MIT Academy of Engineering (An Autonomous Institute)	**MINUTES OF MEETING (MOM)**	
	Meeting No- 01	
Alandi (D), Pune – 412105	**Academic Year**	**2016-17**
DEAN QUALITY ASSURANCE	**Term**	**I**

Date:	09 July 2016; Meeting No 01
Type of Meeting:	IQAC

Agenda of Meeting:

Review on:

1) NIRF / NAAC
2) Student attendance
3) MOU with reputed organization and industry
4) Paperless system
5) Miscellaneous

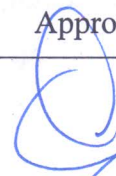| Sr. No.	Particulars
1.	The QA coordinator welcomed the distinguished members of IQAC in the first meeting for the year 2016-2017.
2.	The Director discussed and emphasized the importance of ranking and accreditation.
3.	A discussion was held on challenges and opportunities for NIRF ranking and NAAC accreditation.
4.	Discussed on the Students attendance. The Director suggested that the students having less than 75 % attendance should be allowed to appear for the exam.
5.	It is decided that after considering the actual cases, HOD will send the subject wise attendance list of the students to the examination coordinator, so that hall tickets of those students can be generated who have less than 75% attendance for the final semester examination

Sr. No.	Particulars
6.	Director has emphasized the following points : ❖ Faculty members must motivate their students for higher education and competitive exams ❖ More industrial training must be organized ❖ Each department should seek one programme or MOU with foreign university or industry to be planned. ❖ Faculties must attend relevant workshops, conferences etc. organized by IITs, NITs and similar organizations. ❖ Continuous audit and evaluation of the application of Moodle and Google classroom are highly required. ☐
7.	The Chairman IQAC has instructed the training and placement coordinator to sign MOUs with such industries and institutes who provide six months' project training for students.
8.	The director has emphasized paperless work, he asked all departments and sections to use the internet and digital technology.
9.	The meeting concluded with the positive remarks by the industry members, the Director and vote of thanks by the IQAC Coordinator.

Prepared by	Verified By	Approved By
	Dean, QA	Director

MIT Academy of Engineering (An Autonomous Institute)	Action Taken Report	
Alandi (D), Pune – 412105	Academic Year	2016-17
IQAC Meeting	Term	I
	Meeting No	IQAC/2019-20/01

Sr. No	Particulars	Target Date
1	The Director discussed and emphasized the importance of ranking and accreditation. **Responsibility:** All heads **Action Taken:** All the faculty members and section heads were instructed to go through the accreditation website to take more awareness about the same. They also informed to attend and conduct various sessions on NAAC, NBA, NIRF etc.	31 December 2016
2	The discussion was held on challenges and opportunities for NIRF ranking and NAAC accreditation. **Responsibility:** All heads and section heads **Action Taken:** All the academic heads and section heads were asked to do SWOT analysis rigorously and work on a weak area.	10 August 2016
3	Discussed on the Students attendance. Director suggested about the students having less than 75 % attendance should be allowed to appear for the exam. **Responsibility:** All heads and exam coordinator **The proposed action is taken:** As per the suggestion received, students can be allowed to appear for the examination in case of genuine matters/medical ground, if the attendance of a student is less than 75%.	30 September 2016
4	It is decided that after considering the actual cases, HOD will send the subject wise attendance list of the students to the examination coordinator, so that hall tickets of those students can be generated who have less than 75% attendance for the final semester examination **Responsibility:** All HoDs **The action was taken:** After taking into consideration the genuine cases, a list of students, whose attendance is less than 75%, has been sent to the exam coordinator to generate the hall ticket.	30 September 2016

Sr. No	Particulars	Target Date
5	Director has emphasized the following points : ❖ Faculty members must motivate their students for higher education and competitive exams. ❖ More industrial training must be organized. ❖ Each department should seek one programme or MOU with foreign university or industry to be planned. ❖ Faculties must attend relevant workshops, conferences etc. organized by IITs, NITs and similar organizations. ❖ Continuous audit and evaluation of the application of Moodle and Google classroom are highly required. **Responsibility:** All HoDs **Action Taken**: For the holistic development of the faculty and students, organize more activities related to the faculty and student's development. Moodle and Google classroom applications to be implemented.	31 December 2016
6	The Chairman IQAC instructed the training and placement coordinator to sign MOU`s with such industries and institutes who provide six months' project training for students. **Responsibility**: Training and Placement coordinator **Action Taken:** Training and placement coordinator was asked to sign MoUs with various good companies.	31 December 2016
7	The director has emphasized paperless work, he asked all departments and sections to use the internet and digital technology. **Responsibility**: All teaching and non-teaching heads **Action Taken**: The various training sessions to provide awareness about the use of digital technology were conducted.	31 December 2016

