

 <b>MIT</b> (An Autonomous Institute)	<b>Academy of Engineering</b>		<b>MINUTES OF MEETING (MOM)</b>
	Alandi (D), Pune – 412105		
<b>IQAC Meeting</b>	<b>Academic Year</b>	<b>2018-2019</b>	
	<b>Date</b>	<b>11 January 2019</b>	
	<b>Meeting No</b>	<b>IQAC/2018-19/III</b>	


**Agenda of Meeting:**

1. Enhancing the quality of R&D activities
2. The feedback of stakeholders
3. Academic audit
4. NAAC new formats
5. Revision of Syllabus
6. Miscellaneous points



**Minutes of Meeting:**

Sr. No.	Particulars	Responsibility	Target Date
1.	In opening remarks, Chairman of the IQAC (Director) welcomed all members to the second meeting of IQAC of 2018-19, discussed the agenda of the meeting.		--
2.	The Minutes of the Meeting of 12 Oct 2018. Action Taken Report were read out and confirmed.	Dean QA	
3.	To enhance quality in R&D activities, all academic schools were asked to conduct various workshops and seminars.	Dean R&D School Deans	4 May 2019
4.	It was decided that the FY BTech syllabus will be revised from the academic year 2019-20 by taking the feedback from the entire stakeholders.	Dean Academics & Dean SHES	29 March 2019
5.	It is essential to improve the quality of the Teaching-Learning Process. It was decided that the third party should be involved in the academic audit process. The third-party should include experts from IITs, NITs and the industry. The panel should have at least 3 members.	School Deans	With immediate effect
6.	The institute applies for NIRF ranking each year, the weight is more on research publications. It has been decided to increase the number of Research publications	Dean R&D,	28 June 2019

	in Indexed Journals.	School Deans	
7.	The students should get industry exposure and one of the members of IQAC belong to the industry. It was suggested to involve an industry expert interaction in all the aspects like curriculum design, guest sessions, and Industrial visits and so on.	Dean CR School Deans	28 June 2019
8.	The new SAR for NAAC was discussed in the meeting and Dean QA was informed to start working on the same.	Dean QA	With immediate effect
9.	The Moodle was installed on cloud for the day to day teaching-learning activities.	Dean Academics	With immediate effect
10.	The faculty in each school should be divided according to their forefront areas and their publications should be reviewed accordingly. The Dean R&D should review as to how the publications can be increased. Incentive schemes may be worked out by Dean R&D to boost faculty publications. Dean R&D should also give targets to the schools for organizing conferences/workshops, etc. during summer.	School Deans Dean R&D	With immediate effect
11.	The leadership workshop will be conducted on 11 <sup>th</sup> and 12 <sup>th</sup> Feb 2019 to give an exposure to the senior faculty and Deans.	Dean FSA	With immediate effect
12.	Each school should have one student chapter of professional bodies to enhance the interaction with the outside world. It was decided that each faculty member must have at least two professional body memberships. The institute will provide the funding.	School Deans & Dean-FSA	31 July 2019
13.	IQAC coordinator proposed the vote of thanks to the chairman and members by expressing gratitude for active participation in the entire proceedings of the meeting.	Dean QA	
14.	Next meeting will be conducted on 12 April 2019.	Dean QA	12 April 2019
<b>Prepared By</b>		<b>Verified and Approved By</b>	
			
<b>IQAC Coordinator</b>		<b>Chairman IQAC</b>	

 <b>MIT</b>   Academy of Engineering (An Autonomous Institute)		ACTION TAKEN REPORT	
Alandi (D), Pune – 412105		Academic Year	2018-2019
IQAC Meeting		Date	11 January 2019
		Meeting No	IQAC/2018-19/III
Sr. No.	Particulars	Target Date	
1.	<p>To enhance quality in R&amp;D activities, all academic schools were asked to conduct various workshops and seminars.</p> <p><b>Responsibility:</b> Dean R&amp;D, School Deans</p> <p><b>Action taken:</b> A few workshops and seminars were conducted on R &amp; D.</p>	4 May 2019	
2.	<p>It was decided that the FY BTech syllabus will be revised from the academic year 2019-20 by taking the feedback from the entire stakeholders.</p> <p><b>Responsibility:</b> Dean Academics &amp; Dean SHES</p> <p><b>Action taken:</b> The syllabi of FY BTech was reviewed and some of the courses like 'Nature of Science' were added.</p>	29 March 2019	
3.	<p>It is essential to improve the quality of the Teaching-Learning Process. It was decided that the third party should be involved in the academic audit process. The third-party should include experts from IITs, NITs and the industry. The panel should have at least 3 members.</p> <p><b>Responsibility:</b> School Deans</p> <p><b>Action taken:</b> Academic audit for all the departments was conducted for the first semester and the actions were taken accordingly. The reports are available in the departments.</p>	With immediate effect	
4.	<p>The institute applies for NIRF ranking each year, the weight is more on research publications. It has been decided to increase the number of Research publications in Indexed Journals.</p> <p><b>Responsibility:</b> Dean R&amp;D, School Deans</p> <p><b>Action taken:</b> Informed the faculty for the same.</p>	28 June 2019	
5.	<p>The students should get industry exposure and one of the members of IQAC belong to the industry. It was suggested to involve an industry expert interaction in all the aspects like curriculum design, guest sessions, and Industrial visits and so on.</p> <p><b>Responsibility:</b> Dean CR, School Deans</p>	28 June 2019	

	<b>Action taken:</b> Industry experts were invited for the open elective courses like IOT.	
6.	The new SAR for NAAC was discussed in the meeting and Dean QA was informed to start working on the same.  <b>Responsibility:</b> Dean QA  <b>Action taken:</b> The task was initiated.	With immediate effect
7.	The Moodle was installed on cloud for the day to day teaching-learning activities.  <b>Responsibility:</b> Dean Academics  <b>Action taken:</b> NA	With immediate effect
8.	The faculty in each school should be divided according to their forefront areas and their publications should be reviewed accordingly. The Dean R&D should review as to how the publications can be increased. Incentive schemes may be worked out by Dean R&D to boost faculty publications. Dean R&D should also give targets to the schools for organizing conferences/workshops, etc. during summer.  <b>Responsibility:</b> School Deans, Dean R&D  <b>Action taken:</b> The concept is implemented.	With immediate effect
9.	The leadership workshop will be conducted on 11 <sup>th</sup> and 12 <sup>th</sup> Feb 2019 to give an exposure to the senior faculty and Deans.  <b>Responsibility:</b> Dean FSA  <b>Action taken:</b> The workshop is conducted as planned.	With immediate effect
10.	Each school should have one student chapter of professional bodies to enhance the interaction with the outside world. It was decided that each faculty member must have at least two professional body memberships. The institute will provide the funding.  <b>Responsibility:</b> School Deans & Dean-FSA  <b>Action taken:</b> The faculty became the members of 2 professional bodies.	31 July 2019

<b>Prepared By</b>	<b>Verified and Approved By</b>
	
IQAC Coordinator	Chairman, IQAC