



ONWARD TO GLORY

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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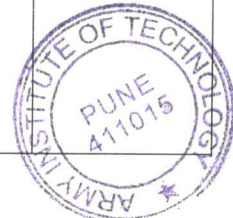
IQAC AND HOD MEETING HELD ON 07th JANUARY 2025 MINUTES OF MEETING

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

Director	- Brig Abhay A Bhat (Retd.)	: Chairperson
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
Dean R&D	- Dr. Seema Tiwari	: Member
IQAC Coordinator	- Dr. Sushma Patil	: Member
Dean of Student Affairs	- Dr. Swati Kulkarni	: Member
Training and Placement officer	- Mr. Manoj Khaladkar	: Member
IQAC Department	- Mrs. Padmavati Sankpal	: IQAC Clerk

2. Principal - Dr. B P Patil 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 for action</u>	<u>Action</u>	<u>Info</u>
(a)	<u>1st Day Fine:</u> (i) The Principal instructed all the department heads to submit the list of students those who missed their classes on the first day of second semester, 2 nd Jan 2025. (ii) The Director also mentioned that the list of defaulters for imposing fines should be compiled after taking into account various reasons for absenteeism, such as pre-approved internships, medical reasons, etc. Medical certificates must be verified before being considered.	All HODs	Director Principal





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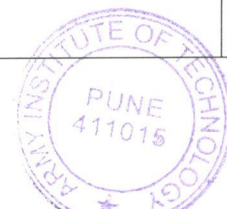
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	<p>(iii) The Director stated that, according to the decision made by the Chairman in the CDC meeting on December 30, 2024, students may be exempt from the fine if they enroll in and complete MOOC or value-added courses that have been pre-approved by the department.</p> <p>(iv) The Principal instructed the institute's timetable coordinator, Dr. Sushma Patil, to arrange a classroom for the IT department, as their new classroom is still under construction. He asked her to coordinate with the timetable in-charges of all departments.</p> <p>(v) The Principal instructed all department heads to submit their department activity reports regularly to the OS and also ensure that students are informed about the activities.</p>	<p>Dr. Sushma A Patil</p> <p>Dept Time-Table ICs</p> <p>All HODs</p>	<p>Director Principal</p>
(b)	<p><u>Department interaction:</u></p> <p>(i) The Principal informed the Director about the notice and the timetable for the upcoming department interaction that is scheduled.</p> <p>(ii) The Principal instructed all department heads to make the necessary arrangements for the interaction</p>	<p>All HODs</p>	<p>Director Principal</p>
(c)	<p><u>E- Content:</u></p> <p>(i) Prof. D.G. Auradkar informed the Principal that faculty members have uploaded the e-content related to their subjects on various platforms, including MS</p>	<p>All HODs</p>	<p>Director Principal</p>





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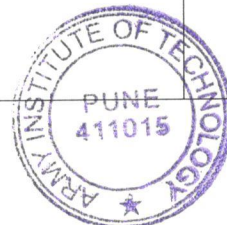
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	<p>Teams, Moodle, and ERP.</p> <p>(ii) All faculty members should be instructed to mandatorily upload their data on Moodle, while using other platforms can remain optional.</p> <p>(iii) The Director instructed all department heads to verify whether their department data is updated on the institute's website, as this is crucial for the upcoming NAAC and NBA visits.</p>		
(d)	<p><u>NBA Compliance Report:</u></p> <p>(i) All the department heads informed the Director and the Principal regarding the status of the NBA compliance report of their respective department.</p> <p>(ii) The HoD of E&TC, Dr. G.R. Patil, informed that their department has submitted the draft copy of the NBA compliance report to the Principal and has forwarded it to the Director for additional inputs and suggestions.</p> <p>(iii) The Principal informed all department heads to complete their NBA compliance as soon as possible and ensure that all documents are ready for uploading.</p>	All HODs	
(e)	<p><u>NIRF rank:</u></p> <p>(i) The Principal informed everyone that the data related to the NIRF ranking has been collected and will be uploaded after verification.</p>	NRIF ICs	Director Principal





