

AY 2023-24

Outlook

Re: IQAC/ HOD Meeting on 31 Aug 2023

From Dr Sushma Wadar <swadar@aitpune.edu.in>**Date** Thu 8/31/2023 09:58 AM**To** PA to Director <patodir@aitpune.edu.in>

Thank you ma'am.

From: PA to Director <patodir@aitpune.edu.in>**Sent:** 31 August 2023 09:40**To:** Dr Sushma Wadar <swadar@aitpune.edu.in>; VAISHALI INGALE <vingale@aitpune.edu.in>**Subject:** IQAC/ HOD Meeting on 31 Aug 2023

Respected All,

IQAC/ HOD Meeting will be held on 31 Aug 2023 at 1430 hrs in Old Conf Hall.**Agenda is as follows :-**

1. Internal Audit format, review and schedule of audit – Dr Seema Tiwari.
2. Non reporting of students from SE to BE.and status of attendance - All HODs.
3. In Sem exam two Jr Supervisors in each class and class time table during the Insem exam for SE – All HODs.
4. Load Distribution facultywise, classwise to be sent to Principal/Director.
5. Discussion on SE to BE Result Analysis – All HODs.
6. Progress of departmental infrastructure development/ purchase – All HODs
7. Placement Statistics – TPO

Separately Discussion

8. Contribution and Performance - Principal

Regards,

PA to Director
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Army Institute of Technology (AIT), Dighi Camp, Pune-15

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IQAC AND HOD MEETING HELD ON 31st Aug 2023

MINUTES OF MEETING

1. The meeting was attended by following IQAC Internal committee members-

Director – Brig Abhay Bhat (Retd.)	- Chairperson
Principal - Dr. B P Pail	- Member
Jt Director - Col M K Prasad	- Member
HOD E&TC - Dr. G R Patil	- Member
HOD Comp - Dr. S Dhore	- Member
HOD IT - Dr. S Jadhav	- Member
HOD Mech – Dr. U .Avsarmol	- 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

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.	Internal Audits a. Formats review Dr Seema Tiwari, IQAC Coordinator has told for academic year 2022-23 audit needs to be conducted. She has informed that Green Audit, Environment	File initiated	Project Officer






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	Director and it was decided that all the HsOD will handle their respective department data.		
2.	<p>NAAC reassessment</p> <p>The Principal, Dr. B P Patil was in favor of NAAC re-assessment. Director also agreed that we should apply for re-assessment of NAAC as the NAAC grade reflects the quality of the Institute. Most of the HsOD were not in favor of re-assessment as they felt that this would not affect the existing NAAC grade. The Director asked in the meeting regarding how many IQAC members are in favor for applying for reassessment. 50% of the people present for the meeting were in favor. Finally Director decided that the complete NAAC documentation should be evaluated internally and then can go for the review again after two months. NAAC coordinator added to the same point saying we should also use the SSR Mock test facility given by NAAC. This will help us to self-evaluate our level of preparation. Based on the result of SSR Mock test we can decide whether to go for re-assessment or not.</p>		IQAC Coordinator
3.	<p>Goals and Targets for Departments</p> <p>a. Principal instructed Dr. Tiwari to share Goals and Targets to all departments that was finalized in the previous IQAC meeting scheduled on 13th Apr 2023.</p> <p>b. Director instructed Dr. Tiwari to show the last two years AQAR reports in the next IQAC meeting for self-analysis.</p>		IQAC Coordinator





