

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:**


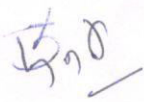

- Curricular Aspects
- Teaching- Learning and Evaluation
- Research, Innovations and Extension
- Infrastructure and Learning Resources
- Student Support and Progression
- Governance, Leadership and Management
- Institutional Values and Best Practices


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.	<p>The member from industry appreciated efforts made by the institute. He shared his views and suggestions which are summarized below;</p> <ul style="list-style-type: none"> ➤ 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.

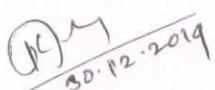
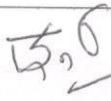

12.	The detailed discussion was done on the target set by the schools and the concerned members of the schools were requested for the review.
13.	The next meeting is scheduled to be held in the last week of January 2020.


Prepared By	Verified By	Approved By
		
Member Secretary	Dean QA	Director

 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.	<p>The member from industry appreciated efforts made by the institute. He shared his views and suggestions which are summarized below;</p> <ul style="list-style-type: none"> ➤ 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	

	<p>Responsibility : Dean SMCE, Dean SCE,</p> <p>Action Taken:</p> <p>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.</p>	
4.	<p>The school Dean, SMCE highlighted the information about the Innovation Lab NVH / HVAC.</p> <p>Responsibility : Dean SMCE</p> <p>Action Taken Collected quotations from the vendors and being processed. Lab will be required next semester.</p>	31/01/2020
5.	<p>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</p> <p>Responsibility: Dean QA</p> <p>Action Taken: Data collected required to live ERP</p>	6/01/2020
6.	<p>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.</p> <p>Responsibility: Dean CR , Dean R & D</p> <p>Action Taken: Research targets of patents, Students Publication, Faculty Publication ,Major Research Projects and FDP are reviewed and revised.</p>	30/12/2019
7.	<p>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.</p> <p>Responsibility: Dean SHES</p> <p>Action Taken:</p>	6/1/2020

	The subjects namely Professional Communication Skills in English launched for the 2 nd year and Practical English and Life Skills for 3 rd year students .	
8.	<p>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.</p> <p>Responsibility: Dean SHES</p> <p>Action Taken: The Director has instructed the respective School Deans to implement the same in all the departments.</p>	6/1/2020
9.	<p>The external member suggested getting the mechanisms that identify the fast & slow learners and analyze them properly.</p> <p>Responsibility: Dean SHES and School Dean</p> <p>Action Taken: The existing software will be used for the same.</p>	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

 MIT Academy of Engineering (An Autonomous Institute)	MINUTES OF MEETING (MOM)	
	Meeting No- 02	
Alandi (D), Pune – 412105	Academic Year	2019-2020
DEAN QUALITY ASSURANCE	Term	II


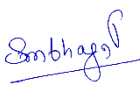

Date:	12February 2020 : Meeting No 02
Type of Meeting:	IQAC


Agenda of Meeting:**Review on:**

- 1) Confirmation of last IQAC meeting minutes
- 2) BOS meeting
- 3) ISO/IQAC audit
- 4) Academic audit
- 5) Curricular & extra-curricular activities
- 6) Outreach programs
- 7) NBA SAR / NAAC SSR reviews
- 8) Curriculum modifications
- 9) MOUs
- 10) Alumni meet

Sr. No.	Particulars
I	The Dean QA welcomed the distinguished members of IQAC and reviewed and confirmed the minutes of the previous IQAC meeting.
II	The Dean QA focused on the following aspects through his presentation:
1.	The minutes of the BOS meeting were reviewed. The concerned Deans explained the highpoints to the industry members. The Action Taken Report of BOS was confirmed.
2.	The ISO/IQAC audit was reviewed along with the action taken points.
3.	The major highlights of Academic Audit were briefed by the Dean, QA and the action taken on various aspects was appraised.


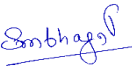

Sr. No.	Particulars
4.	The implemented work, process and system regarding the question paper audit were discussed in brief.
5.	The various significant aspects of Research, Innovation and Extension such as the data of the number of journals published, the research papers submitted, patent publication, consultancies, curricular and extra-curricular activities, etc. were highlighted.
6.	The achievements of the institute along with the received awards by the students and faculty were thrown light on. The industry members congratulated the institute teams for the high success rate in different fields.
7.	The R & D targets of the current academic year were discussed.
8.	The targets of NBA-SAR and NAAC-SSR were underlined.
9.	The data of Placement offers and the major recruiters for the batch 2019-20 was displayed and conversed.
10.	The review of Alumni meet Confluence-2019 was taken and the alumni suggestions were taken into consideration.
11.	The record of Students' participation in the extension activities was showcased. The industrial member suggested a change in the nomenclature i.e. 'Social Activities' instead of Extension Activities.
12.	The details of the MoUs signed with institutions were displayed by the Dean QA.
13.	The activities and lecture Series by IQAC were underscored.
14.	The Director congratulated the teams and stated his aim of 'Paperless Campus'.
15.	The student representative expressed her affirmative views on the teaching-learning process and the activities conducted on campus.
16.	The meeting concluded with the positive remarks by the industry members, the Director and the vote of thank by the IQAC Coordinator.


