

MIT Academy of Engineering (An Autonomous Institute)	MINUTES OF MEETING (MOM)	
	Meeting No- 01	
Alandi (D), Pune – 412105	Academic Year	2020-21
DEAN QUALITY ASSURANCE	Term	I

Date:	26 September 2020; Meeting - 01
Type of Meeting:	IQAC

Agenda of Meeting:

Review on:

- ❖ Curricular Aspects
- ❖ Teaching Learning and Evaluation
- ❖ Faculty Empowerment Strategies
- ❖ Faculty participation in webinar/ FDP/ workshop/ STTP, etc
- ❖ Research, Innovations and Extension
- ❖ Training & Placement
- ❖ Internship and collaboration with Industry (MoU)
- ❖ Entrepreneurship Cell activity
- ❖ Student Support and Progression
- ❖ Infrastructure Resources
- ❖ Development of Library Learning Resource
- ❖ Status of Finance, budget and requirement for all activity
- ❖ Digital marketing/ website status
- ❖ Internal Quality Assurance System
- ❖ Best Practices

Sr. No.	Particulars
1	The Dean QA welcomed the distinguished members in the first meeting of IQAC for the academic year 2020-2021.
2	The Dean QA discussed the agenda of the meeting in his opening remarks and focused on the following aspects through his presentation:

Sr. No.	Particulars
3	<p>Informed about the IQAC cell with its primary objectives. Also gave information about the invited members as per the NAAC guidelines for the IQAC meeting. List of IQAC members is published on the MITAoE website.</p> <p>Dean QA stated about the new initiatives taken by IQAC cell. The cell has Prepared an IQAC calendar for the current semester (June 2020 to December 2020) and all planned activities are shown in the calendar. Also highlighted on the progress report of UGC and various activities of IQAC. He reviewed the minutes and confirmed the action report of the previous IQAC meeting held on 26 June 2020.</p>
4	<p>The Dean QA focused on the content designing. He briefed about the major highlights of the 2nd revised curriculum which included the following points :</p> <ul style="list-style-type: none"> ➤ Project & Activity based pedagogy ➤ Skill-based courses ➤ OBE based curriculum ➤ Inclusion of project for SY, TY other than the major project. <p>He highlighted the comparison between 2016-20 and the afresh revised 2019-23 syllabus.</p>
5	<p>Dean R&D briefed the concepts of minor, mini and major projects which are applicable for the SY to B.Tech students. He stated that the institute is working towards achieving industry-sponsored projects and encouraging students to take techno-societal problems and provide solutions to techno-societal problems and also create new knowledge in the form of research publication and patent.</p> <p>The institute is fully funded to patent students' ideas, right from patent filing to grantmaking. Institutions also support students to present their work at conferences by sponsoring registration fees.</p> <p>The academic expert suggested that it should link criterion 3 concerning some kind of industry-based new startups.</p>

Sr. No.	Particulars
6	<p>Prof Hatte briefed about the skill development courses such as Six Sigma, energy audit offering for the final year students. Besides he briefed about two more courses i.e. Catia and Inventor which help students to work practically on the design aspects of simulation and analysis on some live projects. He also briefed about the upcoming skills development Multiphysics course. These courses are offered to Mechanical students and likewise, other departments also offer various skill development courses for students.</p> <p>The academic expert suggested the inclusion of analytics course in the skill development course and also suggested that every student should complete certain courses and the proportion of students to complete the course should be more than 80%.</p> <p>Dean QA stated that the institute is offering Indian formation courses as per the guidelines of AICTE and also providing liberal learning courses for SY students from this year.</p> <p>The Dean, SHES briefed the various Liberal learning courses. These are audit courses and about 18 courses that we have identified and kept these courses open for students such as dance, singing, chess, yoga, robotics, photography, drama etc. Also briefed about the foreign language offering for the students.</p>
7	<p>The Dean QA stated that the institute follows all the guidelines of outcome-based education and as per UGC guidelines the institute has BoS, Academic Council and Governing Council. We meet twice a year and for this, we invite all eminent personalities from industry, IIT and other renowned academics. He gave information about the planning and implementation of the course structure. He also highlighted the list of choice-based credit courses.</p>
8	<p>The industry expert suggested that while making a plan for curriculum institute should also think about how much time the teacher requires on the ground to prepare a lecture and how much time the students need for self-study or assignment.</p>


