



ONWARD TO GLORY

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

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

IQAC AND HOD MEETING HELD ON 28th JUNE 2024

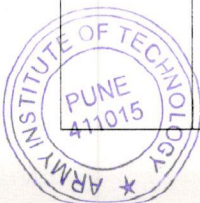
MINUTES OF MEETING

1. The meeting was attended by following IQAC Internal Committee Members-

Director	- Brig Abhay A Bhat (Retd.)	:	Chairperson
Joint Director	- Col M K Prasad	:	Member
Principal	- Dr. B P Pail	:	Member
HOD E&TC	- Dr. G R Patil	:	Member
HOD Comp	- Dr. S R Dhore	:	Member
HOD IT	- Dr. Sangita Jadhav	:	Member
HOD Mech	- Dr. Umesh Awasarmol	:	Member
HOD ASGE	- Dr. Swati Kulkarni	:	Member
Dean R&D	- Dr. Seema Tiwari	:	Member
IQAC Coordinator	- Dr. Sushma Patil	:	Member
Registrar	- Mr. Vaibhav Khare	:	Member
	- Dr. Ganesh Mundhe	:	ASGE Faculty
	- Ms. Padmavati Sankpal	:	IQAC Clerk

2. IQAC co-coordinator - Dr. Sushma Patil welcomed all the members and the points that were discussed in the meeting in the presence of all the IQAC internal committee are mentioned as below: -

Ser. No.	Point for action	Action	Info
1.	Autonomy: Following points regarding autonomy were discussed: a. The Director instructed that all the work related to Autonomy must be completed before 2 nd week of July 24. b. Dr. G R Patil, Autonomy In-charge informed that the autonomy cannot be implemented from the current academic year as the SPPU procedures and formalities take time.	Principal and All HsOD	Joint Director





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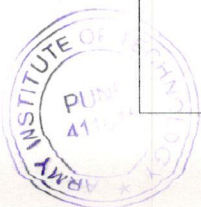
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	<p>c. The Principal also mentioned that once the process is complete, public declaration will be required.</p> <p>d. The Director informed the department heads that all the necessary work and requirements must be completed well in advance of the start of autonomy.</p> <p>e. The Principal stated that autonomy exam work should proceed in parallel.</p> <p>f. The Director mentioned the objective of autonomy should align with the vision of AIT and everybody and must work towards raising the quality of work, quality of students and staff.</p> <p>g. The Principal instructed that all the faculty members should analyze the SPPU question papers for their respective subjects. Also they should work on evaluation process to be adopted in autonomy.</p> <p>h. He also added that when the question papers so analyzed they must be presented in the department.</p> <p>i. The Principal informed department heads to finalize the autonomy syllabus. He also mentioned that the FE syllabus is 95% finalized.</p> <p>j. The Principal mentioned that Automation and Robotics program has good standing in industry. Professors from IITs can be identified to be the member of BoS.</p> <p>k. The Director said that the department heads must start identifying the renowned personalities and take their consents.</p>	COE Autonomy	
2.	<p>Result Analysis:</p> <p>a. The Director informed that IQAC must do the result analysis and share it with the respective departments.</p> <p>b. The department heads must submit the action taken or remedial measures to improve the result.</p>	IQAC	Joint Director Principal
3.	The Director instructed all the HODs to share the Minutes of Meeting regularly.	All HsOD	Joint Director





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	The Director also mentioned that teaching should be monitored regularly.		Principal
4.	<u>Faculty Development Program (FDP):</u> a. The Director instructed department heads that the faculty members must attend all the sessions of FDP organized by the institute. b. The faculty members must conduct a session for their peers on their topic of research once they complete their PhD.	Principal All HsOD Faculty pursuing PhD	Joint Director Principal
5.	<u>Continuous Assessment:</u> a. The Director instructed that first year faculty members must follow continuous assessment mechanism. b. The Principal also mentioned that the first year faculty members must start the continuous assessment mechanism for assessing the students from the current academic year only. c. The HoD ASGE replied that they will include the assessment process in the induction program to inform the students regarding the mechanism that will be adopted by faculty members to assess them. d. The Principal also added that faculty members must design their own strategies for continuous assessment.	ASGE HoD and Faculty	Joint Director Other HsOD
6.	The Director said that the budget allotted to each club and department must also have the closure report at the end of each financial year.	All HsOD and Clubs ICs	Joint Director Principal
7.	<u>Sem-I Preparation:</u> a. The Principal instructed department heads to ensure that the timetables are displayed well before the start of semester. b. He also mentioned that the classroom and lab problems must be informed to maintenance section immediately. c. The HoD Comp informed that the load distribution of faculty from ME to BE has been done and need additional faculty members.	All HsOD	Joint Director