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	Term	II
	Meeting No	IQAC/2019-20/02

Sr. No	Particulars	Target Date
1	The Dean QA welcomed the distinguished members of IQAC and reviewed and confirmed the minutes of the previous IQAC meeting.	
2	The minutes of the BoS meeting were reviewed. The concerned Deans explained the highpoints to the industry members. The Action Taken Report of BoS was confirmed.	
3	The ISO/IQAC audit was reviewed along with the action taken points.	
4	The major highlights of Academic Audit were briefed by the Dean, QA and the action taken on various aspects was appraised.	
5	The implemented work, process and system regarding the question paper audit were discussed in brief.	
6	The various significant aspects of Research, Innovation and Extension such as the data of the number of journals published, the research papers submitted, patent publication, consultancies, curricular and extra-curricular activities, etc. were highlighted.	
7	The achievements of the institute along with the received awards by the students and faculty were thrown light on. The industry members congratulated the institute teams for the high success rate in different fields.	
8	<p>The R & D targets of the current academic year were discussed.</p> <p>Responsibility: Dean R&D</p> <p>Action Taken:</p> <p>R&D activities need to increase among faculty and students related to research publication, projects, participation in reputed conferences and student publication based on mini, minor & major projects.</p>	31 May 2020
9	<p>The targets of NBA-SAR and NAAC-SSR were underlined.</p> <p>Responsibility: Dean QA</p> <p>Action Taken:</p> <p>Need to focus on NAAC & NBA accreditation, phrased the core committee for completing work.</p>	31 May 2020

Sr. No	Particulars	Target Date
10	The data of Placement offers and the major recruiters for the batch 2019-20 was displayed and conversed. Responsibility: Director T&P Action Taken: Focuses to more placement of students	31 May 2020
11	The review of Alumni meet Confluence-2019 was taken and the alumni suggestions were taken into consideration. Responsibility: Dean SA, Alumni Coordinator Action Taken: Need to implement most of Alumni suggestion in student and academic activity	31 May 2020
12	The record of Students' participation in the extension activities was showcased. The industrial member suggested a change in the nomenclature i.e. 'Social Activities' instead of Extension Activities. Responsibility: Dean SA, Mr Husain Action Taken: Need to implement the same	31 May 2020
13	The details of the MoUs signed with institutions were displayed by the Dean QA.	
14	The activities and lecture Series by IQAC were underscored.	
15	The Director congratulated the teams and stated his aim of 'Paperless Campus'. Responsibility: Dean QA, Registrar, Estate Section Action Taken: Need to implement the same from coming academic year	31 Dec 2020
16	The student representative expressed her affirmative views on the teaching-learning process and the activities conducted on campus.	
17	The meeting concluded with the positive remarks by the industry members, the Director and the vote of thank by the IQAC Coordinator.	

Prepared by	Verified By	Approved By
		
Member Secretary	Dean, QA	Director

 Academy of Engineering (An Autonomous Institute)	MINUTES OF MEETING (MOM)	
	Meeting No- 03	
Alandi (D), Pune – 412105	Academic Year	2019-2020
DEAN QUALITY ASSURANCE	Term	II

Date:	22 May 2020, Meeting no. 03
Type of Meeting:	IQAC


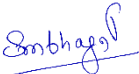

Agenda of Meeting:**Review on:**


- 1) Confirmation of minutes for 2nd IQAC meeting
- 2) Curriculum Design
- 3) Revised B.Tech Curriculum Structure
- 4) Teaching-learning progress
- 5) Research & Development
- 6) Training & Placement
- 7) Entrepreneurship activities
- 8) Students Internship details
- 9) Faculty Achievements
- 10) Students Achievements
- 11) Special attention

Sr. No.	Particulars
I	The Dean QA welcomed the distinguished members in the third meeting of IQAC, reviewed and confirmed the minutes of the previous IQAC meeting dated 12 February 2020.
II	The Dean QA discussed the agenda of the meeting in his opening remarks and focused on the following aspects through his presentation:
a	Dean QA briefed about the revised framework structure and highlights of Curriculum Structure for the second cycle of autonomy batch.
b	Dean SMCE and Dean SEE briefed about the prototype software used to provide hands-on experience to the students.