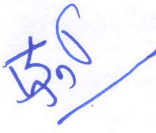

Sr. No.	Particulars
9	<p>Dean QA stated that the institution has made some changes in our teaching-learning pedagogy after attaining autonomy. For this, the institute trains the faculty timely on how to effectively engage the learners to deliver the contents effectively in the classroom so that they enjoy learning. He also stated that the attendance of students is good enough; more than 80% of the students are attending all the lectures. This is the achievement of new teaching-learning pedagogy of MITAOE.</p> <p>He briefed about the evaluation process and the reformation of the exam. He also briefed about the student work process followed by the faculty members for effective delivery of teaching and learning for each module and how faculty engaging the students in each module throughout the course.</p>
10	<p>He presented the graph of online content delivery and how student engagement in live sessions.</p> <p>Pro. Hatte explained how they use various virtual labs for a practical experience such as NIT Karnataka, MHRD, IIT Guwahati Lab, IIT Bombay Lab, Amrita Vishwa Vidyalaya School, IIT Kanpur Lab etc. Also using VPN networks for computer software such as CATIA and inventor. Likewise, other branches are also providing practical experience to the students.</p> <p>He also briefed various parameters followed by the institute to evaluate the effective participation of students to achieve the expected outcomes of the use of virtual laboratories.</p>
11	<p>The Dean QA presented current 3 months' school-wise analysis of students' participation in online lectures. They participate enthusiastically and enjoy online classes.</p>
12	<p>The Dean QA briefed on the last three months achievement of the R&D cell such as AICTE grant received for research projects, Various Research publication published only in SCI, Scopus Index Journal and Patent filled/published etc.</p> <p>He also threw light on the series of a webinar organized by the Research and Development Cell on various research topics to enhance the research culture in the institute.</p>


Sr. No.	Particulars
13	<p>Dean QA threw light on the various IT infrastructure provided by the Institute for the effective conduct of online lectures such as Moodle LMS platform, XP Pen Tables for mathematical courses, GoTo webinar services (for live online learning sessions), COLLPOLL ERP portal, with G Suite domain. Google Classroom, Google Meet, Google Assignments, Microsoft Campus, License, Your Dost Online Counseling Facility for MITAOE Community, Dell SonicWALL Firewall, Global VPN Client Connectivity to use Institute shared resources and more.</p>
14	<p>The data of student activity organized by various clubs during the last 3 months such as photography, alumni, maths, Surjan, Prakrit, sports events, Ajnavriksha, literary club etc. were presented. Apart from this, the Chemical Department has organized a National level Technical students' conference online. The school of Electrical and Electronics TY & B Tech students enrolled for "Vodafone University Engagement Program".</p> <p>The Dean QA threw light on student's major achievements during the pandemic situation.</p> <ol style="list-style-type: none"> 1) 15 students of MITAOE have secured rank among the top 125 candidates across the country in the various category in the National Creativity Aptitude Test (NCAT 2020). 2) The team of Student Hackathon 2020 has won the first prize in the competition held from 1 to 3 August 2020. 3) Various webinars for the overall development of the students were organized in the last three months and resource persons from TERI New Delhi and alumni of MITAOE were invited.
15	<p>The Dean QA highlighted the program wise faculty cadre ratio for the Academic Year 2020-21 as per the norms given by the NBA, NAAC, SPPU and AICTE. He also highlighted about the faculty development program (faculty welfare scheme) supported by the institute. Some of the highlights are:</p> <ul style="list-style-type: none"> ❖ 10 faculties attending IUCEE online Teaching Courses ❖ 5 Faculties attending the IUCEE leadership summit. ❖ 25 Faculties have attended one-week faculty enrichment program on "Transformation through Innovation and Creativity".

	<ul style="list-style-type: none"> ❖ IUCEE – AI fundamental course for 1 faculty and 20 students ❖ IUCEE engineering education research program for 5 faculties ❖ 3 faculty attending “A course on effective documentation for Accreditation ❖ 2 faculty from SEE attended course "Latest MIMO Technologies for 5G Networks and IoT Massive MIMO, mmWave MIMO, NOMA, Cooperative Communication, Cognitive Radio and IOT by IIT KANPUR
16	<p>The Dean CR highlighted the short term and long term internship for the students. He also highlighted the new initiative i.e. faculty internship and consultancy work. The Institute has commenced with the 6 project work and 8 faculty members are part of this particular internship program. faculty members are getting real-time industries exposure to solve their problems.</p> <p>Dean Faculty highlighted the IUCEE program organized by the institute for faculty members and students and for this the institute provides financial support to all.</p> <p>Dean QA presented the statistics of school wise faculty participation in various webinars / FDP / STTP etc. during the current situation.</p>
17	<p>Dean QA threw light on placement update during the pandemic situation and he stated that a good number of students have been placed in various companies and the package range is from 6 lakh to 12.7 lakh. He also stated that some more companies are in the process and soon some students of MITAOE will get placements in the forthcoming months.</p>
18	<p>Dean QA threw light on the various MoUs signed by the Institute during the past three months.</p>
19	<p>The MITAOE Corporate Relations Office has organized a good number of webinars for faculty members and students and this they have invited well-known resource persons from industries for overall development of students and teachers.</p>
20	<p>The cumulative report of the Student Internship Program (SIP) for June-July 2020 was summarized. A total of 703 TY B.Tech students and 413 SY B. Tech students have got short and long term internship opportunities.</p>
21	<p>The various activities conducted by the ED-Cell were briefed. Also highlighted on the various achievements of the ED-cell.</p>

