

MOM
2017-18

MIT Academy of Engineering (An Autonomous Institute)	MINUTES OF MEETING (MOM)	
	Meeting No- 01	
Alandi (D), Pune – 412105	Academic Year	2017-2018
QUALITY ASSURANCE	Term	I

Date:	7 July 2017 : Meeting No 01
Type of Meeting:	IQAC

Agenda of Meeting:

Review on:

- 1) Confirmation of last IQAC meeting minutes
- 2) IUCEE
- 3) Faculty evaluation
- 4) Grade Moderation
- 5) MOOCs courses
- 6) Miscellaneous




Sr. No.	Particulars
1.	The QA coordinator welcomed the distinguished members of IQAC and reviewed and confirmed the minutes of the previous IQAC meeting.
2.	It is decided that the use of technology, active learning, calling experts for guiding students etc. will be considered as curriculum enrichment.
3.	IUCEE certification course will be considered as 2 weeks training program for 10 points. TKT Cambridge University course will also be treated in the same manner.



Sr. No.	Particulars
4.	It has been decided to increase the DA of the employees drawing salary under VIth pay with effect from 1 st July 2017 to 132 % from 113 %. Similarly, it has been decided to increase HRA and TA as applicable to different cities as per schedule with effect from 1 st July 2017.
5.	<p>The Director shared the following expected changes in the near future and priority focus areas :</p> <ul style="list-style-type: none"> ❖ S.Y. BTech passed outstudents should be sent to international universities like Akron, Stanford, Dayton etc. for summer training. ❖ All HoDs are required to explore a suitable course to be offered to such students and course objectives and expected outcomes for the same to be prepared. ❖ It should be optional to students and maximum 10 students can be sent to Universities with whom we have signed the MoUs. ❖ We should strengthen our collaborations with other national and international universities. The student exchange has to be done considering Autonomy. ❖ It is suggested that specific grade points can be given for attending this training. The duration of six weeks 'training can be treated as a completion of a cycle. ❖ Each department should have one international relations coordinator for this purpose. ❖ Major students' activities will be funded by the college.
6.	Faculty evaluation should take place continuously. Minimum 80% of students' feedback will be considered valid.
7.	It is proposed that Grade Moderation Committee will be formed to decide the final grades of students. The rubrics should be provided in the question paper itself. □
8.	It is suggested that Coursera, NPTEL, SWAYAM, etc. can be offered as minors.
9.	The Question Paper Audit Committee should be constituted at the institutional level in ensuring the quality of question papers, accurate and fair grading, and finalization of results.
10.	The examiner/course faculty should define different strategies according to the types of learners of each branch, such as teaching method, designing paper and rubrics.



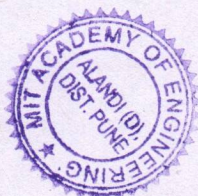
Sr. No.	Particulars
11.	The meeting concluded with the positive remarks by the industry members, the Director and the vote of thank by the QA Coordinator.

Prepared by	Verified By	Approved By
		
	QA Coordinator	Director

DIRECTOR
MIT Academy of Engineering
Alandi (D.), Pune-412 105.

MIT Academy of Engineering (An Autonomous Institute)	Action Taken Report Meeting No. 01	
Alandi (D), Pune – 412105	Academic Year	2017-18
IQAC Meeting	Term	I
	Meeting No	IQAC/2017-18/01


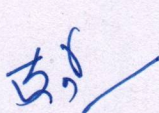

Sr. No	Particulars	Target Date
1	The QA Coordinator welcomed the distinguished members of IQAC, reviewed and confirmed the minutes of the previous IQAC meeting.	
2	<p>It is decided that the use of technology, active learning, calling experts for guiding students etc. will be considered as curriculum enrichment.</p> <p>Responsibility: Dean Academics and HoDs.</p> <p>Action Taken: The Director requested Dean Academics and HoDs to implement the point discussed with immediate effect for the benefit of the students.</p>	Immediate effect
3	<p>IUCEE certification course will be considered as 2 weeks training program for 10 points. TKT Cambridge University course will also be treated in the same manner.</p> <p>Responsibility: Dean faculty and HoDs</p> <p>Action Taken: The director directed to treat the IUCEE certification course and the TKT Cambridge University course as a 2-week training program for faculty APIs.</p>	31 May 2018
4	<p>It has been decided to increase the DA of the employees drawing salary under VIth pay with effect from 1st July 2017 to 132 % from 113 %. Similarly, it has been decided to increase HRA and TA as applicable to different cities as per schedule with effect from 1st July 2017.</p> <p>Responsibility: Dean Faculty, HR and Accounts</p> <p>Action Taken: As per the instructions given, HR has to calculate the salary for July.</p>	Immediate effect