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4.	<p>Progress of Infrastructure development/ Purchase</p> <p>The Jt. Director, Col MK Prasad and Project Officer Mr. Rusikesh Patil gave a brief presentation on the infrastructure work that is been carried out in the academic block. A discussion regarding seating of Exam Cell and its renovation was concluded with the remark that exam cell should not be extended outside the academic block as it would spoil the beauty of AIT.</p> <p>HOD Comp, Dr. SR Dhore briefed about the requirement of more faculty rooms due to start of Post Graduate program in Data Science from AY 2023-24.</p> <p>HOD ASGE, Dr. Swati Kulkarni wanted to know about the procedure to be followed for purchase of new PCs. Dr. Dhore explained the procedure to be followed.</p> <p>Infrastructure expenses for hostel were discussed in brief.</p> <p>Asset replacement funds details were discussed. Joint Director mentioned that super energy saver fans should not be purchased because they can't be repaired. HOD E&TC, Dr. G R Patil suggested that these fans can be given as a project to the students. Director added that such projects can be funded by the college.</p> <p>Principal suggested that chairs of the Old Conference room should also be replaced.</p>	Project Officer	<p>HoD E&TC</p> <p>Project Officer</p>
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5	<p>HOD Presentations</p> <p>a. Presentation by the E&TC HOD, Dr. G R Patil</p> <p>1. First point that was discussed by HOD E&TC was regarding the students from Second Year A & B division who have not reported/ joined the class till date.</p> <p>Director instructed all the HsOD to send the letters to the parents of all such students to inform about their wards not maintaining the required attendance for clearing the term as per SPPU norms.</p> <p>Initially in the meeting it was decided that the students of Third Year having 0% attendance in the respective subject should not be allowed to appear for the INSEM Exam. Finally Director instructed that students having overall attendance below 25% should be stopped from appearing for the INSEM Exam. Director instructed Principal to issue the notice regarding the same to the faculty and the students of all departments. The students having prior permission should be exempted from the defaulter list.</p> <p>2. The INSEM exam timetable and the appointment of Jr. Supervisors in each block was shared. Principal asked HOD E&TC to appoint two Jr. Supervisors in each block. One teaching faculty and one non-teaching staff.</p> <p>3. The result analysis of Second Year, Sem-II for AY 2022-23 was discussed by HOD E&TC. Two subjects from SE – A had low results, PCS and SS. The</p>		<p>All HsOD</p> <p>Principal</p> <p>HOD E&TC</p>
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	<p>reasons given by students of the same class were discussed. SE-B had good results in all the subjects.</p> <p>As per HOD E&TC, TE results were better. BE result was good with only one failure.</p> <p>4. He discussed about the progress on infrastructure development going on in the department. He mentioned that out of 28 Lakh only 9.4 Lakh was spent.</p> <p>b. Presentation by the HOD Comp, Dr. SR Dhore</p> <p>1. He discussed the attendance of all the classes and did not agree with the decision to not allow the students to appear for INSEM EXAM.</p> <p>2. He also displayed the INSEM Exam Jr. Supervision duties allotted to staff and faculty members from computer department.</p> <p>3. Dr. Dhore informed that TE Div-B had poor result with more failures as compared to TE Div-A. He also mentioned that the BE result is good.</p> <p>4. Progress of department infrastructure development and purchase was discussed. He said that computer department requires 05 more staff rooms due to start of PG program in his department.</p> <p>c. Presentation by the HOD IT, Dr S D Jadhav</p> <p>1. Dr. Jadhav displayed the list of not reported students from Second year.</p>		
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	<p>Total 17 students had not reported out of which 07 are on internship.</p> <p>2. She told that Jr. Supervision duty list has been prepared as per the given instructions.</p> <p>3. She also discussed the results of second year, third year and final year students. BE result was not good as the teachers have punished the students for not performing during the semester.</p> <p>4. Infrastructure development and their progress were discussed by her.</p> <p>d. Presentation by the HOD Mech, Dr. UV Awasarmol</p> <p>1. Dr. UV Awasarmol discussed the attendance of all Classes (SE to BE).</p> <p>2. Principal informed all HODs must make sure that the parents of all the TE students who have not yet reported should be made aware of their absence. HOD Mech informed that 09 BE students have not reported till date.</p> <p>Director told to issue letter signed by Principal to them.</p> <p>3. He has told there is no problem in conducting INSEM Exams because they will be using workshop classrooms along with their 02 lecture halls.</p> <p>4. Result of TE was 87% because of poor result in 02 subjects. Director asked HOD to put up corrective measures. BE results are good with 94%.</p> <p>5. He also mentioned that department</p>		<p>HsOD & Principal</p>
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<p>budget utilization is 10%. Details were disused by HOD Mech.</p> <p>e. HOD ASGE told that she is not having any point to discuss regarding the given agenda.</p> <p>She has shown the concern regarding extension of Manekshaw hall for the conduct of induction program for FEs every year. This is required due to increase in student intake.</p> <p>HOD IT informed about 4th Sep event.</p> <p>Principal, Dr. BP Patil has told to all HsOD to send him the list of not reported students. It was decided that if attendance of student will be less than 25% then they will not be allowed for INSEM Exam.</p> <p>He has instructed all HODs to take care of lecture halls and labs especially after classes, the fans and lights should be switched off.</p> <p>He has discussed about contribution report and performance of faculty. He informed that only ASGE department is giving contribution report, it is expected from other departments also.</p> <p>He also asked for the suggestions and modifications required in the contribution report. He has told that on the basis of contribution report performance of faculty can be evaluated and based on their performance their consolidated salary may be decided.</p> <p>A committee can be appointed to revise the contribution report. He has</p>		<p>Jt. Director & Project Officer</p> <p>HsOD</p> <p>HsOD</p>
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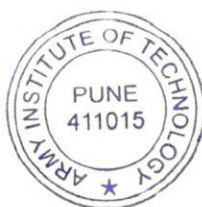
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	<p>instructed to all HODs to start sending contribution report from the month of Aug 2023. Principal has told to all HODs to conduct. INSEM exam strictly.</p> <p>The IQAC meeting was concluded by the appreciation and best wishes to ASGE department by Director for winning staff sports Aakriti 2.1.</p>		HsOD & Principal
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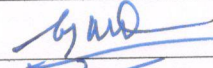

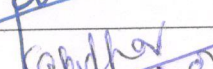
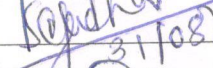
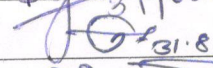
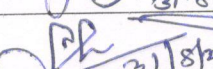
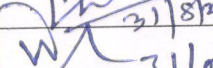
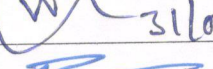
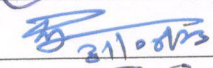
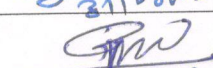
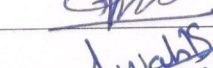
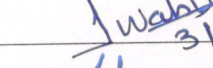
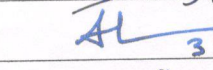
Approved By-




Brig Abhay A. Bhat(Retd)
Director
Director Oct 23 .
Army Institute of Technology
Dighi Hills, Pune - 411015.

Attendance sheet of IQAC and HOD Meeting

Date: 31/08/2023

Sr. No	Name	Sign
1	Brig. Abhay Bhat	
2	Dr. B. P. Patil	
3	Dr. Sangeeta Jadhav.	 31/08/23
4	Dr. Sunil R. Dhore	 31.8.23
5	Dr G. R. Pahl	 31/8/23
6	Dr U V AWasarmal	 31/08/23
7	Prof. Rushikesh H. Patil	 31/08/23
8	Col M R Prasad	 31/8/23
9	Dr Kulkarni Swati	 31/8/23
10	Dr. Seema Tiwari	 31/08/23
11	Dr. Sushma A Patil	 31/8/23
12	Vaibhav Khare	 31/8/23
13	Mrs. Padmarati Sankar	 31/8/23
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Sushma
IQAC Co-ordinator
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