Sr. No.	Particulars
22	<p>The Librarian briefed about the various e-resources and services available to access during the pandemic situation. Users can access e-resources remotely at their locations using their credentials. She also highlighted the achievement of Mr Sanket Nangare's one of the MITAOE students who completed 100 Coursera courses during the last 3 months.</p> <p>The academic expert suggested that the library should implement software for research analysis of the faculty of the college.</p>
23	<p>Dean QA threw light on IQAC aims and the following points:</p> <ul style="list-style-type: none"> ❖ Initiate the accreditation process for NBA ❖ NAAC cycle – 2 accreditations the process initiated and target fixed of minimum 3.53 grade. ❖ Blended learning (COVID 19) ❖ Webinar, MOOC & online course for faculty ❖ Liberal learning ❖ The setting benchmark for the research, academic, extracurricular activities for improving the quality of the system ❖ ERP effective implementation and monitoring ❖ Online teaching-learning and monitoring
24	<p>Status of finance, budget and requirement for all activities were briefed for the year 2020-21.</p>
25	<p>The Alumni expressed their affirmative views on the teaching-learning process and the activities conducted by the college, he suggested adding some soft skills courses for the betterment of students.</p> <p>Dean Academics and Dean SHES briefed about the various soft skills courses which have already been implemented by the Institute for the students of the first year to third years. MITAoE has also introduced subjects such as sociology, psychology, engineering economy, project management for the holistic development of the students.</p>
26	<p>Mr Amogh threw light on the status of digital marketing and website.</p>

Sr. No.	Particulars
27	<p>Dean QA threw light on various best practices adopted by the institute during the pandemic situation.</p> <ul style="list-style-type: none"> ❖ Interactive tools and analytics of GoTo Webinar ❖ Certain new features of CollPoll ❖ Moodle LMS ❖ Faculties updation through SYAWAM/NPTEL/Coursera etc ❖ Recording videos for a flipped class ❖ Link to access recorded-lectures conducted at GoTo Webinar
28	The industry expert suggested that before applying AI courses to other branches, it is fare to ensure that other students have to go for pre-requisite courses.
29	<p>The academic expert suggested the following points for the library :</p> <ul style="list-style-type: none"> ❖ Explore Tezpur University Central Library ❖ The library footfalls must be a minimum of 15% to achieve a complete score of criterion 04.
30	The academic expert also suggested for connecting all the criteria so that your SSR becomes more meaningful and more accurate.
31	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. 01	
	Alandi (D), Pune – 412105	Academic Year 2020-21
IQAC Meeting	Term I	Meeting No IQAC/2020-21/01

Sr. No	Particulars	Target Date
1	The Dean QA welcomed the distinguished members of IQAC in the first meeting for the academic year 2020-21. reviewed and confirmed the minutes of the previous IQAC meeting.	
2	<p>The institute is fully funded to patent students' ideas, right from patent filing to grantmaking. Institutions also support students to present their work at conferences by sponsoring registration fees.</p> <p>The academic expert suggested that it should link criterion 3 concerning some kind of industry-based new startups.</p> <p>Responsibility: Dean R&D, Dean QA, Dean CR</p> <p>Action proposed: According to the suggestion received, the institute will identify new startups based on the industry and also associate it with Criterion 3.</p>	31 December 2020
3	<p>Prof. Hatte briefed about the skill development courses offers for the students.</p> <p>The academic expert suggested the inclusion of analytics course in the skill development course and also suggested that every student should complete certain courses and the proportion of students to complete the course should be more than 80%.</p> <p>Responsibility: Dean Academics, School Deans</p> <p>Action proposed: As per the suggestion received, the institute will incorporate analytics courses in the skill development curriculum and will ensure that more than 80% of the students complete the skill development course.</p>	31 December 2020