Sr. No	Particulars	Target Date
5	<p>The Director shared the following expected changes in the near future and priority focus areas :</p> <ul style="list-style-type: none"> ❖ S.Y. BTech passed outstudents should be sent to international universities like Akron, Stanford, Dayton etc. for summer training. ❖ All HoDs are required to explore a suitable course to be offered to such students and course objectives and expected outcomes for the same to be prepared. ❖ It should be optional to students and maximum 10 students can be sent to Universities with whom we have signed the MoUs. ❖ We should strengthen our collaborations with other national and international universities. The student exchange has to be done considering Autonomy. ❖ It is suggested that specific grade points can be given for attending this training. The duration of six weeks' training can be treated as a completion of a cycle. ❖ Each department should have one international relations coordinator for this purpose. ❖ Major students' activities will be funded by the college. <p>Responsibility: Dean Academics, HoDs and International Relations Coordinator Action Taken: The director directed that a faculty to be appointed as the International Relations Coordinator. IRC will have to explore various opportunities abroad for student benefit.</p>	30 January 2018
6	<p>Faculty evaluation should take place continuously. Minimum 80% of students' feedback will be considered valid.</p> <p>Responsibility: Dean Academics and HoDs Action Taken: For effective teaching-learning, the Director directed to evaluate faculty members at regular intervals. He also instructed to consider the feedback of 80% of the students to evaluate the performance of the faculty.</p>	Immediate effect
7	<p>It is proposed that Grade Moderation Committee will be formed to decide the final grades of students. The rubrics should be provided in the question paper itself.</p> <p>Responsibility: Dean Academics and COE Action taken: A grade moderation committee has been formed to implement the suggestions given by the Director.</p>	30 August 2017



Sr. No	Particulars	Target Date
8	<p>It is suggested that Coursera, NPTEL, SWAYAM, etc. can be offered as minors.</p> <p>Responsibility: Dean Academics and HoDs</p> <p>Action Taken:</p> <p>To strengthen the knowledge base of the students by imparting knowledge other than the regular syllabus, various MOOC courses like Coursera, SWAYAM-NPTEL, etc. must be offered as minor courses.</p>	31 December 2017
9	<p>The Question Paper Audit Committee should be constituted at the institutional level in ensuring the quality of question papers, accurate and fair grading, and finalization of results.</p> <p>Responsibility: COE and Dean Academics</p> <p>Action Taken:</p> <p>Question Paper Audit Committee (QAC) has formed with the broad objective to finalize the quality, accuracy and fair grading of the question papers and the result. Any three members of the QAC can take appropriate action or decision in the committee concerned.</p>	31 October 2017
10	<p>The examiner/course faculty should define different strategies according to the types of learners of each branch, such as teaching method, designing paper and rubrics.</p> <p>Responsibility: Faculty members</p> <p>Action Taken:</p> <p>For better learning outcomes, faculties are instructed to implement different strategies according to the type of learners of each batch.</p>	31 October 2017
11	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

DIRECTOR
MIT Academy of Engineering
Alandi (D.), Pune-412 105.

MIT Academy of Engineering (An Autonomous Institute)	MINUTES OF MEETING (MOM)	
	Meeting No- 02	
Alandi (D), Pune – 412105	Academic Year	2017-2018
QUALITY ASSURANCE	Term	I

Date:	10 October 2017 : Meeting No 02
Type of Meeting:	IQAC



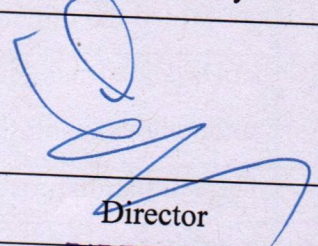
Agenda of Meeting:

Review on:

- 1) Confirmation of last IQAC meeting minutes
- 2) Evaluation procedure
- 3) BoS meeting
- 4) Plagiarism
- 5) IUCEE
- 6) Vision document
- 7) Visit to German delegates
- 8) Miscellaneous

Sr. No.	Particulars
1.	The QA Coordinator welcomed the distinguished members of IQAC and reviewed and confirmed the minutes of the previous IQAC meeting.
2.	HoDs and deans should visit autonomous institutions such as IITs and other renewed autonomous institutions.
3.	The evaluation procedure of block study was discussed
4.	It has been suggested that the BoS meeting of all the departments should be taken by 31 st December. The A.C. and G.C. meetings are to be taken twice a year. Academic Audit Committee to be formed by each department where 2 members should be included from IITs and NITs and 2 members should be taken from the corporate sector. HoDs will propose these names.

