) Class wise WhatsApp groups were created where students discussed their problems with teachers.
- h) Some teachers made videos and uploaded them on YouTube.
- i) Project reviews were taken on Zoom.

6. Teaching Learning Plan for upcoming semester

- a) MOODLE is being upgraded to latest version 3.8 which will enable the teacher to make the class more interactive.
- b) MKCL's LEARNICO - learning and delivery platform, will be shortly made available to teachers for creating their teaching material and conducting live classes with real time assessment facility.
- c) Virtual Labs will be used for conduction of Practical Lab sessions.

7. The meeting was then opened up for discussion. Details of points raised by members are as follows-

- a) AD enquired about the incentives being given for research. Principal, explained the details of the new incentive policy which is effective from 01 Nov. 2019. AD also asked whether alumni could help in the research activities in AIT. Director answered saying that research is the raw nerve of AIT. It is because of the very small research foot print that we have slipped in the NRIF ranking. He said that he wanted faculty to write papers with students and present it in good conferences. So far our institute has focused only on students, with respect to their results and their placements and he wanted to increase the research activities as well. He said that, since we do not have PhD students and less number of PhD guides, we lag in research. He also said that with incentive scheme it is hoped that teachers will publish at least one paper per year. Teachers could take help of students, and their projects could be submitted as papers.
- b) AD said that alumni could provide infrastructural help and give training to students and faculty. Director added that Alumni could also write papers in collaboration with our students and faculty.
- c) RDN asked whether faculty is given spare time to carry out research. He said for example, a faculty member may be taking two subjects a semester, her/his load could be

reduced so that she/he has more time to carry out research. This could be done on rotation basis. Principal said that this has been done with a few faculty and found good result. For example Dr Jaydevan had a major DST project, so he was partially relieved of his teaching load, so that he could focus on his project. However, as yet there is no policy for the same. RN said that it would a good idea to make a policy for reducing the load of faculty involved in research. This could bring in more research papers and patents. Director added that IITs have the provision of sabbatical leave. But since we need to work with in AWES framework, which does not provide for the same, we try to do the best within it.

- d) RDN said that since I am also a part of COEP, Institute advisory Board I would suggest that your college should think in terms of starting a PhD program. MTech and PhD students could also work as teaching assistants and relieve teachers of some of their load. Also they help to bring in more patents and papers. Director informed that, though AIT is at 109th position in the NRIF ranking, no other college without PhD program was above us. As such a PhD program was not a part of the vision of the college when it was founded. UM said that it could be made mandatory for students to write an IEEE paper. Their TE or BE project work could be submitted as a paper. Principal said that he always tells his students to submit their project work as papers. RN said that care should be taken to publish papers of good quality, rather than quantity of papers. Students could consider submitting their abstracts in conferences. Director said that was a good suggestion which could be implemented. Principal informed that in 2019-20 faculty had filed for 8 to 10 patents and published 35 quality papers. SJ said that in IT Department, most final year students submit papers based on their project work.
- e) AK enquired about the process followed for updating the institute's Mission and Vision statement. She said that documentary evidence for the need, brain storming and analysis of the new Vision and Mission statements needs to be kept. Director said that the brainstorming and discussions was held in General body meeting, College Development committee meeting and the HOD meetings.
- f) Regarding the challenges faced in teaching during the pandemic AK recommended Microsoft white board for online teaching. She mentioned that Microsoft had taken a good initiative for real time assessment and involvement and appreciation as well. SJ mentioned that LEARNICO by MKCL, which is the software AIT has purchased has similar features.
- g) RDN mentioned that in online teaching it may be difficult for teachers to gauge if all the students were understanding or paying attention. So it would be a good idea to put in MCQ with in the class itself. It is a good idea to devote the last 15 minutes of the class in revision. SJ affirmed that the new learning platform caters to all these requirements.
- h) Director mentioned that in the last three months very few synchronous timed online classes could be conducted. This was because the students did not take their laptops with them. Internet connectivity is also a challenge as many students live in cantonment or

remote areas. So the teachers posted learning material on ERP, Google classrooms, sometimes on you tube. The students were given MCQ tests and zoom sessions were conducted by some teachers. Doubts were cleared on Whatsapp groups.

