


 MIT Academy of Engineering (An Autonomous Institute)		MINUTES OF MEETING (MOM)	
Alandi (D), Pune – 412105		Academic Year	2018-2019
IQAC Meeting		Date	12 Oct 2018
		Meeting No	IQAC/2018-19/II
Agenda of Meeting: <ol style="list-style-type: none"> 1. NIRF 2. Submission of AQAR 3. Online data submission for AICTE 4. NBA/NAAC compliance and application 5. MITAOE affiliation for research output 6. Environment Audit course 7. Miscellaneous points 			
Minutes			
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 13 July and Action Taken Report were read out and confirmed.	Dean QA	
3.	IQAC Chairman shared the status of the NBA compliance report submission of four departments. The departments are Computer Engineering, Chemical Engineering, Electronics Engineering and Electronics, and Telecommunication Engineering. To be complied by 12 th Nov. also discussed the status of submission of AQAR	School Deans	12 Nov. 2018

4.	Dean Administration has presented the routine process of AICTE extension approval. The Chairperson informed to complete the process at the earliest by involving all QA coordinators.	Dean Admin	16 Nov. 2018
5.	Dean R & D informed about the proposal submitted to the various apex bodies for fetching the funds.	Dean R&D	--
6.	The NIRF ranking process was discussed considering the previous year shortcomings in the meeting. The responsibility was handed over to the Dean Administration to overcome the shortcomings by taking necessary steps before the submission.	Dean Admin	16 Nov. 2018
7.	The Dean Design shared the status of the course, which is offered under the additional minor /B.Tech. honors.	Dean Design	--
8.	Dean, Academics discussed the academic process and he put forward the academic manual for suggestions.	Dean Academics	21 December 2018
9.	As per the guidelines of AICTE, the internship is mandatory for the engineering students. It is decided that internship should be part of the curriculum. The necessary credits should be given after successful completion.	Dean-CR	20 December 2018
10.	It was decided that the research quotient must be increased and the Ph.D. registration should also be encouraged.	Dean FSA	With immediate effect
11.	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	
12.	Next meeting will be scheduled on 11 January 2019.	Dean QA	11 January 2019
Prepared By		Verified and Approved By	
			
IQAC Coordinator		Chairman IQAC	

 Academy of Engineering (An Autonomous Institute)		ACTION TAKEN REPORT	
Alandi (D), Pune – 412105		Academic Year	2018-2019
IQAC Meeting		Date	12 Oct 2018
		Meeting No	IQAC/2018-19/II
Sr. No.	Particulars		
1.	<p>IQAC Chairman shared the status of the NBA compliance report submission of four departments. The departments are Computer Engineering, Chemical Engineering, Electronics Engineering and Electronics, and Telecommunication Engineering. To be complied by 12th Nov. also discussed the status of submission of AQAR</p> <p>Responsibility: School Deans</p> <p>Action taken : The task is at the phase of completion and the compliance as well as AQAR will submitted by 12th Nov.</p>		
2.	<p>Dean Administration has presented the routine process of AICTE extension approval. The Chairperson informed to complete the process at the earliest by involving all QA coordinators.</p> <p>Responsibility: Dean Admin</p> <p>Action taken: The data was collected from various stakeholders and started uploading the data on AICTE portal.</p>		
3.	<p>Dean R & D informed about the proposal submitted to the various apex bodies for fetching the funds.</p> <p>Responsibility: Dean R&D</p> <p>Action taken : NA</p>		
4.	<p>The NIRF ranking process was discussed considering the previous year shortcomings in the meeting. The responsibility was handed over to the Dean Administration to overcome the shortcomings by taking necessary steps before the submission.</p> <p>Responsibility: Dean Admin</p> <p>Action taken: The Dean Admin reviewed the shortcomings.</p>		

5.	<p>Dean, Academics discussed the academic process and he put forward the academic manual for suggestions.</p> <p>Responsibility: Dean Academics</p> <p>Action taken: Incorporated all the suggestion and completed the task.</p>
6.	<p>As per the guidelines of AICTE, the internship is mandatory for the engineering students. It is decided that internship should be part of the curriculum. The necessary credits should be given after successful completion.</p> <p>Responsibility: Dean-CR</p> <p>Action taken: The 4 credits allotted in the curriculum to the students who are moving from 3rd year to the final year.</p>
7.	<p>It was decided that the research quotient must be increased and the Ph.D. registration should also be encouraged.</p> <p>Responsibility: Dean FSA</p> <p>Action taken: The information circulated to all the faculty.</p>

Prepared By	Verified and Approved By
	
IQAC Coordinator	Chairman , IQAC