

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best practices are used to maintain quality as an alternative to mandatory legislated standards and can be based on self-assessment or benchmarking. Best practice is a feature of accredited institute like MIT AOE. The Institute follows many best practices such as Good Teaching Learning Process, 360-degree feedback system which involves all the stakeholders, Rewards and recognition to keep motivating the employees, Best outgoing student award “MAestro” for final year Allrounder student and the most promising student award for first year student, use of Standard Library Management software & ICT based services like an email reminder, SMS, self-renewal of books, Web-OPAC, digital library, article indexing and abstracting, access to e-journals, etc. to the users by the Central Library. To mention in details the best practices at institutional level, first one is the effective use of ICT for online teaching. Institute has multiple licensed dashboards of GoToWebinar platform which is used very effectively and rigorously for conducting all the online lectures for all the classes, Guest lectures, parent meeting etc. Along with this institute also uses an EPR viz CollPoll. It's an engagement, management, and analytics platform which empowers institution stakeholders - student, faculty, admin, staff and parents with the smart campus technology creating unified digital experience in and outside the campus. Institute also uses MOODLE one of the widely used LMS throughout the world. Another best practice to describe is the welfare of the employees. At the core of all MIT Academy of Engineering policies are students and their welfare, next are the employees and the society at large. MIT Academy of Engineering's policy to all its employees is based on mutual trust and a win-win approach with no area for settling any personal vendetta. Fair employee policies ensure a proper work culture, proper competency mapping and improved performance by employees. The Employees are encouraged to have an interaction with outside world in their domain both at the international and national level through financial support in paper publishing, patent filing, attending seminars, STTPs, workshops, QIPs and Professional body membership. A well-defined Welfare scheme is there for all financial and other support from the institute. Addition to it, there is Group Health Insurance policy for employees along with their family members. Our training and development policy are not only aimed at skill enhancement of an employee but also to help the employee for promotion and to take on higher responsibilities. This policy helps the management to promote the staff and help in bringing about healthy competition among different employees. RD projects and Industry-Institute Interaction opportunities are facilitated, industrial visits, guest lectures and subject experts' sessions are held on a regular basis. Employees are also deputed for trainings frequently both within and outside the institute and a record of the same is maintained in their personal file.

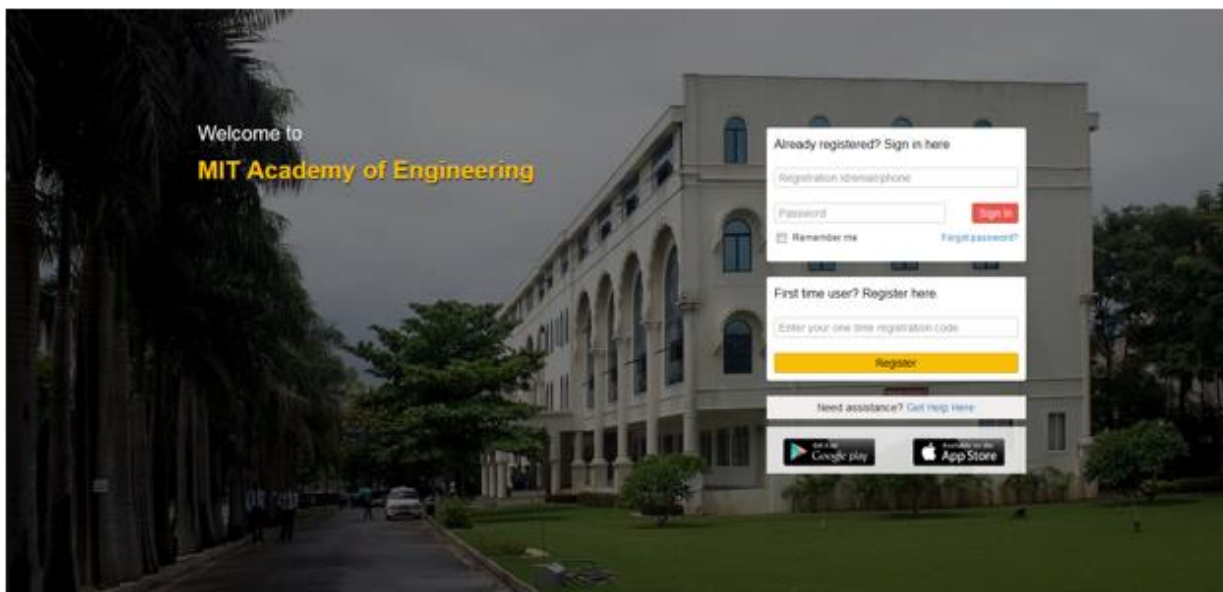
Best Practice: 1_ Supporting Documents

Sr.No	Name of item	Purchase order NO	Purchase order Date	Total Cost
1	<u>GoToWebinar</u> platform	2/19-20/system	1 st April 2019	194250.00
2	<u>Collpoll</u> ERP System	243/19-20/system	12 th Nov 2019	20,83,880.00
3	MOODLE	216/19-20/SYSTEM	22 nd Oct 2019	2,74,846.00