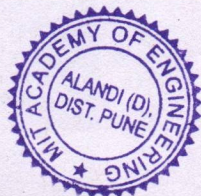
Sr. No.	Particulars
5.	Students should be made aware of new UGC guidelines of plagiarism. The project reports of students should be checked minutely. Faculties should take plagiarism report of each chapter in the projects. IUCEE follows the rules regarding plagiarism very seriously. Dean of faculty and staff should send a circular regarding faculty plagiarism to all faculties.
6.	The meeting of course champions and coordinators regarding question papers, syllabus, planning, feedback etc. should be conducted once in a month.
7.	All HoDs shall make a list of their departmental faculty who have not attended the IUCEE Certification Course. These faculties will be admitted in IUCEE Phase I after Diwali.
8.	As per the discussion, it is determined that 80% of the vision document should highlight on Academic Excellence to strengthen the teaching-learning process. The students' engagement in the classroom is the biggest challenge. Hence, a carefully designed plan with clear cut guidelines for engaging students in the classroom is a must.
9.	German delegate of IGCC will visit in the first week of November to observe the innovative academic practices of MITAOE.
10.	The upcoming International Conference on Transforming Engineering Education (ICTEE) is scheduled from 16 to 18 December 2017.

Prepared by	Verified By	Approved By
		
	QA Coordinator	Director

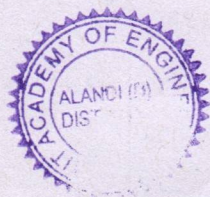
DIRECTOR
MIT Academy of Engineering
Pune-412 105.

MIT Academy of Engineering (An Autonomous Institute)	Action Taken Report	
	Meeting No- 02	
Alandi (D), Pune – 412105	Academic Year	2017-18
IQAC Meeting	Term	I
	Meeting No	IQAC/2017-18/02


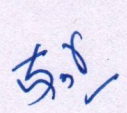
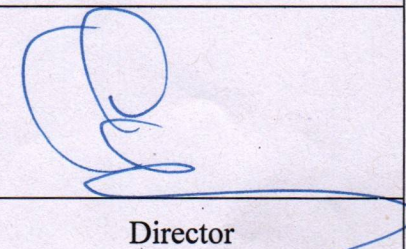
Sr. No.	Particulars	Target Date
1.	<p>HoDs and deans should visit autonomous institutions such as IITs and other renowned autonomous institutions.</p> <p>Responsibility : HoDs and other deans</p> <p>Action Taken</p> <p>For effective implementation of the teaching-learning method, examination pattern and other important aspects, the director directed HoDs and other deans to visit IITs and other renowned autonomous institutions.</p>	<p>31 December 2017</p>
2.	<p>The evaluation procedure of block study was discussed</p> <p>Responsibility : Dean Academics and HoDs</p> <p>Action Taken</p> <p>For effective implementation of block studies, the director instructed the dean academics to design standard procedures for the evaluation of block studies.</p>	<p>31 December 2017</p>
3.	<p>It has been suggested that the BoS meeting of all the departments should be taken by 31st December. The A.C. and G.C. meetings are to be taken twice a year. Academic Audit Committee to be formed by each department where 2 members should be included from IITs and NITs and 2 members should be taken from the corporate sector. HoDs will propose these names.</p> <p>Responsibility : Dean Academics and HoDs</p> <p>Action Taken</p> <p>Instructed HoDs to prepare a schedule for holding BoD meetings, which should be organized by all HoDs by 31 December 2017. Likewise, Dean Academics also directed to make a schedule of holding AC and GC meetings twice a year. The HoDs should coordinate with IIT professors and industry people and get their name approved by the Director for BoS meetings.</p>	<p>31 December 2017</p>



