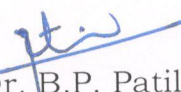


**OFFICE OF PRINCIPAL**

**IQAC & HsOD MEETING**

1. The IQAC and HsOD meeting is schedule on 30<sup>th</sup> October 2023 in old conference hall at 1200 hrs
2. Agenda included:
  - (a) General Body Meting
  - (b) Book inspection
  - (c) Achivements
3. All the IQAC members should be present for the meeting
4. The meeting will be co-ordinated by IQAC cell.

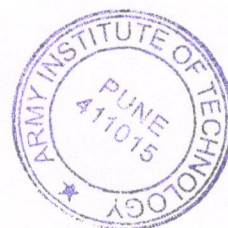
  
(Dr. B.P. Patil)  
**Principal**

**Copy to:**

Director  
Joint Director } For information please.

HOD Mech  
HOD E&TC  
HOD Comp  
HOD IT  
HOD ASGE } For info to faculty and needful action.

All Concerned





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

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

Exch : 7249250118, 7249250183, 7249250184, 7249250185

Website : www.aitpune.com, Email : ait@aitpune.edu.in

ONWARD TO GLORY

Recognised by AICTE and DTE Maharashtra and affiliated to Savitribai Phule Pune University

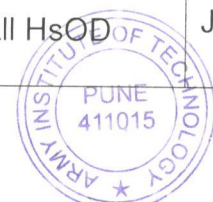
## IQAC AND HOD MEETING HELD ON 30<sup>th</sup> OCTOBER 2023 MINUTES OF MEETING

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

Director	- Brig Abhay A Bhat (Retd.)	: Chairperson
Joint Director	- Col M K Prasad (Retd.)	: Member
Principal	- Dr. B P Pail	: Member
HOD E&TC	- Dr. G R Patil	: Member
HOD Comp	- Dr. Sunil Dhore	: Member
HOD IT	- Dr. Sangeeta Jadhav	: Member
HOD Mech	- Dr. Umesh V Awasarmol	: Member
HOD ASGE	- Dr. Ganesh Mundhe	: Member
IQAC Coordinator	- Dr. Seema Tiwari	: Member
IQAC Co-coordinator	- Dr. Sushma A Patil	: Member
Registrar	- Mr. Vaibhav Khare	: Member
	- Mrs. Padmavati Sankpal	: IQAC Clerk

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: -

<u>Ser No</u>	<u>Point</u>	<u>Action</u>	<u>Info</u>
(a)	<p><b><u>FE In-sem Exam.</u></b></p> <p>(i) The Principal instructed HoD ASGE to prepare the junior supervision time table for the in-sem exam and share it with all the faculty and staff members of their department.</p> <p>(ii) The Director added to the Principal's point about appointing two supervisors in each block to ensure smooth conduct of exam.</p> <p>(iii) He also said that all the counselors must inform the students regarding their ethical behavior expected during exam.</p>	HoD ASGE	Director Jt Director Principal
(b)	<p><b><u>General Body Meeting (GBM).</u></b> The following points regarding GBM were discussed: -</p> <p>(i) The Director informed all the members of IQAC that General Body Meeting is scheduled on 8<sup>th</sup> Nov 2024 under the chairmanship of Lt Gen Manjit Kumar, CSO</p>	Principal All HsOD	Director Jt Director







ONWARD TO GLORY

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<u>Ser No</u>	<u>Point</u>	<u>Action</u>	<u>Info</u>
	HQ Southern Command.  (ii) He also mentioned that the schedule of the meeting will be prepared and will be informed to all the members.		
(c)	<b><u>Book Inspection.</u></b> The Director discussed the followings points raised by the officials during the book inspection held on 12 <sup>th</sup> and 13 <sup>th</sup> Oct 2023: -  (i) The student counselling registers must be updated by the counselors with all the details.  (ii) All the department heads must ensure that the counseling sessions are conducted as per the schedule in the weekly time table.  (iii) The point regarding NAAC Accreditation for the college which was 'A' from 2016 to 2022 had dropped to B+ since May 2022 was also their concern.  (iv) The officials questioned that when infrastructure & other teaching facilities remain same & or have only been added over & above existing what was the reason for drop in NAAC accreditation.  (v) The Director said that we can apply for reaccreditation to improve the NAAC grade.	All HsOD       NAAC Coordinators	Director  Jt Director  Principal
(d)	<b><u>Achievements.</u></b> The Director discussed the following points regarding the Staff and student achievements:  (i) The students must be encouraged for participating in co-curricular and extra- curricular activities.  (ii) He also added that some considerations must be given to the students participating in such activities.  (iii) The Principal said that teachers must be encouraged for publishing papers in Quartile 1 and 2 journals.	All HsOD       Dean R&D	Director  Jt Director  Principal  All HsOD





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ONWARD TO GLORY

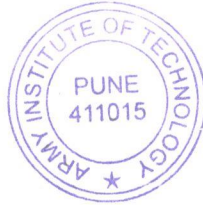
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<u>Ser No</u>	<u>Point</u>	<u>Action</u>	<u>Info</u>
	(iv) The Director said that an SOP should be designed for providing incentives to the faculty members participating in R&D activities.		

File No: AIT/1742/IQAC

Army Institute of Technology  
Dighi Hills, Pune- 411015

Date: 21 Nov 2023



(Abhay A Bhat)

Brig (Retd)  
Director

Director  
Army Institute of Technology  
Dighi Hills, Pune - 411015.

## Distr :-

Jt Director  
Principal



- For info please.

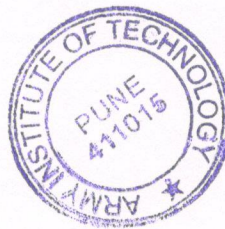
HOD Mech  
HOD IT  
HOD E&TC  
HOD Comp  
HOD ASGE  
Registrar  
Office copy



## IQAC/ HOD's Meeting Attendance sheet

30/10/2023

Sr. No.	Name	Signature
1	Brig Abhay A Bhat	
2	Col. M K Prasad	
3	Dr. B. P. Patil	
4	Dr. G. R. Patil	
5	Dr. S. R. Dhore	
6	Dr. Sangeeta Jadhav	
7	Dr. U V Awasarmol	
8	Dr. Ganesh Mundhe	
9	Dr. Seema Tiwari	
10	Dr. Sushma Patil	
11	Mr. Vaibhav Khare	
12	Mrs. Padmawati Sankpal	
13	D	
14		
15		
16		
17		
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19		
20		



*Sushma*  
**IQAC Co-ordinator**  
**Army Institute of Technology**  
**Dighi Hills, Pune-411 015**