Prepared by	Verified By	Approved By
	Dean, QA	Director

MIT Academy of Engineering (An Autonomous Institute)	MINUTES OF MEETING (MOM)	
	Meeting No- 02	
Alandi (D), Pune – 412105	**Academic Year**	2016-17
DEAN QUALITY ASSURANCE	**Term**	I

Date:	04 October 2016, Meeting no. 02
Type of Meeting:	IQAC

Agenda of Meeting:

Review on:

1) Confirmation of minutes for 1st IQAC meeting
2) Curriculum Design
3) Revised B.Tech Curriculum Structure
4) Teaching-learning progress
5) Research & Development
6) Training &Placement
7) Entrepreneurship activities
8) Students Internship details
9) Faculty Achievements
10) Students Achievements
11) Special attention

Sr. No.	Particulars
1	The QA coordinator welcomed the distinguished members in the second meeting of IQAC for the year 2016-2017.
2	The previous minutes were read. Discussed and reviewed the proposed action &target and confirmed the MOM.
3	Dr Sanjay Dhande`s insightful comments, remarks and suggestions during the Governing Council`s meeting were discussed in the IQAC meeting. The advanced thought process is required in Thermodynamics and projects. The non-traditional and practical oriented syllabus is entailed for present-day students. HOD`s should present updated syllabus of particular courses.
4	It has been discussed that theory papers can be divided into three parts such as structure-based – 20 %, application-based – 50 % and abstract based 30 %.

Sr. No.	Particulars
5	Notices, photos, news, posters etc. of various activities of college should be posted on the college website, digital notice board, Facebook etc. for recognition of faculty and student's efforts.
6	For better and faster communication between stakeholders, digital notice boards should be installed in each department.
7	It is decided that Dr Arika Kotha will conduct faculty training programs on effective paper setting and assessment.
8	Director has emphasized the following points : ❖ Students can be given assignments of searching the world's top twenty industries/ universities' information. ❖ Team building activities can be taken for strengthening students' relationship with others. ❖ Each student should have professional society membership such as IEEE, CSI etc. ❖ Two hours can be fixed for club activities in each block.
9	Faculties should concentrate on effective teaching and explanation rather than giving notes without any interaction with students.
10	Director sir suggested going for IET accreditation
11	It was decided to conduct an orientation program for FY & SY B.Tech students at the beginning of every academic year. Similarly, club activities are scheduled to be prepared for smooth functioning once in six months.
12	The discussion was held on the Moodle platform. Implementation of Google and Moodle class application is mandatory. Unique passwords and IDs will be given to students for this purpose. Training sessions for Lab Assistant should be organized on top priority.
13	The meeting concluded with the vote of thanks expressed by the Dean QA.

Prepared by	Verified By	Approved By
	Dean, QA	Director

MIT Academy of Engineering (An Autonomous Institute)	**Action Taken Report**	
	Meeting No- 02	
Alandi (D), Pune – 412105	Academic Year	2016-17
IQAC Meeting	Term	I
	Meeting No	IQAC/2016-17/02

Sr. No.	Particulars	Target Date
1.	Dr Sanjay Dhande`s insightful comments, remarks and suggestions during the Governing Council`s meeting were discussed in the IQAC meeting. The advanced thought process is required in Thermodynamics and projects. The non-traditional and practical oriented syllabus is entailed for present-day students. HOD`s should present updated syllabus of particular courses. **Responsibility :** Dean Academic, HoDs **Action Taken** Asked all HoDs to submit updated syllabus by 15 November 2016. HoDs also asked to take feedback from the IIT professors and industry people.	15 November 2016
2.	It has been discussed that theory papers can be divided into three parts such as structure-based – 20 %, application-based – 50 % and abstract based 30 %. **Responsibility :** Dean Academics, HoDs **Action Taken** As discussed, providing appropriate awareness of the theory paper to the faculty members so that the institute can apply it for an effective teaching-learning process as per the requirement of the industry.	31 Oct 2016
3.	Notices, photos, news, posters etc. of various activities of college should be posted on the college website, digital notice board, Facebook etc. for recognition of faculty and student's efforts. **Responsibility:** All HoDs, Section Head **Action Taken** The HoDs and the section heads asked to share information about various activities of faculty, staff and students related to academic and extra-curricular activities to the website coordinator with immediate effect.	With immediate effect

