


 MIT Academy of Engineering (An Autonomous Institute)		MINUTES OF MEETING (MOM)	
Alandi (D), Pune – 412105		Academic Year	2018-2019
IQAC Meeting		Date	13 July 2018
		Meeting No	IQAC/2018-19/I
Agenda of Meeting: <ol style="list-style-type: none"> 1. Briefing on ISO certification and audit dates 2. Various AICTE schemes 3. Teaching-learning pedagogy 4. The use of LMS 5. Discussion on incentive policy 6. Credit based Internship 7. Miscellaneous points 			
Minutes			
Sr. No.	Particulars	Responsibility	Target Date
1	In opening remarks, Chairman of the IQAC (Director) welcomed all members to the first meeting of IQAC of 2018-19, discussed the agenda of the meeting.		
2	Coordinator IQAC briefed about IQAC and emphasized that the agenda of IQAC followed at institute level.	Dean QA	With immediate effect
3	The IQAC Coordinator discussed the functioning of the IQAC committee.	Dean QA	--
4	With reference to the NIRF ranking, the Chairman Governing Council (GC) suggested the research improvement by identifying the faculties who are good in research and who can provide an ecosystem for research and its activities.	School Deans and Dean FSA	27 July 2018


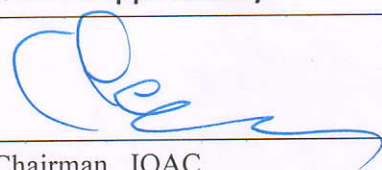
5	The IQAC Coordinator briefed about ISO internal audit. It will be conducted between 06 th -17 th August, 2018 and external audit is scheduled on 27 th -30 th August 2018.	Dean QA	06-17 Aug. & 27-30 Aug 2018
6	It is been decided that Faculty whose performance is outstanding may get some rewards in the form of additional increment for a year or additional study leaves if possible or faculty training of pedagogy of engineering education for activity-based learning.	Dean FSA Prof. Senthil Kumar	30 July 2018
7	To enhance skill-based learning, it is proposed to propose credit-based internship for TY BTech students for minimum a month. Rubrics for the internship to be prepared.	School Deans and Dean CR	28 Sept. 2018
8	It was proposed to encourage the students good at English to learn any one of the foreign languages as an option for English.	Dean SHES	30 July 2018
9	To encourage students for overall development with co-curricular and extracurricular skills, it was proposed to have an additional grade card.	CoE	30 July 2018
10	To enhance ecosystem for entrepreneurship, it was proposed to arrange entrepreneurial activities vide successful entrepreneurs.	Coordinator Entrepreneurship	30 August 2018
11	Result of the entire programme for last academic year was discussed. It was decided to categorize the students according to their capability, skills, performance and take extra efforts to improve their skills in all aspects.	School Deans and Dean Academics	30 July 2018
12	Dean R & D has given a presentation on various schemes for fetching the funds for R & D work and the chairperson suggested applying for the same.	School Deans and Dean R and D	30 July 2018
13	The following points were also discussed in the meeting to strengthen academic and research activity. <ul style="list-style-type: none"> To increase the number of faculty having Ph.D. qualification. To increase the number of Research publications in Indexed Journals by faculty. To increase the number of Research publications by students. To increase the number of industrial visits to students. To organize more training modules for the students on the latest technology as per the requirement of the industry. To organize several Guest Lectures from industry and academia for the students on the current trends in technology. 	Dean R&D School Deans	30 July 2018

	<ul style="list-style-type: none"> To organize several FDPs, Seminars, Conferences, Workshops for Faculty, Staff & students. To make the students more responsible towards individual, family, society and nature by making them aware of value education so that they become a responsible citizen. To Increase the number of MOUs so that faculty can be involved in different consultancy projects offered by these industries. To motivate the students to develop projects which are relevant to society using sustainable technology. 		
14	As the first batch of autonomy will be passing out in 2020, the institute should improve interaction with the industry as well as alumni by inviting them on the campus.	Dean CR	30 July 2018
15	Discussion on syllabi on B.Tech. honours and it was decided to offer Product Design course. It will be divided into four semesters starting from Vth Semester.	Dean Design	30 July 2018
16	Dean Academics has presented the academic activities and it is made mandatory to use cloud-based LMS Moodle for effective out class engagement of the students, and improving the teaching-learning process from coming academic year.	Dean Academics	30 July 2018
17	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	
18	Next meeting is scheduled on 12 October 2018.	Dean QA	12 October 2018
Prepared By		Verified and Approved By	
			
