

3.1.2 Minutes of the relevant bodies of the Institution



Dr. Mahesh D. Goudar
Director

MIT Academy of Engineering
Alandi (D)Pune -412105



INSTITUTE DEVELOPMENT COUNCIL (IDC)
Minutes of Meeting (28) (Meeting No.11 / 2021-22)

Date: 22nd September, 2021

Venue: Online through Google Meet

Time: 2.30 p.m.

Dr. S. A. Jain (Dy. Dir. CR)
Prof. Ranjana Badre (Dean SCET)
Dr. Prafulla Hatte (Dean SMCE)
Prof. Atif Shaikh (HoD Civil)
Dr. Abhijit Malge (Dean, R&D)
Prof. S. M. Bhagat, Registrar
Prof. Amar More (DYCOE)
Prof. Ashish Srivastava (ISO Coord)

Dr. Sunita Barve (Dy. Dir. Academics)
Prof. M. Senthilkumar (Dean, SCE)
Dr. Dipti Sakhare (Dean SEE)
Prof. Avinash Bhalerao (Dean, SoD)
Dr. Arika Kotha (COE)
Dr. Sandeep Shewale (IQAC Coord)
Prof. Prabha Kasliwal (Dean, SHES)
Dr. Vaishali Wangikar (Dean SA)

Leave of absence was granted to Dr. Nitin M. Rane (Dy. Dir. Admin) and Prof. T. B. Sonawane (ED Cell)

The discussion and decisions made during the meeting are as follows:

1. The previous minutes were confirmed.
2. IDC minutes to be circulated / discussed in school meeting.
Responsibility: School Deans
3. Report of NIRF will be presented in the next IDC meeting. QA coordinator from AIT has been invited for briefing on NIRF. Approval to be taken by Registrar.
Responsibility: Registrar
4. Dr. Abhijit Malge briefed about his visit to SPPU regarding Ph.D research centre. Two registered Ph.D guides are required for the department applying for Ph.D research centre. For applying for Ph.D. guideship, post Ph.D



experience of 3 years is not in existence now. After completion of Ph.D candidate can apply for guideship but two post Ph.D publication is required after Ph.D completion. Notification is awaited from SPPU and will be circulated once received. Dean R&D to make an effort to get the Ph.D faculty approved for guideship.

Responsibility: Dean R&D

5. Deputy Director Academics briefed about the academic activities. Work is in process for Artificial Intelligence and Data Science program. Multidisciplinary team is formed and structure is being framed for these programs. Planning for next approval from statutory bodies will be done for curriculum structure in 2019-23 pattern. BoS meeting will be held in Oct 2021, Academic Council meeting will be held in Nov 2021 and GB meeting will be held in Dec 2021. Thereafter all records will be submitted to SPPU. Curriculum for the new programs AI and Data Science will be submitted to SPPU by Sept 2021. Chairman suggested that for the new programs, faculty with statistics background and multiple disciplines should be involved. All the related applications should be included in the syllabus of AI and Data Science.
6. Deputy Director CR briefed about the placement activities. Total placement count for 2021-22 is 174 and placement count for 2020-21 is 372.
7. Students who have registered late for the mid sem exams have not been permitted to appear for the exams. This message needs to be communicated to all the students so that they become aware and this mistake is not committed by students.

Responsibility: School Deans

8. The enquiries for provisional admissions for E&TC are encouraging. Marketing team explore for other branches and highlight USPs of Autonomy, CBCS flexibility, placement etc on digital media, counselling etc.

Responsibility: Marketing Team, School Deans

9. In view of NBA, Dr. Shyam Shukla has taken over the charge of Civil. Director appreciated the efforts of Prof. Atif in handling the Civil department inspite of the constraints and new program.

10. AICTE Approval Process handbook for new courses for 2022-23 has been received. Deputy Director Academics and Deputy Director Admin to review.

Responsibility: Deputy Director Academics, Deputy Director Admin, School Deans



11. Mrs. Dhanashri Karad (San Francisco, USA) is guiding MITOE CR team for taking the students a step forwards towards a global reach (USA and Canada). As per the meeting held with her, 3 aspects are being concentrated upon - Collaboration with foreign universities, efforts to arrange alumni meet in virtual mode and to review how students can get the international platform for SIP and SLIP in virtual mode.

12. 20 KVA and 60 KVA UPS is functioning normally.

13. No procurement will be done based on purchase indent. Purchase indent is a interim document recommending to purchase the material or work order. The purchase process shall be followed strictly. No procurement should be done without final approval. Minimum 3 weeks' time is required for execution of PO, hence purchases should be planned in advance. It is preferred to make a yearly plan for capex and semester plan for operational costs.

Responsibility: School Deans, Section Heads, Accounts, Deputy Director (Admin)

14. Deputy Director (Administration) Dr. Nitin Rane shall be the approving authority for administrative routine matters.

Responsibility: Deputy Director (Administration)

15. Six applications were received for Seed money. This will be processed by month end. Faculty can raise the requirements / reimburse the amount once the work is completed as per the purchasing policy.



Kavita Menon

Executive Assistant

Outcomes:

1. IDC minutes to be circulated and discussed in department meetings.
2. Efforts to get the Ph.D faculty approved for guideship to be done by Dean R&D.
3. Work is in process for Artificial Intelligence and Data Science program. Multidisciplinary team is formed and structure is being framed.
4. Planning for next approval from statutory bodies will be done for curriculum structure in 2019-23 pattern. BoS will be held in Oct 2021, Academic Council meeting will be held in Nov 2021 and GB meeting will be held in Dec



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3.1.2.1

2021. Curriculum for the new programs AI and Data Science will be submitted to SPPU by Sept 2021. For the new programs, faculty with statistics background and multiple disciplines will be involved. All the related applications will be included in the syllabus of AI and Data Science.

5. Students who have registered late for the exams have not been permitted to appear for the mid sem exams.
6. Dr. Shyam Shukla has taken over the charge of Civil.
7. AICTE Approval Process handbook for new courses for 2022-23 has been received. Deputy Director Academics and Deputy Director Admin to review.
8. Mrs. Dhanashri Karad (San Francisco, USA) is guiding MITOE CR team for taking the students a step forwards towards a global reach (USA and Canada).
9. No procurement will be done based on purchase indent. The purchase process will be followed.
10. Deputy Director (Administration) shall be the approving authority for administrative routine matters.

Meeting Link :

<https://drive.google.com/file/d/18hktdOpV1FX4eHJ3PbCwI36XeDmstBhF/view>