Sr. No	Particulars	Target Date
4	<p>The industry expert suggested that while making a plan for curricula institute should also think about how much time the teacher requires on the ground to prepare a lecture and how much time the students need for self-study or assignment.</p> <p>Responsibility: Dean Academics, School Deans</p> <p>Action proposed: As per the suggestion received, the institute will consider a suggested point while making a plan for curricula from the next semester.</p>	15 December 2020
5	<p>The Librarian briefed about the various resources and services available to access. The academic expert suggested that the library should implement software for research analysis of the faculty of the college.</p> <p>Responsibility: Librarian</p> <p>Action proposed :</p> <p>According to the suggestion received, the library has identified research analysis tools and we will complete this task by the coming semester.</p>	15 January 2021
6	<p>The academic expert suggested the following points for the library :</p> <ul style="list-style-type: none"> ❖ Explore Tezpur University Central Library <p>The library footfalls must be a minimum of 15% to achieve a complete score of criterion 04.</p> <p>Responsibility: Librarian</p> <p>Action proposed :</p> <p>The librarian explored the Tezpur University Central Library as suggested by the academic expert and the library would encourage its users to make maximum utilization of the library's resources to increase the footfalls of the library.</p>	31 May 2021
7	<p>The academic expert also suggested for connecting all the criteria so that your SSR becomes more meaningful and more accurate.</p> <p>Responsibility: Dean QA</p> <p>Action proposed :</p> <p>As per the suggestion received, Dean QA made sure to link all 07 criteria and provide awareness to all concerned so that SSR becomes more meaningful and accurate and the institute can achieve the set target.</p>	31 December 2020

Sr. No	Particulars	Target Date
8	The meeting concluded with the positive remarks by the industry members, the Director and the vote of thank by the QA Coordinator.	

Prepared by	Verified By	Approved By
		
	QA Coordinator	Director

MIT Academy of Engineering (An Autonomous Institute)	MINUTES OF MEETING (MOM)	
	Meeting No- 02	
Alandi (D), Pune – 412105	Academic Year	2020-21
DEAN QUALITY ASSURANCE	Term	I

Date:	24 December 2020; Meeting - 02
Type of Meeting:	IQAC

Agenda of Meeting:

Review on:

- ❖ About IQAC cell
- ❖ Course Distribution Autonomy 1.0 Vs 2.0
- ❖ Academic Summary
- ❖ Research, Innovations and Extension
- ❖ Faculty Empowerment Strategies
- ❖ Faculty participation in webinar/FDP/workshop/STTP, etc
- ❖ Training & Placement
- ❖ Entrepreneurship Cell activity
- ❖ Digital marketing/ website status
- ❖ Internal Quality Assurance System
- ❖ Best Practices

Sr. No.	Particulars
1	The Dean QA welcomed the distinguished members in the second meeting of IQAC for the academic year 2020-2021.
2	The Dean QA discussed the agenda of the meeting in his opening remarks and focused on the following aspects through his presentation:
3	Reviewed the MoM and the action report of the previous IQAC meeting held on 26 September 2020 and confirmed by the expert and IQAC members.

Sr. No.	Particulars
4	As per the discussion that took place in the first IQAC meeting regarding curriculum revision and now after successful operation of 4 years autonomy, the institute is moving forward towards autonomy 1.0 to 2.0 in terms of course design and the institute has made more than 30% changes in the syllabus. The Dean QA highlighted comparison of course delivery autonomy 1.0 to 2.0 in terms of the number of courses and presented graphical data of credit distribution courses.
5	The Dean QA highlighted various courses offered under the Humanities and Social Sciences curriculum. He stated that the institute offers foreign language courses such as German and Japanese at the first-year level along with communication skills, management and social science and also the skills-based audit courses. He threw light on the courses offered under Engineering Science.
6	The Dean QA stated that under the autonomy 2.0 some Skill Development courses added for the holistic development of the students such as Experiential Learning & Project-based Learning at first-year level, Skill-based education at Second year to final year level. Apart from this, there is also a provision for the summer internship and semester-long internship for students. He also highlighted on Discipline Elective, Discipline Core and Minor elective courses.
7	The Dean QA threw light on choice-based educational flexibility. Students can choose a 2-credit course at the first-year level, likewise the second-year level 4 credits, the third-year level 16 credits and the final year level 22 credits. He responded to an industry expert's query and explained the thinking behind the choice based course at the first-year level that institute does not make English as a mandatory course for those students who are excellent in communication skills; in that case, they can opt for any foreign language course as per their choice.