Sr. No.	Particulars	Target Date
4.	<p>Students should be made aware of new UGC guidelines of plagiarism. The project reports of students should be checked minutely. Faculties should take plagiarism report of each chapter in the projects. IUCEE follows the rules regarding plagiarism very seriously. Dean of faculty and staff should send a circular regarding faculty plagiarism to all faculties.</p> <p>Responsibility : HoDs, Dean Faculty</p> <p>Action Taken</p> <p>The director directed HoDs to create awareness about UGC guidelines regarding plagiarism among students. Students are required to submit a plagiarism report of their project report. The Dean Faculty also issued a circular regarding plagiarism reports, which should be submitted by all faculties for their research output.</p>	31 Dec 2017
5.	<p>The meeting of course champions and coordinators regarding question papers, syllabus, planning, feedback etc. should be conducted once in a month.</p> <p>Responsibility : Dean Academics, HoDs and COE</p> <p>Action Taken</p> <p>The director directed Dean academics to convene a meeting with the course champions and coordinators once a month for smooth functioning.</p>	15 November 2017
6.	<p>All HoDs shall make a list of their departmental faculty who have not attended the IUCEE Certification Course. These faculties will be admitted in IUCEE Phase I after Diwali.</p> <p>Responsibility : HoDs</p> <p>Action Taken</p> <p>A list of faculty should be prepared who have not attended the IUCEE course. The director directed HoDs to conduct IUCEE Phase-I course for faculty members by 31 December 2017.</p>	31 December 2017



Sr. No.	Particulars	Target Date
7.	<p>As per the discussion, it is determined that 80% of the vision document should highlight on Academic Excellence to strengthen the teaching-learning process. The students' engagement in the classroom is the biggest challenge. Hence, a carefully designed plan with clear cut guidelines for engaging students in the classroom is a must.</p> <p>Responsibility : Dean Academics and HoDs</p> <p>Action Taken</p> <p>The Director instructed the faculty members to focus on the following to engage the students in the class:</p> <p>Increase interaction with students, personal attention, creativity / activity-based teaching-learning method, motivate students to ask questions, understand students problems</p>	31 May 2018
8	<p>German delegate of IGCC will visit in the first week of November to observe the innovative academic practices of MITAOE.</p> <p>Responsibility : Dean Academics and HoDs</p> <p>Action Taken</p> <p>The director requested the dean academics to prepare a presentation and arrange for department visits and faculty interaction with the German representative.</p>	31 October 2017
9.	<p>The upcoming International Conference on Transforming Engineering Education (ICTEE) is scheduled from 16 to 18 December 2017.</p> <p>Responsibility : Director, Coordinator ICTEE</p> <p>Action Taken</p> <p>The Director distributed various committee portfolios to HoDs and other senior employees of MITAOE for the smooth functioning of ICTEE.</p>	25 October 2017.

Prepared by	Verified By	Approved By
		
	QA Coordinator	Director

DIRECTOR
MIT Academy of Engineering
Alandi (D), Pune-412 105.

MIT Academy of Engineering (An Autonomous Institute)	MINUTES OF MEETING (MOM)	
	Meeting No- 03	
Alandi (D), Pune – 412105	Academic Year	2017-2018
QUALITY ASSURANCE	Term	II

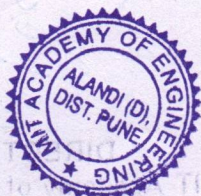
Date:	15 January 2018 : Meeting No 03
Type of Meeting:	IQAC

Agenda of Meeting:

Review on:


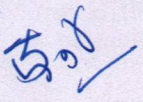
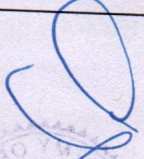
- 1) Confirmation of last IQAC meeting minutes
- 2) Membership of professional societies
- 3) Students feedback
- 4) NIRF
- 5) Workload of lectures
- 6) Discussion on BoS
- 7) Miscellaneous

Sr. No.	Particulars
1.	The QAcordinator welcomed the distinguished members of IQAC and reviewed and confirmed the minutes of the previous IQAC meeting.
2.	Director suggested that all faculty members with two or more years of service at MIT AoE are required to have membership from at least 02 professional bodies/societies.
3.	Discussed on the students' feedback regarding faculties.
4.	Dr. Sunita Barve gave a presentation regarding detail information about NIRF. It was followed by a discussion of each criterion.