Sr. No.	Particulars	Target Date
4	For better and faster communication between stakeholders, digital notice boards should be installed in each department. **Responsibility:** Dean Administration, Registrar **Action Taken** Dean administration and registrar asked to set up digital notice boards in all the academic departments and directors office.	31 December 2016
5	It is decided that Dr Arika Kotha will conduct faculty training programs on effective paper setting and assessment. **Responsibility: COE** **Action Taken** For effective paper setting and proper assessment of papers, COE asked to conduct training programs for the faculty members.	15 November 2016
6	Director has emphasized the following points : ❖ Students can be given assignments of searching the world's top twenty. ❖ industries/ universities' information. ❖ Team building activities can be taken for strengthening students' relationship with others. ❖ Each student should have professional society membership such as IEEE, CSI etc. ❖ Two hours can be fixed for club activities in each block. **Responsibility : HoDs** **Action Taken** For holistic development of students, HoDs were requested to ask their faculty members to implement the suggested points given by the Director with immediate effect.	With immediate effect
7	Faculties should concentrate on effective teaching and explanation rather than giving notes without any interaction with students. **Responsibility:** Dean Academics and HoDs **Action Taken** For the implementation of effective teaching-learning faculty members were instructed to interact with the students in the classroom as well as outside the classroom and explain them inappropriate way about the subject. In addition to this, faculty members can give notes to the students only for reference purpose, not for self-learning.	

Sr. No.	Particulars	Target Date
8	Director sir suggested going for IET accreditation **Responsibility:** Dean QA **Action** Taken : QA coordinator instructed to explore about the IET accreditation and presenting a presentation in IDC meeting.	31 December 2016
9.	It was decided to conduct an orientation program for FY & SY B.Tech students at the beginning of every academic year. Similarly, club activities are scheduled to be prepared for smooth functioning once in six months. **Responsibility : HoDs** **Action Taken** HODs are requested to arrange orientation program at the beginning of every academic year to provide proper awareness about the institute, course structure, co-curricular / extra-curricular activities as well as academic and non-academic supporting departments.	At the beginning of every academic year
10	The discussion was held on the Moodle platform. Implementation of Google and Moodle class application is mandatory. Unique passwords and IDs will be given to students for this purpose. Training sessions for Lab Assistant should be organized on top priority. **Responsibility:** HoDs, ICT coordinator **Action Taken :** The ICT Coordinator asked to conduct training sessions on or before 31 December 2016 on the application of the Google and Moodle platforms for faculty members as well as laboratory assistants. He was also requested to give a unique password and ID to the students.	31 October 2016

Prepared by	Verified By	Approved By
	Dean, QA	Director

MIT Academy of Engineering (An Autonomous Institute)	MINUTES OF MEETING (MOM)	
	Meeting No- 03	
Alandi (D), Pune – 412105	Academic Year	2016-17
DEAN QUALITY ASSURANCE	Term	II

Date:	07 February 2017; Meeting no. 03
Type of Meeting:	IQAC

Agenda of Meeting

Review on:
1) Confirmation of minutes for 3rd IQAC meeting
2) Students admitted with admission cut off
3) Teaching-learning Progress (Online mode)
4) Research & Development
5) Training & Placement
6) Entrepreneurship activities
7) Students Internship details
8) Faculty Achievements
9) Students Achievements
10) Special attention

Sr. No.	Particulars
1	The IQAC coordinator welcomed the distinguished members in the fourth meeting of IQAC for the academic year 2019-2020. He reviewed the minutes and confirmed the action taken report of the previous IQAC meeting dated 22 May 2020.
2	The previous minutes were read out. Discussed and reviewed the proposed action, target and confirmed the MOM.
3	The Co-coordinator discussed the agenda of the meeting in his opening remarks and focused on the following aspects through his presentation:
4	The director suggested to the academic and non-academic heads to prepare the vision and strategic plan for the next 3 years.

