MIT | Academy of Engineering
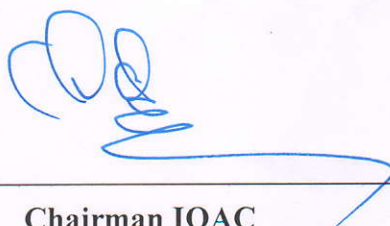(An Autonomous Institute)

MINUTES OF MEETING (MOM)

Alandi (D), Pune – 412105	Academic Year	2018-2019
IQAC Meeting	Date	**12 April 2019**
	Meeting No	**IQAC/2018-19/IV**

Agenda of Meeting:

1. NAAC roles and responsibilities of IQAC members

2. NAAC`s revised framework

3. Previous AQAR and discussion

4. Alumni activities and feedback system

5. Conduction of parent teacher meeting

6. The academic audit and product audit

7. Template of NAAC's qualitative and quantitative matrix

Minutes of Meeting:

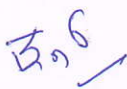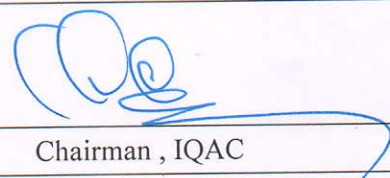| Sr. No.	Particulars	Responsibility	Target Date
1	In opening remarks, Chairman of the IQAC (Director) welcomed all members to the fourth meeting of IQAC of 2018-19, discussed the agenda of the meeting.		--
2	The Minutes of the Meeting of 11 Jan 2019. Action Taken Report were read out and confirmed.	Dean QA	
3	The period of accreditation was discussed and Dean QA shared that NAAC has extended our accreditation up to 31st December 2020.	Dean QA	
4	According to the NAAC guidelines, all IQAC members must meet once in a quarter.	Dean QA	With immediate

			effect
5	Dean Student Affairs (SA) discussed the issues faced in alumni interaction. Also, she conveyed the recent activities of the institute taken for enhancing institute-alumni interaction.	Dean SA	--
6	Dean SA presented the alumni feedback system and Dean QA discussed the questions that are included in the feedback and chairman appreciated the entire alumni feedback process.	Dean SA	--
7	Dean SHES briefed about Parent Teacher Meeting conducted at FYBTECH and it was appreciated by Industry representative (Member of IQAC).	Dean SHES	--
8	Dean CR explained the last year's training and placement activities. Questions included in industry/employer feedback were discussed.	Dean CR	--
9	Dean CR briefed about internship facilities being provided to students. SY and TY students must go for an internship.	Dean CR	4 May 2019
10	The academic audit process was discussed by Dean Academics. The audit should be conducted at least once in an academic year.	Dean Academic	31 July 2019
11	Template of NAAC's qualitative and quantitative matrix was discussed by Dean QA. Chairman appreciated the overall concept of making the matrices in Microsoft excel.	Dean QA	--
12	E-cell of the institute should initiate a start-up competition at institute level. Feedback of the event should be shared with Dean SHES.	Coordinator E-Cell	With immediate effect
13	Dean SA described the involvement of clubs in regular academics to enhance the co-curricular and extra-curricular activities. Similar activities with some improvements should be planned in the coming academic year.	Dean SA Club Coordinator	With immediate effect
14	Dean Academics explained the student satisfaction survey and conducted according to NAAC guidelines. The analysis report with the feedback questionnaire will be uploaded on the web site in the form of links.	Dean QA	With immediate effect
15	Some of the question papers were discuss in the meeting about their quality. It was observed that the quality of question papers was not up to the mark. In order to improve the quality the chairperson gave the responsibility to the Dean Academics with the concerned school Deans to review the quality of all the question papers of all the years.	Dean Academics and Sr. Faculty	30 June 2019

16	IQAC coordinator proposed the vote of thanks to the chairman and members by expressing gratitude for active participation in the entire proceedings of the meeting.	Dean QA	
17	Next meeting will be conducted on 19 July 2019.	Dean QA	--

Prepared By	Verified and Approved By
IQAC Coordinator	**Chairman IQAC**

MIT Academy of Engineering (An Autonomous Institute)		**ACTION TAKEN REPORT**	
Alandi (D), Pune – 412105		Academic Year	2018-2019
IQAC Meeting		Date	12 April 2019
		Meeting No	IQAC/2018-19/IV

Sr. No.	Particulars
1	The period of accreditation was discussed and Dean QA shared that NAAC has extended our accreditation up to 31st December 2020. **Responsibility :** Dean QA **Action Taken: Certificate received from the NAAC.**
2	Dean Student Affairs (SA) discussed the issues faced in alumni interaction. Also, she conveyed the recent activities of the institute taken for enhancing institute-alumni interaction. **Responsibility :** Dean SA **Action Taken:** Alumni was conducted and more alumni were invited for various purpose.
3	Dean SA presented the alumni feedback system and Dean QA discussed the questions that are included in the feedback and chairman appreciated the entire alumni feedback process. **Responsibility :** Dean SA **Action Taken:** Suggestions of the alumni were tried to incorporate in the academic processes.
4	Dean SHES briefed about Parent Teacher Meeting conducted at FYBTECH and it was appreciated by Industry representative (Member of IQAC). **Responsibility :** Dean SHES

	Action Taken: NA
5	Dean CR explained the last year's training and placement activities. Questions included in industry/employer feedback were discussed. **Responsibility :** Dean CR **Action Taken:** NA
6	The academic audit process was discussed by Dean Academics. The audit should be conducted at least once in an academic year. **Responsibility :** Dean Academics **Action Taken:** NA
7	Template of NAAC's qualitative and quantitative matrix were discussed by Dean QA. Chairman appreciated the overall concept of making the matrices in Microsoft excel. **Responsibility :** Dean QA **Action Taken:** Identified the coordinator for each criteria of the SAR and handed over to them.
8	E-cell of the institute should initiate a start-up competition at institute level. Feedback of the event should be shared with Dean SHES. **Responsibility :** Coordinator E-Cell **Action Taken:** NA
9	Dean SA described the involvement of clubs in regular academics to enhance the co-curricular and extra-curricular activities. Similar activities with some improvements should be planned in the coming academic year. **Responsibility :** Dean SA and Club Coordinator **Action Taken:** The curricular and extra-curricular activities were planned and conducted.

10	Dean Academics explained the student satisfaction survey and conducted according to NAAC guidelines. The analysis report with the feedback questionnaire will be uploaded on the web site in the form of links. **Responsibility :** Dean QA **Action Taken:** The said documents are uploaded.
11	Some of the question papers were discuss in the meeting about their quality. It was observed that the quality of question papers was not up to the mark. In order to improve the quality the chairperson gave the responsibility to the Dean Academics with the concerned school Deans to review the quality of all the question papers of all the years. **Responsibility :** Dean Academics and Sr. Faculty **Action Taken:** The necessary guidelines were prepared for setting ideal question papers and the disseminated the same.

Prepared By	Verified and Approved By
IQAC Coordinator	Chairman , IQAC