MIT Academy of Engineering
 Alandi (D), Pune-412105

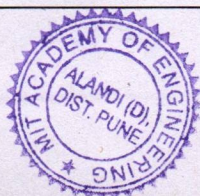
Sr. No.	Particulars
5.	It is suggested that senior faculties should take the workload of theory first as per the availability of workload. They should have a role in paper setting and correction as well.
6.	The vision plan should consist of motivation and support to the students for start-ups and entrepreneurship. Similarly, it should give due importance to students/ faculty exchange, evaluation and assessment system, the involvement of foreign faculties and industrial experts etc.
7.	Each faculty should make their teaching portfolio and prepare an ISO file. Course outcomes to be designed effectively.
8.	<p>BOS meetings have been organized by all department The following points are discussed in the AQAC meeting :</p> <ul style="list-style-type: none"> ❖ The 50-50 weight-age should be given to inorganic as well as organic chemical industries. ❖ Several units can be reduced and the number of teaching hours can be increased leading to slow-pace teaching. ❖ Written and oral communication may be added. Technical writing should be one of the aspects of Research Methodology. ❖ For interdisciplinary subjects, the teachers must be multidisciplinary. ❖ The paper setting and paper checking approach are discussed. ❖ The lab experiments on open source software platforms like Octave, Scilab to be designed to promote the use of open-source software platforms. ❖ The syllabus needs to be more elaborative with specific terms. ❖ The Problem Statements for practical's should be specified. ❖ The focus should be on the applications of all branches. ❖ The course Economics should have a specific name like Industrial Economics. ❖ The Practicalsessions should be listed after theory as an individual head and separate codes and credits should be given to each of them, as a separate passing head.

Prepared by	Verified By	Approved By
		
	QA Coordinator	Director

DIRECTOR
MIT Academy of Engineering
Alandi (D.), Pune-412 105.

MIT Academy of Engineering (An Autonomous Institute)	Action Taken Report	
	Meeting No- 03	
Alandi (D), Pune – 412105	Academic Year	2017-18
IQAC Meeting	Term	II
	Meeting No	IQAC/2017-18/03


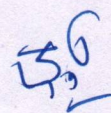

Sr. No.	Particulars	Target Date
1.	<p>Discussed on the students' feedback regarding faculties.</p> <p>Responsibility : HoDs</p> <p>Action Taken</p> <p>HoDs are requested to send email to all the faculty members having less than 7.5 points. They also requested to analysis the faculty feedback and take appropriate action.</p>	1 March 2018
2.	<p>Director suggested that all faculty members with two or more years of service at MIT AoE are required to have membership from at least 02 professional bodies/societies.</p> <p>Responsibility</p> <p>HoDs and Dean Faculty</p> <p>Action Taken</p> <p>The Director directed the Dean Faculty to issue a circular requesting faculty member to take at least 02 membership of any renowned professional body/society.</p>	31 May 2018
3.	<p>Dr Sunita Barve gave a presentation regarding detail information about NIRF. It was followed by a discussion of each criterion.</p> <p>Responsibility</p> <p>Dr Sunita Barve and HoDs</p> <p>Action Taken</p> <p>All HODs were requested to submit to Drs. Provide NIRF data to Sunita Barve. HoDs should ensure that the data provided for NIRF is correct and certified.</p>	10 March 2018



Sr. No.	Particulars	Target Date
4.	<p>It is suggested that senior faculties should take the workload of theory first as per the availability of workload. They should have a role in paper setting and correction as well.</p> <p>Responsibility</p> <p>Dean Academics and HoDs</p> <p>Action Taken</p> <p>The director informed the dean academics to assign the workload of theory papers to senior faculties and gave them responsibility for paper setting and correction as well.</p>	<p>31 May 2018</p>
5.	<p>The vision plan should consist of motivation and support to the students for start-ups and entrepreneurship. Similarly, it should give due importance to students/ faculty exchange, evaluation and assessment system, the involvement of foreign faculties and industrial experts etc.</p> <p>Responsibility</p> <p>HoDs, E-Cell coordinator</p> <p>Action Taken</p> <p>For the overall development of the students, HoDs and e-cell coordinators have to arrange awareness programs for startups and entrepreneurship programs and for that they will have to prepare a schedule.</p>	<p>31 March 2018</p>
6.	<p>Each faculty should make their teaching portfolio and prepare an ISO file. Course outcomes to be designed effectively.</p> <p>Responsibility: QA coordinator and HoDs</p> <p>Action Taken</p> <p>Informed faculty members to prepare their teaching portfolio and ISO file by 31 March 2018. Faculty members have to ensure that the outcome of the course is designed effectively.</p>	<p>31 March 2018</p>