The screenshot displays the GoToWebinar dashboard interface. At the top, the 'Dashboard' header includes navigation icons and a search bar. The main content area is divided into several sections:

- UPCOMING EVENTS:** A card for the event 'Why to write good Research paper & good literature survey' is shown, indicating 27 registrants and a scheduled time of 02:00 PM - 04:00 PM IST on Monday, Dec 21, 2020.
- ANALYTICS:** A line graph shows registrant and attendance trends over time. Key metrics include 480 Registrants, 477 Attendees, and a 99% Attendance rate.
- VIDEOS:** A grid of video thumbnails is displayed, including 'FDP on 'OBE' by NITTR (Post Lunch)' and 'FDP on 'OBE' by NITTR (Prelunch)'.
- MY CHANNELS:** A list of channels is shown, including 'Embedded System Design' (Public, 41 videos) and 'Private Channel MITAOE' (Private, 1 video).

Collpoll ERP System: User Login Page. <https://mitaoe.collpoll.com/#/home>



Moodle LMS

MIT | Academy of Engineering

(An Autonomous Institute affiliated to Savitribai Phule Pune University)

 Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser



Is this your first time here?

For full access to this site, you first need to create an account.

Along with the Moodle required fields, the following fields are required under academic category at the time of creating the account

Admission year

School Name

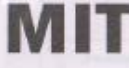
Department/Branch

PRN

Roll No.

Best Practice: 2_ Supporting Documents

Financial support for paper publishing, patent filling, attending seminars, STTP, workshops, QIP and professional body memberships



MIT Academy of Engineering
Alandi (Devaschi), Pune - 412 105.
(Trust Regn. No. F-2555)

Issue Date _____
Voucher No. 884
Date 09-01-2020

Dr. Examination Expenses- 150 A/C

Allocated Amount	0.00	Amount	117504.00
Utilized Amount	5099314.00	TDS	0.00
Budget Available	-5099314.00		
Voucher Amount	117504.00		
Balance Budget	-5216818.00		
Received the sum of Rs.		Total Rs.	117504.00

Rupees (in words) One Lakh Seventeen Thousand Five Hundred Four only
 on account of Being payment against examination filing of research patents and change of address .as per bills attached

By Cheque Cheque (58336) (BOI A/c.no. 1026)
 Receiver's Name & Address Yourself for NEFT (MS Law Partners)


Receiver's Signature

Prepared by

[Signature]
Accounts Officer
Head Accounts

Registrar
Dean-Administration

[Signature]
Director/ Executive Director
10.1.2020



MIT Academy of Engineering
Alandi (Devaschi), Pune - 412 105.
(Trust Regn. No. F-2555)

Issue Date _____
Voucher No. _____
Date 15.10.19

Professional Society Membership (ENTC & ETX)WC

		Amount	
Received the sum of Rs.		Total Rs.	57360.16

Rupees (in words) Rupees Fifty Seven Thousand Three Hundred Sixty and Paise Sixteen Only
 on account of Being reimbursement against registration fees of professional society membership.as per details attached

By Cheque Ch.no. 27925 BOI A/c.no. 9
 Receiver's Name & Address Yourself for NEFT

Receiver's Signature

Prepared by

[Signature]
Accounts Officer

Registrar
Dean-Administration

[Signature]
Director/ Executive Director

send to bank 17/10/19

20/12.20

MIT | Academy of Engineering
 Alandi (Devachi), Pune - 412 105.
 (Trust Regn. No. F-2555)

	Issue Date	J.V.
	Voucher No.	12/03/20
	Date	03.03.2020

Seed Money- Mamta Sardare A/C

	Amount
NET:	43,485
TDS on 18004/-	182.00
Total Rs.	43660

Received the sum of Rs. **Forty three thousand Six hundred sixty six only**

Rupees (In words) **Forty three thousand Six hundred sixty six only**

on account of **Payment against exp. on Seed Money (as per details attached)**

By Cheque **JV**

Receiver's Name & Address **Ms. Mamta Sardare**

Prepared by

[Signature]
11/3/2020

Head Accounts

[Signature]
11/3/2020

Director/Executive Director

Receiver's Signature

30.12.2019

To
 The Branch Manager,
 Bank of India,
 Alandi (Devachi), Pune.