IQAC Coordinator		Chairman IQAC	

 MIT Academy of Engineering (An Autonomous Institute)		ACTION TAKEN REPORT	
Alandi (D), Pune – 412105		Academic Year	2018-2019
IQAC Meeting		Date	13 July 2018
		Meeting No	IQAC/2018-19/I
Sr. No.	Minutes		
1	<p>With reference to the NIRF ranking, the Chairman Governing Council (GC) suggested the research improvement by identifying the faculties who are good in research and who can provide an ecosystem for research and its activities.</p> <p>Responsibility: School Deans and Dean FSA</p> <p>Action taken: The respective departments identified the faculty and the list is provided to the HR for further action.</p>		
2	<p>The IQAC Coordinator briefed about ISO internal audit. It will be conducted between 06th-17th August, 2018 and external audit is scheduled on 27th-30th August 2018.</p> <p>Responsibility: Dean QA</p> <p>Action taken : The ISO audit conducted successfully and received the certification 9001: 2015.</p>		
3	<p>It is been decided that Faculty whose performance is outstanding may get some rewards in the form of additional increment for a year or additional study leaves if possible or faculty training of pedagogy of engineering education for activity-based learning.</p> <p>Responsibility: Dean FSA, Prof. Senthil Kumar</p> <p>Action taken: The faculty training of pedagogy of engineering education was conducted.</p>		
4	<p>To enhance skill-based learning, it is proposed to propose credit-based internship for TY BTech students for minimum a month. Rubrics for the internship to be prepared.</p> <p>Responsibility: School Deans and Dean CR</p> <p>Action taken: The guidelines were prepared and informed to all the TYBTech students.</p>		
5	<p>It was proposed to encourage the students good at English to learn any one of the foreign languages as an option for English.</p> <p>Responsibility: Dean SHES</p>		

	Action taken: The German and Japanese courses started.
6	<p>To encourage students for overall development with co-curricular and extracurricular skills, it was proposed to have an additional grade card.</p> <p>Responsibility: CoE</p> <p>Action taken: The proposed additional grade card was discussed.</p>
7	<p>To enhance ecosystem for entrepreneurship, it was proposed to arrange entrepreneurial activities vide successful entrepreneurs.</p> <p>Responsibility: Coordinator Entrepreneurship</p> <p>Action taken: The entrepreneurial activities were conducted on and off campus. The institute has also applied for the Atal ranking.</p>
8	<p>Result of the entire programme for last academic year was discussed. It was decided to categorize the students according to their capability, skills, performance and take extra efforts to improve their skills in all aspects.</p> <p>Responsibility: School Deans and Dean Academics</p> <p>Action taken: It was discussed at the first year level to bring all the students at one platform. The diagnostic test was conducted to identify the levels of students and the mentors were informed for the same.</p>
9	<p>Dean R & D has given a presentation on various schemes for fetching the funds for R & D work and the chairperson suggested applying for the same.</p> <p>Responsibility: School Deans and Dean R&D</p> <p>Action taken: The faculty have applied for various schemes like BCUD.</p>
10	<p>The following points were also discussed in the meeting to strengthen academic and research activity.</p> <ul style="list-style-type: none"> • To increase the number of faculty having Ph.D. qualification. • To increase the number of Research publications in Indexed Journals by faculty. • To increase the number of Research publications by students. • To increase the number of industrial visits to students. • To organize more training modules for the students on the latest technology as per the requirement of the industry. • To organize several Guest Lectures from industry and academia for the students on the current trends in technology. • To organize several FDPs, Seminars, Conferences, Workshops for Faculty, Staff & students. • To make the students more responsible towards individual, family, society and nature by making them aware of value education so that they become a responsible citizen. • To Increase the number of MOUs so that faculty can be involved in different consultancy projects offered by these industries. • To motivate the students to develop projects which are relevant to society using sustainable technology.

	<p>Responsibility: Dean R&D, School Deans</p> <p>Action taken: The action on above points was initiated.</p>
11	<p>As the first batch of autonomy will be passing out in 2020, the institute should improve interaction with the industry as well as alumni by inviting them on the campus.</p> <p>Responsibility: Dean CR and School Deans</p> <p>Action taken: The industrial experts were invited for the same and the details are available in the respective departments.</p>
12	<p>Discussion on syllabi on B.Tech. honours and it was decided to offer Product Design course. It will be divided into four semesters starting from Vth Semester.</p> <p>Responsibility: Dean Design</p> <p>Action taken: The said course was started with the capacity of 50.</p>
13	<p>Dean Academics has presented the academic activities and it is made mandatory to use cloud-based LMS Moodle for effective out class engagement of the students, and improving the teaching-learning process from coming academic year.</p> <p>Responsibility: Dean Academics</p> <p>Action taken: All the faculty and students have started using LMS Moodle successfully.</p>

Prepared By	Verified and Approved By
	
IQAC Coordinator	Chairman , IQAC