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	<p>(ii) The Director instructed the Principal to inform Dr. Renuka Bhandari and Dr. Vaishali Ganganwar to have the additional data ready, in case it is required for the NIRF report (additional points that contribute to the ranking).</p>		
(f)	<p><u>Autonomy:</u></p> <p>(i) The Dean PP, Dr. G.R. Patil, mentioned that the autonomy syllabus for a few subjects has not been submitted by the respective I/Cs.</p> <p>(ii) The Director stated that finalizing the syllabus is important, as it is necessary to determine the lab budgets.</p>	Autonomy Subject ICs	Director Principal
(g)	<p><u>Counseling:</u></p> <p>(i) The Principal discussed with all the department heads the need for counselors to update the counseling files, as a lot of the data is incomplete.</p> <p>(ii) The counselors must enter all points discussed with students in the counseling file in detail. The director highlighted the importance of recording the details of interaction with students which is not done by some counselors.</p> <p>(iii) The HoD of IT mentioned that some fields on ERP are visible to parents and students, allowing students to upload their data directly onto ERP for their records, eliminating the</p>	All HODs All Counselors	Director Principal





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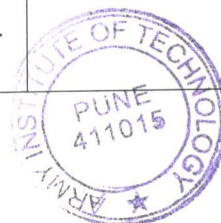
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	<p>need to submit a hardcopy to the counselors.</p> <p>(iv) The HoD of E&TC stated that maintaining student details with half of the data in soft copy form and the other half in hard copy form would not be the correct approach.</p> <p>(v) He also added that data uploading should begin from the First Year Engineering (FE) students and must be implemented for the upcoming academic year's FE batch.</p>		
(h)	<p><u>ERP:</u></p> <p>(i) The Director explained the ERP process and mentioned that only one vendor qualified through the TEC process, so retendering will be required.</p> <p>(ii) The major issue with the current ERP is the handling of student exams.</p> <p>(iii) He added that only the software module related to the examination can be purchased from M/s WordPro</p>	<p>ERP IC</p> <p>All HODs</p>	
(i)	<p><u>NAAC:</u></p> <p>(i) The NAAC Coordinator, Dr. Sushma A. Patil, briefed about the tentative dates of the visit, which have been uploaded on the NAAC portal.</p> <p>(ii) She also briefed about the preparation and documentation work that needs to be completed at both the department and institute levels for the NAAC Peer Team visit.</p>	<p>Dept NAAC Coordinators</p>	<p>Director</p> <p>Principal</p>





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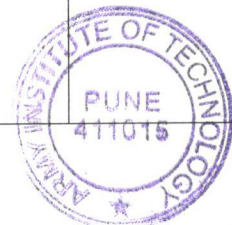
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	(iii) The coordinator mentioned that all the department NAAC coordinators have been briefed about the preparation work required at the department level.		
(j)	<u>ASGE department:</u> (i) The Director informed all the members that the ASGE department will be dissolve from the next AY & all the FE labs will be distributed to other the departments. (ii) The first year faculties will also be attached to the related departments.	All HODs	
(k)	<u>R&D:</u> (i) The Dean of R&D, Dr. Seema Tiwari, stated that the targets set for faculty members should be doubled. (ii) She added that the publication of quality papers can be achieved through students' final year project work, and they should be motivated to pursue this. (iii) The Director further added that some kind of action could be taken against faculty members who have not published papers for an extended period. (iv) He also mentioned that contractual faculty members should not be considered for reappointment if they fail to publish quality papers. (v) The Director instructed all department heads to give a presentation on the current	All Faculty members	Director Principal





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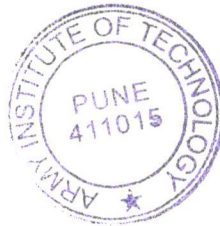
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	status of their R&D contributions and also to brief about their future plans for enhancing the R&D contributions of faculty members. (vi) A comprehensive report regarding R&D will be prepared and sent to the Chairman.		

File No: AIT/1742/IQAC

Army Institute of Technology
Dighi Hills, Pune- 411015

Date: January 2025



(Abhay A Bhat)

Brig (Retd)

Director

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

Distr: -

Jt Director }
Principal } - For info please.
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