Subject: Professional Soc. Membership Mech

Dear Sir

A Cheque of Rs. 13668.50/- bearing Cheque no. 28096 dated 24.12.19 is attached herewith. Transfer the amount to the saving accounts to the concerned account as per the list attached. I request that, this amount may please be transferred from A/c No.062920110000009. This is for information and necessary action.

Thanking You.

[Signature]

Officer

MSLP Ref.	Application No.	Title	Inventors	Invoice No. / dated	Total Amount Billed	Amount Pending	Days overdue
MS/MITAOE/PIN-1	201721017212	Temperature Measurement System for Combined Face and Shoulder Grinding Operation	Ms. Maya <u>Madhukar Charde</u> , Mr. <u>Namdeo Shankar</u> <u>Rashinkar</u>	P20190701 / July 8, 2019	INR 3000	INR 3000	67
				A20190701 / July 8, 2019	INR 4320	INR 4320	67
MS/MITAOE/PIN-2	201821027111	System and Method for Forces Measurement in Combined Face and Shoulder Grinding Operation	<u>Sanket Dehankar</u> , <u>Atish Bargaie</u> , Pratik <u>Chaudhari</u> , Dr. <u>Shitalkumar Jain</u>	P20190702 / July 8, 2019	INR 3000	INR 3000	67
				A20190702 / July 8, 2019	INR 4320	INR 4320	67
MS/MITAOE/PIN-3	201921021159	Remotely Operable System and Device for Emergency Medical Services	<u>Sanket Dehankar</u> , <u>Atish Bargaie</u> , Pratik <u>Chaudhari</u> , Dr. <u>Shitalkumar Jain</u>	P20190703 / July 8, 2019	INR 7500	INR 7500	67
				A20190703 / July 8, 2019	INR 8000	INR 8000	67
MS/MITAOE/PIN-4	201921021618	System and Method for Detecting Audio Feedback and Performing Action Thereupon	<u>Sanket Dehankar</u> , <u>Atish Bargaie</u> , Pratik <u>Chaudhari</u> , Dr. <u>Shitalkumar Jain</u>	P20190704 / July 8, 2019	INR 7500	INR 7500	67
				A20190704 / July 8, 2019	INR 8000	INR 8000	67
MS/MITAOE/PIN-5	201921030007	Puncture Assistance Device for Easy Movement of Two Wheeled Automobile	<u>Mohanish Mukesh</u> <u>Shah</u> , <u>Umesh Anand</u> <u>Shatter</u>	P20190710 / July 25, 2019	INR 7500	INR 7500	50
				A20190710 / July 25, 2019	INR 8000	INR 8000	50
MS/MITAOE/PIN-6	201721008392	Fuel Blender for Use in Gasoline Engine for Blending Ethanol and Gasoline Fuel	<u>Prafulla Hatte</u> & Dr. <u>Yogesh Bhalerao</u>	P20190901 / September 10, 2019	INR 3000	INR 3000	3
				A20190901 / September 10, 2019	INR 4320	INR 4320	3
MS/MITAOE/PIN-7	201921005801	Mechanism for removing leaves and thorns from rose flower stem	<u>Waje Rupesh Nandu</u> , <u>Khobragade Sumit Mukesh</u> , <u>Nimbokar Akshay Subhash</u> , <u>Hatte Prafulla Ratnakar</u>	P20190902 / September 10, 2019	INR 6000	INR 6000	3
				A20190902 / September 10, 2019	INR 34100	INR 34100	3
Total Amount Overdue as on September 13, 2019					INR 1,08,560/-		

Consultancy Policy

Alandi (D), Pune-412105

	Academic Year	2019-20
Department – R & D		

Type A) Initiated and finalized through the Institute.

When communication comes to the institute directly, the consultancy should be treated under this category

Type B) Consultancy given to an individual or group of individuals because of his / their portfolio and work experience.

When some individual gets consultancy project because of his area of expertise or credentials in the market or when it is given to individual or group because of their contacts or goodwill in the market.