Sr. No.	Particulars
5	It is suggested to invite Prof. Rishi Kapal, head, Eduguild for a guest lecture regarding Entrepreneurship and Start-ups for guiding our students.
6	It is suggested that all the HoDs shall prepare their KRAs. Minimum two points of KRAs should be major and predominant. They must be defined taking into consideration the overall development of students.
7	The director suggested faculty members file a patent, for which the college would financially support to the faculty members. The Central Committee should be framed for the process of patent filing and approval. Training about the patent will be arranged by this committee. Apart from this, the student should also be given awareness about the patent.
8	A discussion on the syllabus structure was carried out and it was decided to give more emphasis on : - Students should have more time for their self-study - In the given syllabus structure, the students will be occupied for 37/38 hours per week. - In the Computer Programming -I, basic knowledge of Computer should be included - Practical sessions should have more weightage in terms of mark distribution. Instead of 25 marks, 50 marks were suggested. It should include more hands-on. - Consideration of projects should have more weightage in terms of marks allotment. - It was suggested that Life Cycle Planning and Integration should be included and process tools should be made available. - More Case studies and small projects should be added so that students will be industry-ready professionals. Teachers should provide one case study with all the solutions to the students and later another one as homework. - It was suggested that the IEEE paper format can be used to write at least one experiment. - It was suggested that the time duration of the block should be raised so that the subject should be taught to sufficient depth. - It was also suggested that small written test and quizzes should be organized for a better understanding of the subject. - It was suggested that reducing 4 assignments and converting that into more innovative practical sessions will be more valuable.

Sr. No.	Particulars
9	It is suggested that project exhibitions should be conducted every semester on the same day by all departments. One week can be devoted to conducting workshops on design thinking for all departments.
10	It is suggested that IUCEE Phase-III, will be conducted for faculty members who have completed phase –II. These faculties will be attending TKT i.e. Teaching Knowledge Test. Cambridge certification course (on TKT) will be organized by Dr S. S. Kulkarni.
11	It is suggested by the Director that a "progress monitoring committee" should be constituted at the institute and department level. He also stated that strategic planning is required for setting direction towards the future and establishing visibility and accountability.

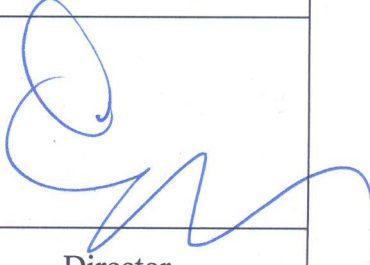| Prepared by	Verified By	Approved By
	Dean, QA	Director

MIT Academy of Engineering (An Autonomous Institute)	Action Taken Report	
	Meeting No- 03	
Alandi (D), Pune – 412105	Academic Year	2016-17
IQAC Meeting	Term	II
	Meeting No	IQAC/2016-17/03

Sr. No.	Particulars	Target Date
1.	The director suggested to the academic and non-academic heads to prepare the vision and strategic plan for the next 3 years. **Responsibility: All HoDs and Section Heads** **Proposed Action** The Director directed all academic and non-academic heads to present a presentation on vision and strategic plan for the next 3 years in IDC meeting.	30 April 2017
2.	It is suggested to invite Prof. Rishi Kapal, head, Eduguild for a guest lecture regarding Entrepreneurship and Start-ups for guiding our students. **Responsibility:** Head E-cell **Proposed Taken** To provide awareness about entrepreneurship and start-ups, Head e-Cell requested to arrange a guest lecture for the students.	15 March 2017
3.	It is suggested that all the HoDs shall prepare their KRAs. Minimum two points of KRAs should be major and predominant. They must be defined taking into consideration the overall development of students. **Responsibility: All HoDs** **Proposed action** Director requested to all HoDs to submit KRAs for the next academic year on or before 31 March 2017.	31 March 2017

Sr. No.	Particulars	Target Date
4.	The director suggested faculty members file a patent, for which the college would financially support to the faculty members. The Central Committee should be framed for the process of patent filing and approval. Training about the patent will be arranged by this committee. Apart from this, the student should also be given awareness about the patent. **Responsibility: Dean R&D** **Proposed Action** The director asked Dean R&D to frame a central level committee for this purpose. He also asked for organizing training sessions for faculty members about patent and arranging awareness lectures for students also.	Every year for the new faculty members and students
5.	It is suggested that project exhibitions should be conducted every semester on the same day by all departments. One week can be devoted to conducting workshops on design thinking for all departments. **Responsibility: All HoDs** **Proposed Action** The Director asked all the Heads of Departments to organize the project exhibition on the same day and it should be mentioned in the time table. He also asked to plan a week-long workshop on design thinking.	31 May 2017
6.	It is suggested that IUCEE Phase-III, will be conducted for faculty members who have completed phase –II. These faculties will be attending TKT i.e. Teaching Knowledge Test. Cambridge certification course (on TKT) will be organized by Dr S. S. Kulkarni. **Responsibility:** QA coordinator **Action Taken** Director requested QA coordinator to arrange IUCEE Phase-III and TKT sessions for the faculty members.	15 June 2017