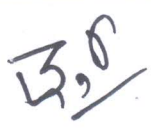

Sr. No.	Particulars
8	Dean QA said that the institute has identified various challenges and issues based on earlier experiences and has made appropriate plans to deliver the curriculum effectively to the students so that the teaching can take place without difficulties. He also said that the institute identified a good software ie GoTo webinar to deliver lectures to overcome the challenges. He explained the various steps for course design and delivery that the institute has identified to overcome the challenges.
9	<p>The various digital resources were highlighted such as GoTo Webinar, Moodle, CollPoll-ERP, Open Broadcaster Software (OBS) Studio: Recording, Google Meet, Pen Tablet, Virtual Labs, VPN facility, etc that identified to deliver online lectures and meetings.</p> <p>He also briefed about the organized training on the effective use of these resources for the Faculty and students. Besides, the institute framed a monitoring core committee aimed to verify the faculty level, quality of internet, quality of internet, voice clarity, video, quality of presentation, punctually, inter-activeness during the live session, use of polling, etc.</p>
10	The Dean QA presented a school-wise graph analysis of sessions conducted from 15 June to 7 November 2020 for SY to B.Tech students. He highlighted the students' survey taken by the third part. The institute received a very good response from the students.
11	<p>The Dean QA threw light on proctor-based AMCAT software for conducting the continuous assessment, assignment, quizzes, activity, discussion, Midterm and End term MCQ + Subjective + Open-ended examination.</p> <p>The Industry expert appreciated the open-ended concept and also congratulated the institute to introduce a nice concept.</p> <p>The Dean SCE briefed about how faculty members successfully handle the open-ended examination.</p>


Sr. No.	Particulars
12	<p>The NAAC Coordinator presented the research data of last three months and development activities and achievements such as research project, research publication, the patent filed/published, participation in conferences, consultancy/extension activity etc.</p> <p>He also highlighted a series of webinars organized by the Research and Development Cell on various research topics to enhance research culture at the institute.</p> <p>Industry experts suggested encouraging faculty members to become referees/editors in reputed journals and said that this data should also be included as a record.</p>
13	<p>The NAAC Coordinator highlighted the student's major achievements during the epidemic situation. Some of the highlights are:</p> <ul style="list-style-type: none"> ❖ Edgeline gokarting championship award – Team Niyudrath won 1st award in design presentation and 2nd award in the Business plan during 27th September 2020 to 01st October 2020. ❖ MIT Academy of Engineering received the International Youth Mathematics Challenges 2020 Excellence Award. A total of 6500 + candidates and 98 countries participated in these competitions. <p>MITAoE received the following honours:</p> <p>Students with Gold Honor: 1</p> <p>Students with Silver Honors: 6</p> <p>Students with Bronze Honors: 10</p>
14	<p>The NAAC Coordinator highlighted the faculty development program activities (Faculty Welfare Scheme) supported by the institute.</p> <p>Dean SCE gave information about IUCEE programs. He also stated that MITAOE has an institutional membership with IUCEE which gives the institute a lot of support to train faculty member in various domains knowledge as well as teaching pedagogy.</p> <p>NAAC Coordinator presented school wise data of faculty participation in various webinars / FDP / workshop / STTP etc. A good number of faculty members participated in various self-development programs.</p> <p>The industry expert suggested encouraging faculty members specifically of computer and IT to publish their research work in ACM.</p>

Sr. No.	Particulars
15	<p>NAAC coordinator threw light on major achievements of faculty and staff. Some of the highlights are :</p> <ul style="list-style-type: none"> ➤ Dr. Mahesh Goudar delivered a session on "Learning Cafe" for the participants of "University of the Future". Session attended by students from parts of the world like China, Poland, Portugal, Bangladesh, Russia, Finland etc. ➤ Dr. Sandeep Shewale invited by the Institute of Chemical Technology, Mumbai as the session chairperson at the CATSCHOL 2020 conference. ➤ Mrs. Vaishali Wangikar and Mr. Promod Kothmire completed PhD. ➤ Mrs. Shital Kharat completed L.L.B. with first class. ➤ A total of 09 faculty members completed the IUCEE online teaching course. ➤ Dr. S. V. Salve invited as a resource person in the virtual workshop on Designing ICT Applications for Hearing Impaired People in Asia at CHIuXID, Indonesia on 21st October 2020. ➤ Dr. Sandeep Shewale, Mr. Manish Khare & Mrs. Rajeshri Kaktikar have completed the course on "Effective Documentation for Accreditation" organized by "IQAC Cluster India" in collaboration with White Code Technology Solution Pvt. Ltd.
16	<p>The Dean QA responded to an industry expert's query that the institutes design the time table in such a way that the institute does not engage students for more than 3-4 hours in a day. The screen time is only 3-4 hours in 24 hours.</p>
17	<p>The Dean QA threw light on placement updates and he also stated that a good number of students have been placed in various companies. He presented branch-wise & industry wise placement statistics. The renowned company Cognizant recruited 104 students in one stroke. Industry expert congratulated for grate number of placement.</p>
18	<p>The various activities conducted by the ED-Cell were briefed. Also highlighted on the various achievements of the ED-cell. Some of the highlighted are :</p> <ul style="list-style-type: none"> Launched Pre-incubation program Initiated quarterly magazine BYST Mentor Development Program Talking Business program, etc.