- i) Another challenge he said, was the devices which could be used by the family of the students, as all children have online classes and have to share one PC or device. He wondered if it was possible to make a low cost device to cater to online teaching. He said with the new teaching learning software LEARNICO, the process of teaching will become more streamlined. In the new software the moment the teacher starts teaching all the material used by the teacher will be downloaded to the student account.
- j) SJ added that the new software has the ability to assess students based on Bloom's taxonomy, as required by NBA.
- k) **The parent representative MS thanked AIT family for keeping the students motivated and engaged. She was appreciative of the efforts taken by teachers to ensure that teaching learning process continued. Teachers had taken personal interest and also called the students up to ensure that they completed their work on time and remained focused.**
- l) **Director also acknowledged that teachers had worked very hard during the lockdown. Principal requested MS to write down a letter of appreciation, which could be kept in the college record and also shared with faculty to inspire them. He was also appreciative of the student support. The students may have been late in submission of their work, due to connectivity issues, but they made it a point of completing their work and submitting.**
- m) The student representative, UM brought out the difficulty faced by the students in writing the real time tests due to connectivity issues. AD acknowledged that the students had remained motivated and did not take any undue advantage and completed their work on time
- n) The Training and Placement officer, MK, informed the members that this year also students have been placed in good companies, though there is always a scope for improvement. He wanted the industry experts to guide regarding better placements. RDN said that students should identify and work on a good project as this helps in placement. Also if the project becomes good, the students are motivated. The challenges is therefore in getting a good project. The said that TRDDC has projects in almost all areas. Some projects may be IT centric, but the students should be able to design based on the core subjects. The project need not be a program, but a method of how IT could solve the problem.
- o) AD said that students should try to work on multidisciplinary projects. This gives students exposure to emerging technologies. SMS said that in Mechanical engineering the revised SE syllabus has more industry based and interdisciplinary subjects and more

freedom to students to choose. Syllabus change is in line with industry requirement of creative problem solving. Director added that one workshop on design thinking had been conducted and this could be added as a value added course in future.

- p) SKJ congratulated the institute on the NRIF ranking. But he said that he was shocked that no live courses were conducted during the last semester. He said that in their institute they had conducted 1000 such courses using GoTo webinar. He said that the concentration of the students is only 12 minutes and since online teaching is different from conventional teaching the teachers should be trained. Faculty should be able to use any available tool, launch quiz, incorporate puzzle, videos, polls etc.
- q) GRP replied that online classes had been conducted by some faculty last semester but due to internet connectivity issues the students were not able to utilize these classes. He said that all possibilities had been explored before zeroing on the current software which will be used for this semester.
- r) Principal said that college plans to start classes by 1st July. First students will undergo orientation and faculty will be trained and then classes will start. SKJ said that faculty should be trained for at least one week before using the software. He also said that college needs to study the root cause analysis for the poor research publications. With BE projects there should be no dearth of papers, particularly if the students start with the project from their second year, as I had suggested in the last meeting. This way the students will do project work and internship in vacation. In BE the focus of students is on placement and not on project or paper. He said that a 3-4 week internship should be made compulsory for all third year students. He said that in their college about 700 students are doing internship in 200 different companies. AIT could also follow the same model.
- s) UM said that teachers should upload the PPT/study material on the Google classroom, so that even if there is a connectivity issue the students could access the material and the learning could be self-paced. He wanted that submissions should be allowed in soft copies and hand written work should not be insisted on. He said that since the year is coming to an end, students would like new GS/student representative to put forward their points. He also said that SOP for the coming online session would be much appreciated. The SOP could also discuss the fees. As there is no messing and students are not staying in the hostels. These fees should be refunded partially for last semester also.
- t) Joint Director, said that for last semester the Messing, barber and laundry fees will be reimbursed/adjusted against the future fees for the months of April and May. The hostel charges cannot be reduced as the hostels have to be maintained and the hostel staff paid. Director said that as far as fee structure is concerned, it is on the website as approved by CDC four months ago. For any other clarification he said students should drop a mail.
- u) Regarding the election of new student representatives he said we have to wait till the till the FE students join. He informed the members that management is in the process of selecting club secretaries and that this committee would represent students till the GS can be elected.

- v) UM enquired about the final year exams. Director said that we will have to wait for the state government directives on this.
- w) He said that college will try to arrange a virtual farewell, to the final year students even though college will not be able to arrange regular farewell to the students.
- x) UM said that even after the lockdown parents may hesitate to send their children to Pune. Director said the before opening the college proper care will be taken and quarantine facilities will be arranged.

The meeting concluded at 1230 hrs., with SM thanking all members and informing everybody that the minutes will be uploaded on AIT website shortly.