Sr. No.	Particulars	Target Date
7.	A discussion on the syllabus structure was carried out and it was decided to give more emphasis on : ❖ Students should have more time for their self-study ❖ In the given syllabus structure, the students will be occupied for 37/38 hours per week. ❖ In the Computer Programming -I, basic knowledge of Computer should be included ❖ Practical sessions should have more weightage in terms of mark distribution. Instead of 25 marks, 50 marks were suggested. It should include more hands-on. ❖ Consideration of projects should have more weightage in terms of marks allotment. ❖ It was suggested that Life Cycle Planning and Integration should be included and process tools should be made available. ❖ More Case studies and small projects should be added so that students will be industry-ready professionals. Teachers should provide one case study with all the solutions to the students and later another one as homework. ❖ It was suggested that the IEEE paper format can be used to write at least one experiment. ❖ It was suggested that the time duration of the block should be raised so that the subject should be taught to sufficient depth. ❖ It was also suggested that small written test and quizzes should be organized for a better understanding of the subject. ❖ It was suggested that reducing 4 assignments and converting that into more innovative practical sessions will be more valuable. **Responsibility:** Dean Academics and HoDs **Action Taken** The director asked the dean academics and HoDs to implement the points of discussion for effective teaching-learning and the benefit of the students.	31 May 2017

Sr. No.	Particulars	Target Date
	It is suggested by the Director that a "progress monitoring committee" should be constituted at the institute and department level. He also stated that strategic planning is required for setting direction towards the future and establishing visibility and accountability.	**15 March 2017**
8.	**Responsibility: Dean QA, Dean Academics and HoDs** **Proposed Action** The QA Coordinator and dean academics requested to form a committee and its policy for "progress monitoring committee" to increase visibility and accountability of the institute and departments.	

Prepared by	Verified By	Approved By
	Dean, QA	Director

MIT Academy of Engineering (An Autonomous Institute)	MINUTES OF MEETING (MOM)	
	Meeting No- 04	
Alandi (D), Pune – 412105	Academic Year	2016-17
DEAN QUALITY ASSURANCE	Term	II

Date:	27 April 2017; Meeting no. 04
Type of Meeting:	IQAC

Agenda of Meeting

Review on:

1) Confirmation of minutes for 3rd IQAC meeting
2) Students admitted with admission cut off
3) Teaching-learning Progress (Online mode)
4) Research & Development
5) Training & Placement
6) Entrepreneurship activities
7) Students Internship details
8) Faculty Achievements
9) Students Achievements
10) Special attention

Sr. No.	Particulars
1	The IQAC coordinator welcomed the distinguished members in the fourth meeting of IQAC for the academic year 2019-2020. He reviewed the minutes and confirmed the action taken report of the previous IQAC meeting dated 22 May 2020.
2	The previous minutes were read out. Discussed and reviewed the proposed action & target and confirmed the MOM.
3	Institute and department level "Progress Monitoring Committee" should be formed. Strategic planning is required for setting direction towards the future and establishing visibility and accountability.

Sr. No.	Particulars
4	Academic Audit and Product audit was conducted of SMCE, SEE, SCET, SCE and SHES. The following points were discussed in the IQAC meeting : ❖ Include Real-life application part and give some assignments based on that i.e product, reliability, warranty & calculation. ❖ Add more quizzes for testing the clarity of concepts. ❖ 3d Modelling software to be included. ❖ Use the Course name "Product Realization" instead of "Design Thinking". ❖ Lesson plan to be put on Google classroom. ❖ Provide knowledge of reading Data Sheets. ❖ An incubator can be set up on campus to take them to commercial stage. ❖ Expert seminars and workshops should be conducted in the Institute to give exposure to students. ❖ Students should be moulded towards higher studies and Research. ❖ Participation in Workshops and International conferences should be encouraged and supported financially if possible. ❖ Evolve mechanism to develop product beyond the prototype stage. ❖ More Industrial visit must be conducted to understand the Industry environment and manufacturing process. ❖ Site Visit (Construction) should be conducted more frequently. ❖ Software Acquaintance of software other than (AUTOCAD & MATLAB) must also be incorporated. ❖ Soft skills training (Personality, Resume & Presentation skills) must be improved among the Students. ❖ Awareness of Career openings in their respective discipline is crucial.
5	The policy should be developed at the institute level to provide financial assistance to undergraduate and postgraduate students for mini and major projects.
6	The director suggested that the NBA coordinator of each department can be assigned as the coordinator for data uploading of NIRF ranking. Applying for patents is required for NIRF ranking. Alumni's information, start-up registration etc. are equally important.