Few guidelines to be followed while finalizing the consultancy work / project:

1. Consultancy/ Industrial projects shall be accepted only after approval through proper channel.
2. All consultancy projects to be taken up by various departments shall be examined from the point of view of its science and technology contents and its likely benefits to the institute.
3. Every project proposal would be examined and approved by institute level committee, before it is accepted for being conducted. The committee comprise of
 - i. Dean R & D
 - ii. Concern School Dean
 - iii. Expert from concern school
4. The faculty/staff poising to take up the consultancy project will be invited to make a presentation on the proposal in front of committee members. In case of testing work faculty need to present the work in detail.

R&D Manual

Alandi (D), Pune – 412105

	ACADEMIC YEAR	2018 – 2019
DEPARTMENT – R & D		

Introduction

Teaching and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence; that is possible only when the faculty is involved in the research activity.

Research is an original contribution to the existing stock of knowledge making for its advancement. It is the pursuit of truth with the help of study, observation, comparison, experiment, collection of facts or data, analyzing the facts to reach certain conclusions either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and systematic method of finding solution to a problem is research.

Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level.

R&D Cell

The R&D cell comprises of Director, Dean (R&D), Head of departments, IPR Coordinator and R&D Coordinators from various departments in the institute. This committee oversees the smooth and efficient coordination of research and development activities in the institute, thus fostering overall growth. Dean (R&D) heads the cell with an advisory support from Director.

Aims and Objectives

The institute believes in a judicious combination of teaching and research for the benefit of student community at large. The institute envisages innovation and technological development through its R&D axis. It has plans to cultivate academic and research collaborations with national and international universities, governments and industries to meet the immediate needs of society and industry. The institute also remains committed to long-term research as the foundation for future development.

The institute's serene atmosphere, infrastructure that keeps abreast of global standards and excellent academic facilities coupled with intellectual freedom; richly add to the perfect ambience for conducting cutting-edge research that can make a positive change in the lives of the citizens.

Aims

- To inculcate the spirit and culture of research amongst all the stakeholders.
- To enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work.

- Department of Science & Technology (DST)
- Indian Space Research Organization (ISRO)
- Institution of Engineers (India) (IEI)
- Ministry of Agriculture and IRRD
- Ministry of Communications and Information Technology
- Ministry of Non-Conventional Energy Sources
- Scientific and Engineering Research Board (SERB)
- University Grants Commission (UGC)
- Savitribai Phule Pune University (SPPU)
- National Science Fund, U. S. (NSF)
- Industry - IBM, TCS, Infosys, TATA Motors, Honeywell, etc.

Publications

- Research and in-depth review papers shall be submitted to peer-reviewed journals (Indexed only by: Scopus, SCL and web of Science) for possible publication.
- Publication charges (if any) of the research papers published by faculty, shall not be reimbursed by the institute.
- Funded projects can cover a part of the publication charges of research papers.
- All possible manuscripts should pass through Department Review Committee (DRC) and Research Review Committee (RRC).
- Affiliation of MITAOE is compulsory for any type of publication by MITAOE employee.

Conferences/Workshops/STTP

The funds available to the candidate/applicant to participate at conferences, workshop, STTPs, etc. shall be as tabulated below.

Sr. No	Type	Financial Assistance	Remarks
1	International Conference (Abroad)	Rs. 1,00,000/- *	Once in 3 years
2	International Conference (India)	Rs. 25,000/-	Once in 2 years
3	National Conference	Rs. 10,000/-	Once in a year
4	National workshop/STTP	Rs. 5,000/-	Once in a year


- *applicant need to get financial support from various funding agencies like SERB, UGC, SPPU, etc. After getting financial support, the remaining will be supported by institute upto Rs. 1,00,000/-.
- All possible manuscripts for conference should pass through Department Review Committee (DRC) and Research Review Committee (RRC).
- The financial assistance will be given for expenditure against registration fees, travelling expenses, accommodation charges, visa charges, etc.
- Professional development leave will be given to applicant to attend the event outside institute.
- The organizers of events should be of high repute.

Note : The requisite amount within the limits mentioned shall be sanctioned by the Head of Institution, on recommendations of the respective Head of department and review by Dean (R&D). This amount may be claimed from the department R&D budget sanctioned for the said financial year.

Important Guidelines

All the faculty/staff members who intend to apply for R&D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.