Sr. No.	Particulars
19	The Dean QA threw light on the various MoUs signed by the Institute.
20	The NAAC Coordinator briefed about the various facility provided by the Central Library to access e-resources remotely during the pandemic situation. He also highlighted the webinars conducted by the Central Library and Medical Officer on the COVID awareness program during the last 3 months.
21	<p>The Dean QA threw light on the various activities of QA Cell. Some of the highlights are :</p> <ul style="list-style-type: none"> ❖ AQAR submitted for 2019-20 ❖ ISO Surveillance Audit Completed ❖ NAAC cycle – 2 accreditations the process initiated and target fixed of minimum 3.52 grade. ❖ TIER-I is under process.
22	<p>Mr. Amogh threw light on the status of digital marketing and website. He also stated about the various activities initiated such as</p> <ul style="list-style-type: none"> ❖ Created and executed digital property “Quote of the day”, and “Startup of the week”. ❖ Created and executed campaign “Admission Week” ❖ Started promoting placed students data with company and package ❖ Created and promoted digital appointments booking system.
23	<p>The Dean QA threw light on various best practices adopted by the institute during the pandemic situation.</p> <ul style="list-style-type: none"> ❖ Interactive tools and analytics of GoTo Webinar ❖ Certain new features of CollPoll ❖ Moodle LMS ❖ Faculties updation through SYAWAM/NPTEL/Coursera etc ❖ Recording videos for a flipped class ❖ Link to access recorded-lectures conducted at GoTo Webinar


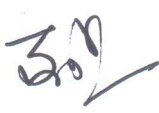
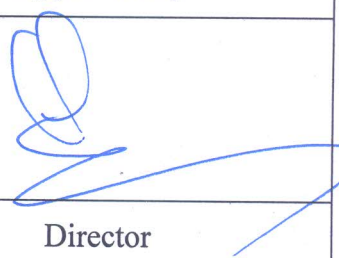
Sr. No.	Particulars
24	<p>After going through the analysis, the Director identified and shared the lessons learnt from Pandemic from the perspectives of students, faculty, staff and Leadership. The Dean QA threw light on its advantages/benefits and limitations.</p> <p>The Dean QA responded to an industry expert's query that students interacted with the faculty and staff during the college hours only by phone and email. Students also have scope to discuss their queries through CollPoll ERP software.</p>
25	<p>The academic expert suggested criterion-wise self-analysis for a better idea to find out a opportunities for improvement since it is a better exercise to achieve a target of 3.52.</p>
26	<p>The Students expressed their positive views on the online teaching-learning process and activities conducted by the college, the student also said that when the college started in June they did not think that they could get such positive learning, the college has given the best for us. In the current semester, they are very happy the way faculty taught them, and the way they interacted with us in this current pandemic situation. The sessions are more interactive so they congratulated on the efforts made by the college based on experience.</p> <p>Another student said that during the lecture itself, faculty members cleared their doubts. Teachers organized additional sessions on Google Meet to clear their doubts. The virtual lab concept was very good for them.</p>
27	<p>The Dean QA responded to an industry expert's query that we have components of a blended learning facility, so we have more budget for digital services in the upcoming budget as we are moving to transition our campus to digital mode.</p>
28	<p>The meeting concluded with the vote of thanks expressed by the NAAC Coordinator.</p>

Prepared by	Verified By	Approved By
		
	Dean, QA	Director

 MIT (An Autonomous Institute)	Academy of Engineering		Action Taken Report Meeting No. 02	
	Alandi (D), Pune – 412105		Academic Year	2020-21
IQAC Meeting	Term		I	
	Meeting No		IQAC/2020-21/02	

Sr. No	Particulars	Target Date
1	The Dean QA welcomed the distinguished members of IQAC in the first meeting for the academic year 2020-21. reviewed and confirmed the minutes of the previous IQAC meeting.	
2	<p>The industry experts suggested encouraging faculty members to become referees/editors in reputed journals and said that this data should also be included as a record.</p> <p>Responsibility : Dy. Director A&R and Dean R&D</p> <p><u>Proposed Action Taken:</u> The Director advised Dy. Director A&R and the Dean R&D to encourage faculty members to become referee/editors in good quality journals as well as maintain this data for future reference.</p>	30 June 2021
3	<p>The industry expert suggested encouraging faculty members specifically of computer and IT to publish their research work in ACM.</p> <p>Responsibility : Dy. Director A&R and Dean R&D</p> <p><u>Proposed Action taken:</u> The Director directed Deputy Director A&R and Dean R&D to encourage faculty members to publish their research papers in internationally recognized peer-reviewed journals of a reputed publisher such as ACM, IEEE, ACS, ASME, ASCE etc.</p>	30 June 2021