Sr. No.	Particulars	Target Date
7.	<p>BOS meetings have been organized by all department The following points are discussed in the AQAC meeting :</p> <ul style="list-style-type: none"> ❖ The 50-50 weight-age should be given to inorganic as well as organic chemical industries. ❖ Several units can be reduced and the number of teaching hours can be increased leading to slow-pace teaching. ❖ Written and oral communication may be added. Technical writing should be one of the aspects of Research Methodology. ❖ For interdisciplinary subjects, the teachers must be multidisciplinary. ❖ The paper setting and paper checking approach are discussed. ❖ The lab experiments on open source software platforms like Octave, Scilab to be designed to promote the use of open-source software platforms. ❖ The syllabus needs to be more elaborative with specific terms. ❖ The Problem Statements for practicals should be specified. ❖ The focus should be on the applications of all branches. ❖ The course Economics should have a specific name like Industrial Economics. ❖ The Practicalsessions should be listed after theory as an individual head and separate codes and credits should be given to each of them, as a separate passing head. <p>Responsibility: Dean Academic and HoDs</p> <p>Action Taken</p> <p>Informed Dean academics and HoDs to implement points discussed in the BoS meetings.</p>	31 May 2018

Prepared by	Verified By	Approved By
		
	QA Coordinator	Director

DIRECTOR
MIT Academy of Engineering
Alandi (D.), Pune-412 105.

MIT Academy of Engineering (An Autonomous Institute)	MINUTES OF MEETING (MOM)	
	Meeting No- 04	
Alandi (D), Pune – 412105	Academic Year	2017-2018
DEAN QUALITY ASSURANCE	Term	II

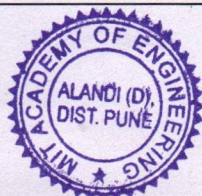
Date:	13 April 2018 : Meeting No 02
Type of Meeting:	IQAC

Agenda of Meeting:


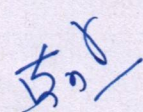

Review on:

- 1) Confirmation of last IQAC meeting minutes
- 2) NAAC
- 3) ISO
- 4) Industry visit
- 5) Students achievements
- 6) ICTEE
- 7) Discussion on Academic and Product audit
- 8) Miscellaneous

Sr. No.	Particulars
1.	Director suggested that a talk series followed by an open discussion of 2/3 days will be conducted from the next academic year in the second week of December. Excellent speakers are to be invited for this talk series.
2.	Director suggested starting preparation for NAAC.
3.	Dean QA suggested that ISO files of all faculties should be checked.
4.	Minimum 5 industry visits in one semester and 1 visit each month have to be conducted by each department. Similarly, one guest lecture per week has to be arranged from the second year onwards. Good practices are to be repeated and added every year.
5.	Success stories of students should be highlighted on the institute website monthly. A video should also be created with a short report and the interview session should be uploaded on YouTube.



Sr. No.	Particulars
6.	The upcoming International Conference on Transforming Engineering Education (ICTEE) is an opportunity to invite and interact with eminent foreign delegates. The theme or thread of paper presentation can be relevant to ABET.
7.	<p>Academic Audit and Product audit is conducted in SMCE, SEE, SCET, SCE and SESH and the following points were discussed in IQAC meeting:</p> <ul style="list-style-type: none"> ❖ Program core assignments can be made more specific for better relevance with concepts. ❖ In the Psychology subject, students should be taught to handle failure/ stress. ❖ The students should be sent to other organizations for summer /winter Internship. ❖ The Lab Safety Introductory Lecture will be given to students before doing any lab practical ❖ More industry interaction needs to be implemented. ❖ The Relative Grading needs to be introduced as early as possible ❖ Faculty should visit autonomous institutes as NIT & IIT to understand the system so that some changes can be introduced. ❖ Need to mentor students for technical and HR interview ❖ Interaction with Industry Experts requires enhancing subject expertise. ❖ Emphasis must be given on practical knowledge along with theoretical knowledge. ❖ The industry-based projects to be given to the final year students.