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	<p>d. The Joint Director suggested that lectures and practical slots should be evenly distributed to the faculty in the time-table.</p> <p>e. The Director instructed Principal to prepare a schedule for department interaction before the start of semester.</p> <p>f. The Principal instructed all the department heads to circulate the notice among the students regarding requirement of physical attendance in the class.</p> <p>g. The Director mentioned that parents must also be informed about the importance of attendance requirement.</p>		
8.	<p><u>Enterprise Resource Planning (ERP):</u></p> <p>a. The Principal stated that all the counselors must regularly update the results and other academic performance student information on ERP.</p> <p>b. The Joint Director instructed that the details of students should be filled by the Registrar only (student section).</p> <p>c. The Principal informed the department heads to instruct the faculty members to update their profile on website. During promotion the data will be extracted from their web profiles for verification.</p>	All Faculty Student Section All HsOD	Director Principal
9.	<p><u>NBA:</u></p> <p>a. The Principal asked the department heads to give the NBA work status of their respective departments</p> <p>i. HoD Computer informed everyone that the NBA SAR of their department is on the verge of completion.</p> <p>ii. All the other Heads informed that they have already started the NBA compliance work.</p>	All HsOD	Director Joint Director
10.	<p><u>Post Activity Report:</u></p> <p>a. The Director informed all the department heads to submit the weekly activity report of their department to Office Superintendent every Thursday.</p>	All HsOD and OS	Joint Director Principal





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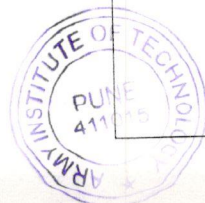
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	<p>b. He also mentioned that Geo-tagged photos of every activity must be attached.</p> <p>c. The Director instructed IQAC to work on the existing activity report and include the missing parameters.</p>	IQAC	
11.	<p><u>Annual Confidential Report (ACR):</u></p> <p>a. The Principal instructed all the HODs to ensure that the faculty members submit the ACRs before the given deadline.</p> <p>b. He mentioned that the HoD must rigorously check the ACR and put his/her comments.</p> <p>c. The Director stated that the format can be reformed to reach the objective.</p>	All HsOD	Joint Director
12.	<p><u>Academic Feedback:</u></p> <p>a. The Principal instructed all the HODs to submit the academic feedback with detailed report to IQAC.</p> <p>b. The Director instructed that IQAC should do the feedback analysis and share it with all the departments.</p> <p>c. He also mentioned that department heads must submit the action taken report to the IQAC.</p>	All HsOD and IQAC	Joint Director
13.	<p><u>MKCL Courses:</u></p> <p>a. Dr. Sangeeta Jadhav discussed about the list of Value Added Courses submitted by each department head.</p> <p>b. She mentioned that the important courses (Two courses per department) were finalized and sent to MKCL.</p> <p>c. She also added that two coordinators from each department will be required to monitor and they will be provided with the login ids and passwords.</p>	All HsOD	Director Joint Director Principal
14.	<p><u>Academic Audit:</u></p> <p>a. Dr. Seema Tiwari mentioned that the internal academic audits for the departments need to be scheduled for AY 2023-24.</p> <p>b. The Director instructed IQAC to finalize the auditors and circulate the dates of internal</p>	IQAC	Director Joint Director Principal





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	audit to be conducted in the department. c. He also instructed NAAC coordinators to work on the status of SSR submission and schedule reviews for each criterion accordingly.	NAAC Coordinators	
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3. The meeting concluded at 1700 hrs and Director instructed that all the points should be complied with priority.

File No: AIT/1742/IQAC

Army Institute of Technology
Dighi Hills, Pune- 411015

Date: 09 July 2024



(Abhay A Bhat)

Brig (Retd)

Director

Director
Army Institute of Technology
Dighi Hills, Pune - 4

Distr :-

Jt Director	}	- For info please.
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