Sr. No	Particulars	Target Date
4	<p>The academic expert suggested criterion-wise self-analysis for a better idea to find out an opportunities for improvement since it is a better exercise to achieve a target of 3.52.</p> <p>Responsibility : Dean QA</p> <p>Proposed Action was taken: The Director directed Dean QA to conduct criterion-wise self-analysis as suggested by the academic expert.</p>	31 March 2021

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	2020-21
DEAN QUALITY ASSURANCE	Term	II

Date:	12 March 2021
Type of Meeting:	IQAC

Agenda of Meeting:




Review on:

- ❖ Confirmation of MOM for 2nd IQAC Meeting
- ❖ Research & Development
- ❖ Awards and achievements
- ❖ Faculty Achievements
- ❖ Students Achievements
- ❖ Training & Placement
- ❖ Corporate relation activities
- ❖ Central Library Activities
- ❖ Entrepreneurship activities
- ❖ Alumni Activities




Sr. No.	Particulars fulfill
1	The IQAC coordinator welcomed the distinguished members in the third meeting of IQAC for the academic year 2020-2021.
2	The IQAC Coordinator discussed the agenda of the meeting in his opening remarks and focused on the following aspects through his presentation:


3	Reviewed the MoM and the action taken report of the previous IQAC meeting was held on 24 November 2020 and it is confirmed by the expert and IQAC members.
4	IQAC coordinator briefed about the last three months achievement of the R&D cell such as Journals, conference, copyright, book and book chapter published, Patent filled/published, various research proposal submitted to various apex bodies, consultancy, etc.
5	The various events organized and attended by the faculty and staff during the last three months were briefed and its data was presented by the IQAC coordinator. Various awards and achievements received by the faculty and staff were also briefed.
6	The IQAC coordinator threw light on various awards and achievements of the students received during the last 3 months.
7	The IQAC coordinator highlighted various activities organized at the institute level on the glorious 80th birthday of Dr. Vishwanath D. Karad Sir, the founder and executive president of the MAEERS group.
8	A good number of students are placed in various companies. The IQAC Coordinator presented branch-wise statistics of placed students. He also presented the statistics of the total number of students placed during the last five years.
9	A good number of various activities such as expert talks, employability-based training, etc. were organized by the Corporate Relation team for the students. Well-known resource persons from the industries were invited for this.
10	Information about the various activities organized by the Central Library, such as SWAYAM-NPTEL local chapter, webinars and quiz were briefed.
11	Information about various activities conducted by ED-Cell was briefed and at the same time, various achievements of ED-Cell were also highlighted.
12	IQAC coordinator threw light on the initiatives and activities of the IQAC cell which are outlined below: ❖ Initiated the re-accreditation process for the NBA for IT, Mechanical and E&TC. ❖ AQAR has been submitted successfully. ❖ NIRF process He also briefed about the various events organized by the IQAC Cell on NBA & NAAC.
13	Information was given about various activities organized by the Alumni Association.
14	<i>The Director and other officials of MITAoE answered the queries raised by the academic expert which are outlined below :</i> ❖ The Director briefed about the three years' strategic plan prepared based on challenges and weakness and he also stated that a lot of analysis has been done to finalize the strategic plan. ❖ Registrar briefed about the improvements carried out in various areas. Apart from this, he briefed about the minor courses available in various branches. He also gave information about the various clubs and liberal learning courses. ❖ Dean CR briefed about the activities related to student's progression such as internship, a semester-long internship program for the final year students, activity and project-based learning, placement activities, etc. He also stated that in 2019-20, a total of 60% of the students have been placed.
15	Keeping in view the NAAC, the academic expert suggested paying special attention to some points such as library footfalls, the amount spent on books and journals, subscription of N-list resources.

16	The academic expert suggested implementing the same best practices for at least three consecutive years.
17	The meeting concluded with the vote of thanks expressed by the Director.

Prepared by	Verified By	Approved By
		
IQAC Member	IQAC coordinator	Director

MIT Academy of Engineering (An Autonomous Institute)	Action Taken Report Meeting No. 03	
	Alandi (D), Pune – 412105	Academic Year 2020-21
IQAC Meeting	Term I	IQAC/2020-21/03
	Meeting No	

Sr. No	Particulars	Target Date	
1	The IQAC coordinator welcomed the distinguished members of IQAC in the third meeting for the academic year 2020-21. Reviewed and confirmed the minutes of the previous IQAC meeting.		
2	The academic expert suggested paying special attention to some points such as library footfalls, the amount spent on books and journals, subscription of N-list resources. Responsibility: Librarian Action proposed: According to the suggestion received, Librarian asked to present a presentation on Library resources and expenditure.	15 June 2021	
3	The academic expert suggested implementing the same best practices for at least three consecutive years. Responsibility: IQAC Coordinator, School Deans Action proposed: As per the suggestion received, the IQAC coordinator must ensure to implement the same best practices for at least three consecutive years.	30 June 2021	
	Prepared by	Verified By	Approved By
			