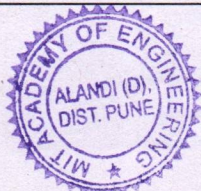
Prepared by	Verified By	Approved By
		
	QA Coordinator	Director

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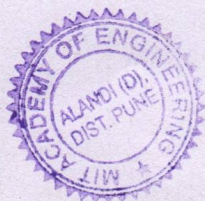


MIT Academy of Engineering (An Autonomous Institute)	Action Taken Report	
	Meeting No- 04	
Alandi (D), Pune – 412105	Academic Year	2017-18
IQAC Meeting	Term	II
	Meeting No	IQAC/2017-18/04


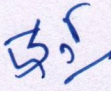

Sr. No.	Particulars	Target Date
1.	<p>Director suggested that a talk series followed by an open discussion of 2/3 days will be conducted from the next academic year in the second week of December. Excellent speakers are to be invited for this talk series.</p> <p>Responsibility : All Deans</p> <p>Action Taken</p> <p>For the overall development of students in 360 degrees, the director instructed all deans to invite internationally renowned speakers for a talk series and confirm dates from the speakers.</p>	31 August 2018
2.	<p>Director suggested starting preparation for NAAC.</p> <p>Responsibility :</p> <p>QA Coordinator</p> <p>Action Taken</p> <p>The Director directed the QA coordinator to convene a meeting of all the HoDs and QA coordinators of the concerned department, allocate a portfolio to them and start work to achieve the target set ie 3.52</p>	With immediate effect
3.	<p>QA coordinator suggested that ISO files of all faculties should be checked.</p> <p>Responsibility :</p> <p>QA coordinator , HoDs</p> <p>Action Taken</p> <p>HODs are requested to rigorously check the ISO files of faculty members within 15 days for effective implementation of the ISO process.</p>	30 June 2018



Sr. No.	Particulars	Target Date
4.	<p>Minimum 5 industry visits in one semester and 1 visit each month have to be conducted by each department. Similarly, one guest lecture per week has to be arranged from the second year onwards. Good practices are to be repeated and added every year.</p> <p>Responsibility : HoDs</p> <p>Action Taken</p> <p>HoDs were instructed to make a plan and schedule for industry visits and guest lectures for the entire semester to strengthen the students' knowledge base and give them industry exposure.</p>	<p>30 June 2018</p>
5.	<p>Success stories of students should be highlighted on the institute website monthly. A video should also be created with a short report and the interview session should be uploaded on YouTube.</p> <p>Responsibility : Dean Students affairs</p> <p>Action Taken</p> <p>To give exposure to the students' achievements as well as to encourage/motivate them, their achievements must be uploaded on the institute website and YouTube with short video and report or interview.</p>	<p>30 June 2018</p>
6.	<p>The upcoming International Conference on Transforming Engineering Education (ICTEE) is an opportunity to invite and interact with eminent foreign delegates. The theme or thread of paper presentation can be relevant to ABET.</p> <p>Responsibility: Conference coordinator</p> <p>Action Taken</p> <p>The director instructed the international conference coordinator to incorporate ABET as a sub-theme of the conference.</p>	<p>30 June 2018</p>



Sr. No.	Particulars	Target Date
7.	<p>Academic Audit and Product audit is conducted in SMCE, SEE, SCET, SCE and SESH and the following points were discussed in IQAC meeting:</p> <ul style="list-style-type: none"> ❖ Program core assignments can be made more specific for better relevance with concepts. ❖ In the Psychology subject, students should be taught to handle failure/ stress. ❖ The students should be sent to other organizations for summer /winter Internship. ❖ The Lab Safety Introductory Lecture will be given to students before doing any lab practical ❖ More industry interaction needs to be implemented. ❖ The Relative Grading needs to be introduced as early as possible ❖ Faculty should visit autonomous institutes as NIT & IIT to understand the system so that some changes can be introduced. ❖ Need to mentor students for technical and HR interview ❖ Interaction with Industry Experts requires enhancing subject expertise. ❖ Emphasis must be given on practical knowledge along with theoretical knowledge. ❖ The industry-based projects to be given to the final year students. <p>Responsibility: Dean Academics and HoDs</p> <p>Action Taken</p> <p>Implement discussed points of Academic and Product audit in IQAC meeting with immediate effect.</p>	With immediate effect

Prepared by	Verified By	Approved By
		
	QA Coordinator	Director

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