MIT Academy of Engineering (An Autonomous Institute)	**MINUTES OF MEETING (MOM)**	
Alandi (D), Pune – 412105	**Academic Year**	**2019-2020**
DEAN QUALITY ASSURANCE	**Term**	**I**

Date:	November 26, 2019: Meeting No. 1
Type of Meeting:	IQAC members

Agenda of Meeting:

Discussion on:

- Curricular Aspects
- Teaching- Learning and Evaluation
- Research, Innovations and Extension
- Infrastructure and Learning Resources
- Student Support and Progression
- Governance, Leadership and Management
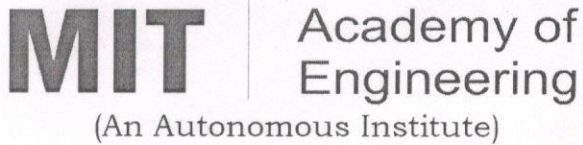- Institutional Values and Best Practices

Miscellaneous points: English language exposure on campus

Sr. No.	Particulars
1.	The Dean IQAC welcomed all the members in the first meeting of IQAC (2019-20). The MoM of the last meeting (April 12, 2019) and action taken report were reviewed and confirmed. He discussed the agenda of the meeting in his opening remarks.
2.	The Dean QA made a presentation on the achievements of 2018-19 and discussed the benchmark for 2019-20.

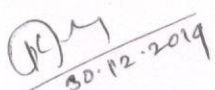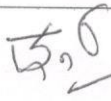|	
3.	The member from industry appreciated efforts made by the institute. He shared his views and suggestions which are summarized below; ➢ Explore startup funding from BIRAC as well as the U.S.-India Science and Technology Endowment Fund (USISTEF) for student startups at MITAOE ➢ File PCT and Indian application simultaneously since PCT publication is relatively faster than the Indian. This may attract funding fast.. ➢ Explore collaborative projects with the industry rather than consultancy. It would help the institute getting funding and also more placements. He mentioned that let the ideas/solution to industry problem statements come from students, get them scrutinized from the faculty and allocate them to students as industry projects. ➢ Introduce concept of Emotional Quotient to students. ➢ During presentation of benchmark for the current year, it is suggested to review the target number of patents & publications and advised to make the target number realistic. ➢ Offered a six-month internship for MITAoE students at his company. ➢ Focus on group discussion activities to improve students' communication skills.
4.	The school Dean, SMCE highlighted the information about the Innovation Lab NVH / HVAC.
5.	The Dean QA threw light on the ERP software and declared that it would be applicable from January 2020. The Director suggested keeping a close watch on ERP software.
6.	The Director emphasized careful and proper analysis of students failing in placements due to a lack of communication skills. He advised making some mechanisms to improve the communication skills of the students. He also mentioned that the research and development benchmark should be reviewed and revised. The comparative analysis should be incorporated in the presentation.
7.	One of the student members appreciated the college curriculum and its activities. She stated that although the students excel in curriculum and other activities, they lack in communication skills.
8.	The faculty from SHES proposed the idea of creating the English language exposure on campus. He stated the benefits of this activity to be availed by students and faculty.
9.	The external member suggested getting the mechanisms that identify the fast & slow learners and analyze them properly.
10.	The Dean SHES focused on existing software that identifies advanced and slow learners and also analyzes their abilities. According to her, she had implemented this software in the last academic year to identify advance and slow learners.
11.	The meeting concluded with the vote of thanks by the QA Co-ordinator expressing gratitude towards the active participation of the industrial members and IQAC members.

12.	The detailed discussion was done on the target set by the schools and the concerned members of the schools were requested for the review.
13.	The next meeting is scheduled to be held in the last week of January 2020.

Prepared By	Verified By	Approved By
Member Secretary	Dean QA	Director

MIT Academy of Engineering (An Autonomous Institute)	**ACTION TAKEN REPORT**	
Alandi (D), Pune – 412105	**Academic Year**	**2019-2020**
IQAC Meeting	**Date**	**26 Nov 2019**
	Meeting No	**IQAC/2019-20/I**

Sr. No.	Particulars	Target Date
1.	The Dean IQAC welcomed all the members in the first meeting of IQAC (2019-20). The MoM of the last meeting (April 12, 2019) and action taken report were reviewed and confirmed. He discussed the agenda of the meeting in his opening remarks.	-
2.	The Dean QA made a presentation on the achievements of 2018-19 and discussed the benchmark for 2019-20.	-
3.	The member from industry appreciated efforts made by the institute. He shared his views and suggestions which are summarized below; ➢ Explore startup funding from BIRAC as well as the U.S.-India Science and Technology Endowment Fund (USISTEF) for student startups at MITAOE ➢ File PCT and Indian application simultaneously since PCT publication is relatively faster than the Indian. This may attract funding fast.. ➢ Explore collaborative projects with the industry rather than consultancy. It would help the institute getting funding and also more placements. He mentioned that let the ideas/solution to industry problem statements come from students, get them scrutinized from the faculty and allocate them to students as industry projects. ➢ Introduce concept of Emotional Quotient to students. ➢ During presentation of benchmark for the current year, it is suggested to review the target number of patents & publications and advised to make the target number realistic. ➢ Offered a six-month internship for MITAoE students at his company. ➢ Focus on group discussion activities to improve students' communication skills.	Patent filing & publications: 30/12/2020 Four Patent Exam apply: 31/03/2020

	Responsibility : Dean SMCE, Dean SCE, **Action Taken:** Revised target (for AY 2020-21) of patents from SMCE is: Filing and publications- 10 patents Examinations: 4 patents PCT filing will be taken care by Dean R&D.	
4.	The school Dean, SMCE highlighted the information about the Innovation Lab NVH / HVAC. **Responsibility :** Dean SMCE **Action Taken** Collected quotations from the vendors and being processed. Lab will be required next semester.	31/01/2020
5.	The Dean QA threw light on the ERP software and declared that it would be applicable from January 2020. The Director suggested keeping a close watch on ERP software **Responsibility:** Dean QA **Action Taken:** Data collected required to live ERP	6/01/2020
6.	The Director emphasized careful and proper analysis of students failing in placements due to a lack of communication skills. He advised making some mechanisms to improve the communication skills of the students. He also mentioned that the research and development benchmark should be reviewed and revised. The comparative analysis should be incorporated in the presentation. **Responsibility:** Dean CR , Dean R & D **Action Taken:** Research targets of patents, Students Publication, Faculty Publication ,Major Research Projects and FDP are reviewed and revised.	30/12/2019
7.	One of the student members appreciated the college curriculum and its activities. She stated that although the students excel in curriculum and other activities, they lack in communication skills. **Responsibility:** Dean SHES **Action Taken:**	6/1/2020

	The subjects namely Professional Communication Skills in English launched for the 2nd year and Practical English and Life Skills for 3rd year students .	
8.	The faculty from SHES proposed the idea of creating the English language exposure on campus. He stated the benefits of this activity to be availed by students and faculty. **Responsibility:** Dean SHES **Action Taken:** The Director has instructed the respective School Deans to implement the same in all the departments.	6/1/2020
9.	The external member suggested getting the mechanisms that identify the fast & slow learners and analyze them properly. **Responsibility:** Dean SHES and School Dean **Action Taken:** The existing software will be used for the same.	10/1/2020
10.	The meeting concluded with the vote of thanks by the QA Co-ordinator expressing gratitude towards the active participation of the industrial members and IQAC members.	

Prepared By	Verified By	Approved By
30.12.2019	30/12/19	30.12.19
Member Secretary	IQAC Coordinator	Chairman , IQAC