1. Every research proposal shall pass through a multi-tier review, where the proposal shall

 MIT Academy of Engineering (An Autonomous Institute) Alandi (D), Pune - 412105	IPR Policy	
	ACADEMIC YEAR	2018 - 2019
DEPARTMENT - R & D		

- I. Intellectual Property: Definition
- II. College Responsibilities
- III. Faculty Responsibilities
- IV. Ownership of Intellectual Property
- V. Revenue from Intellectual Property
 - A. General Principles
 - B. Schedule for Net Revenue Distribution from Intellectual Property
 - C. Distribution of Equity Revenue
 - D. Distribution after Termination or Death
- VI. Additional Provisions
 - A. Research
 - B. Use of the MIT AOE's Name
 - C. Publication
 - D. Confidentiality
 - E. Avoidance of Conflict of Interest and Conflict of Commitment
 - F. Grievances

MIT Academy of Engineering (MITAOE) strives to support its faculty employees & Students in securing commercial development of intellectual and other property resulting from their research so that the benefits of that research may reach society at the earliest opportunity. This is consistent with the MITAOE mission of developing new knowledge and facilitating the practical application of such knowledge to the benefit of the public. The College has developed policies and guidelines that provide incentives for its researchers while protecting the integrity of research emanating from this institution. Moreover, the college provides an array of administrative services to its inventors to assist them in protecting rights to



The Executive Director
MIT Group of Institutions
Pune

Through, The Director, MITAOE Alandi (D), Pune

Subject: Application for Lien of 2-years

Dear Sir,

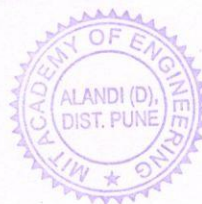
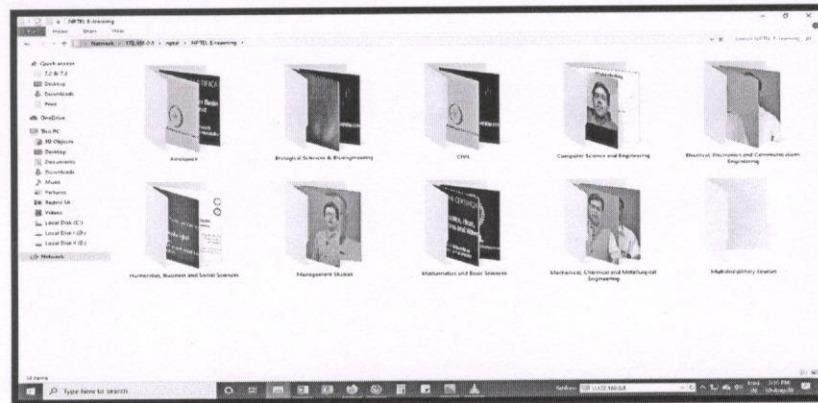
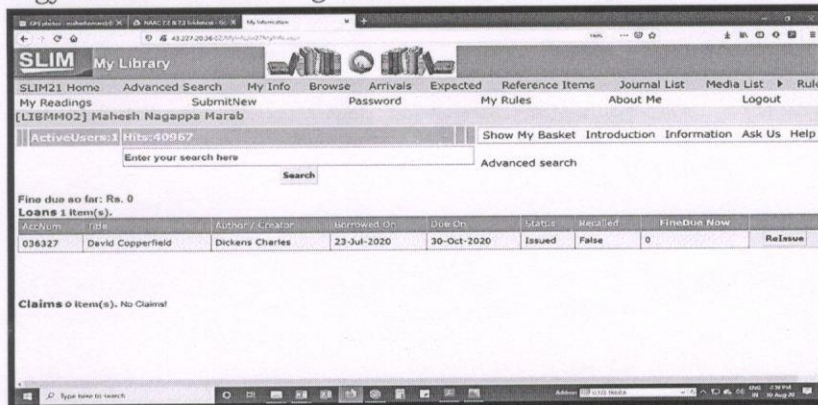
I, Manesh Patil have been working as Faculty with Department of Chemical Engineering, since 20th August 2008. During my tenure of over 10 years with the institute, I have worked in various capacities as faculty, mentor and like. The academic and administrative experience gained at the institute has been great.

I have recently been appointed as Registrar of Avantika University, Ujjain from 1st June 2018 for a period of 2-years. In view of this, I herewith request for a lien leave of 2-years from 1st June 2018 to 31st May 2020.

Thanking you in anticipation of a favourable reply.

With warm regards,

Technology-enhanced learning resources like SWAYAM-NPTEL lectures



Director, Head of Institute
IQAC, Chairman

DIRECTOR
MIT Academy of Engineering
Alandi (D), Pune-412105.