Sr. No.	Particulars
7	Prof Lokhande made a presentation on ABET recognition. It was also discussed that achieving A ++ is one of the biggest challenges that we will have to face for our betterment. Well-prepared documentation, effective teaching-learning processes, patents, research projects, etc. are highly essential for obtaining A ++ in NAAC accreditation.
8	It was decided that MITAOE will organize an international level conference ICTEE in December 2017.
9	It was discussed and decided that the degree awarded would be that of Bachelor of Technology rather than Bachelor of Engineering.

Prepared by	Verified By	Approved By
	Dean, QA	Director

MIT Academy of Engineering (An Autonomous Institute)	Action Taken Report	
	Meeting No- 04	
Alandi (D), Pune – 412105	Academic Year	2016-17
IQAC Meeting	Term	II
	Meeting No	IQAC/2016-17/04

Sr. No.	Particulars	Target Date
1.	Academic Audit and Product audit was conducted of SMCE, SEE, SCET, SCE and SHES. The following points were discussed in the IQAC meeting : ❖ Include Real-life application part and give some assignments based on that i.e product, reliability, warranty & calculation. ❖ Add more quizzes for testing the clarity of concepts. ❖ 3d Modelling software to be included. ❖ Use the Course name "Product Realization" instead of "Design Thinking". ❖ Lesson plan to be put on Google classroom. ❖ Provide knowledge of reading Data Sheets. ❖ An incubator can be set up on campus to take them to commercial stage. ❖ Expert seminars and workshops should be conducted in the Institute to give exposure to students. ❖ Students should be moulded towards higher studies and Research. ❖ Participation in Workshops and International conferences should be encouraged and supported financially if possible. ❖ Evolve mechanism to develop product beyond the prototype stage. ❖ More Industrial visit must be conducted to understand the Industry environment and manufacturing process. ❖ Site Visit (Construction) should be conducted more frequently. ❖ Software Acquaintance of software other than (AUTOCAD & MATLAB) mustalso be incorporated. ❖ Soft skills training (Personality, Resume & Presentation skills) must be improved among the Students.	31 May 2017

	❖ Awareness of Career openings in their respective discipline is crucial. **Responsibility:** Dean Academic, HoDs **Proposed action** Instructed Dean Academics and HoDs to initiate implementation on the points discussed for the overall development of students and effective teaching-learning pedagogy.		
2.	The policy should be developed at the institute level to provide financial assistance to undergraduate and postgraduate students for mini and major projects. Responsibility: Dean Academic and HoDs Proposed action The Director requested the Dean Academies and Hods to formulate a policy of providing financial assistance to students at the institute level to encourage students and implement it with immediate effect.	**31 May 2017**	
3.	The director suggested that the NBA coordinator of each department can be assigned as the coordinator for data uploading of NIRF ranking. Applying for patents is required for NIRF ranking. Alumni's information, start-up registration etc. are equally important. **Responsibility: Dean Academics, Dean R&D, HoDs and NBA coordinator** **Action Taken** All NBA coordinators asked to upload data for the NIRF ranking. The Director also requested to speed up the work of the Alumni Association and Startup Registration.	**15 May 2017**	
4	Prof Lokhande made a presentation on ABET recognition. It was also discussed that achieving A ++ is one of the biggest challenges that we will have to face for our betterment. Well-prepared documentation, effective teaching-learning processes, patents, research projects, etc. are highly essential for obtaining A ++ in NAAC accreditation. **Responsibility:** Dean QA **Action Taken** The Director asked the Dean QA to constitute an institution-level core committee and assigned tasks to each committee member. He also asked to provide appropriate awareness about the accreditation bodies to all academic and non-academic staff to achieve A ++ grade.	**31 May 2017**	

Sr. No.	Particulars	Target Date
5.	It was decided that MITAOE will organize an international level conference ICTEE in December 2017. **Responsibility:** Director, all HODs and other committee members **Action taken :** The Director formulated an institutional level policy and committee for effective implementation of the work allotted to the members of the committee.	**20 December 2017**
6.	It was discussed and decided that the degree awarded would be that of Bachelor of Technology rather than Bachelor of Engineering. **Responsibility: Director** **Proposed Action** The director directed all concerned to implement it in all documents and correspondence.	**With immediate effect**

Prepared by	Verified By	Approved By
	Dean, QA	Director