	IQAC Member	IQAC Coordinator	Director

 Academy of Engineering (An Autonomous Institute)	MINUTES OF MEETING (MOM)	
	Meeting No- 04	
Alandi (D), Pune – 412105	Academic Year	2020-21
DEAN QUALITY ASSURANCE	Term	II

Date:	11 June 2021
Type of Meeting:	IQAC

Agenda of Meeting:




Review on:

- ❖ Confirmation of MOM for 2nd IQAC Meeting
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- ❖ Students Achievements
- ❖ Training & Placement
- ❖ Corporate relation activities
- ❖ Central Library Activities
- ❖ Entrepreneurship activities
- ❖ Alumni Activities

Sr. No.	Particulars fulfill
1	The IQAC coordinator welcomed the distinguished members in the forth meeting of IQAC for the academic year 2020-2021.
2	The IQAC Coordinator discussed the agenda of the meeting in his opening remarks and focused on the following aspects through his presentation:

3	Reviewed the MoM and the action taken report of the previous IQAC meeting was held on 12 March 2021 and it is confirmed by the expert and IQAC members.
	The IQAC Coordinator highlighted on various initiated taken to train faculty members for innovative ways of designing online content delivery and assessments. He also briefed about the some of the best practices followed by the MITAOE.
	The IQAC coordinator threw light on various academic activities initiated by the Institute like comprehensive assessment platform, regular interaction with students, orientation program, etc.
4	The IQAC coordinator briefed about the last three months achievement of the R&D cell such as Journals, conference, copyright, book and book chapter published, Patent filled/published, various research proposal submitted to various apex bodies, consultancy, etc.
5	The various events organized and attended by the faculty and staff during the last three months were briefed and also its data was presented by the IQAC coordinator. Various awards and achievements received by the faculty and staff were also briefed.
	The School of Engineering Design has conducted guest lecture and tutorial series providing practical knowledge to the students.
6	The IQAC coordinator threw light on various activities organized by the institute for the students. This year institute has taken initiative and organized virtual annual social gathering and got good response. He also highlighted awards and achievements of the students received during the last 3 months.
7	The Marketing and Branding team has organized various activities for in-house and outside students.
	The various other activities were also conducted by the institute such as COVID vaccination campaign, parents meet, farewell for B. Tech, IUCEE student chapter, etc.
8	A good number of students are placed in various companies. The IQAC Coordinator presented branch-wise statistics of placed students. He also presented the statistics of the total number of students placed during the last five years.
	The IQAC coordinator briefed about the students selected for higher studies in India as well as abroad by cracking various competitive examinations. Students have been selected for higher studies in various universities in UK, USA, IITs and IIMs.
9	A good number of various activities such as expert talks, employability-based training, etc. were organized by the Corporate Relation team for the students. Well-known resource persons from the industries were invited for this.
10	The IQAC coordinator threw light on various e-resources added and other institution library membership taken. Information about the various activities organized by the Central Library were also briefed.
11	Information about various activities conducted by ED-Cell was briefed and at the same time, various achievements of ED-Cell were also highlighted.
12	IQAC coordinator threw light on the initiatives and activities of the IQAC cell which are outlined below: <ul style="list-style-type: none"> ❖ NBA internal and external audit has been completed. ❖ Pre-qualifier report for NBA has been successfully submitted. ❖ ISO internal audit has been completed. He also briefed about the various events organized by the IQAC Cell on NBA & NAAC.

13	Information was given about various activities organized by the Alumni Association.
14	<p>The Director and other officials of MITAoE answered the queries raised by the academic expert which are outlined below :</p> <ul style="list-style-type: none"> ❖ The Director briefed about the life proctored based examination system which ensuring the exam valuation is creditable. ❖ B. Tech. Students Ms. Laksmi Saha expressed her view about the institute and online examination system, she is happy with the system. ❖ The Director threw light on the choice based elective courses. As per the institute policy students have right to choice 40 % courses as per their choice however 60 % of courses are mandatory. Institute is offering honors, minor and skilled based courses which help students to gain knowledge of other engineering subjects as well as in placement also.
	Keeping in view the renewal of NAAC accreditation, the IQAC Coordinator apprised about the present status of preparation for NAAC Accreditation.
	Academic expert explained the process of IIQA and advised to keep ready all the information, data and evidence before submitting IIQA. He has also cleared the doubts of MITAOE officials in view of NAAC renewal process.
17	The meeting concluded with the vote of thanks expressed by the Director.

Prepared by	Verified By	Approved By
		
IQAC Member	IQAC coordinator	Director