Sr. No.	Particulars
c	The major highlights of the successful online execution of teaching-learning process during the lockdown period were summarized. On an average 83% of the students attended the online lectures delivered by the faculty members. Dean QA appreciated the efforts made by faculty members for the successful demeanor of online lectures.
d	The cumulative achievement of MITAOE in the research outputs was emphasized. He also highlighted various significant achievements of faculty such as journal publication (Scopus Indexed), conference proceedings, patents published & filed, consultancy, and research proposals along with the achieved R&D targets set for the academic year 2019-2020.
e	The various significant achievements of the institute were briefed. The various awards and achievements received by the faculty members and students were also thrown light on.
f	The MITAOE Central Library has taken institutional membership of "Coursera for Campus" for the Faculty members and Students for the blended learning. The summary of enrollment, learning hours, etc. of the Coursera course was briefed.
g	The series of online lectures (webinars) organized by the Central Library for the faculty members, students and LIS-professionals across India were focused on. Dean QA appreciated work done by the Central Library.
h	Discussed the ongoing activities for the preparation of NBA / NAAC and the targets set for the NAAC.
i	The placement data for the batch 2019-20 was presented. The Dean CR updated the IQAC members about the placement activities. He appreciated the efforts of the faculty and Corporate Relations office in this regard. As compared to last year, a good number of students (343) have been placed in the various reputed companies. He gave information about the highest package offered i.e. 36 lakh and the recruitment of 2 students by the Japanese companies. The MITAOE and Kothrud campuses have been visited by over 200 MNC companies.
j	<p>The Dean CR briefed about the Product Audit and the MOUs signed with Aspire minds and MCAT. He mentioned that MCAT is an online assessment tool that gives a detailed report of the students about the employability index or employability level. This year, almost 600 students have already gone through the first phase of MCAT.</p> <p>Apart from MCAT, MITAOE is also working with Co-cube and Higher Me. The institute is doing a Product audit by these three agencies. One of the Students' representative shared his experience of MCAT. He was happy with the MCAT activities.</p>
k	Various activities conducted by the E-Cell were briefed.
l	The Dean SCE underscored the long-term internship. He stated that a total of 107 students from various departments have the opportunity for the internship. He also highlighted the summer internships and its cumulative reports.

m	The Dean QA shared information about the significant "Green and Clean Campus" award received by MITAoE under the "Swachh Bharat Abhiyan" from AICTE.
n	The institute has signed various significant MOUs with the various organizations/industries. It will help design the curriculum, expert sessions, projects, internships, etc.
o	The major activities done under the IQAC such as setting the benchmarks for improving the quality of the system, ERP software, webinars conducted, etc. were highlighted.
p	The Dean CR discussed the Tech and talk series that will be conducted in the forthcoming days for the holistic development of students.
q	The Director emphasized on the Assessment for in course/end course examination and also briefed about the distribution of the marks for internal assessment, ISE & ESE. He screened and elaborated the summary of graph analysis of the internal Assessment, ISE & ESE.
r	The Dean QA discussed the blended learning (during COVID-19), NAAC & NBA, webinars, MOOC and online courses, and liberal learning as well. The Dean SA gave information about the various tracks offered under liberal tuition from the upcoming semester.
s	The expert from industry appreciated efforts of the institute for online teaching and learning during the COVID-19 lockdown. He congratulated MITAoE for published research work and patents. He suggested that the presentation of data in graphical mode should be considered at the time of presentation so that it can be easily understood.
t	The other industry experts appreciated remarkable achievements of the MITAoE and congratulated on the best initiatives taken during COVID-19. They liked the concept of product audit and MCAT.
u	Industry expert Mr. Pawar also appreciated the remarkable achievements of the MITAOE.
v	The Principal, MIT ACSC, appreciated the excellent work done by the institute fraternity under the supervision of the Director. He also appreciated the online teaching-learning initiatives.
w	The student representatives expressed their affirmative views on the online teaching-learning process and the activities conducted through online platforms.
x	The meeting concluded with the vote of thanks expressed by the Dean QA. The next meeting is scheduled on 26 th June 2020.


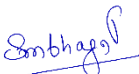

Prepared by	Verified By	Approved By
		
Member Secretary	Dean, QA	Director


 Academy of Engineering (An Autonomous Institute)	Action Taken Report	
	Meeting No- 03	
Alandi (D), Pune – 412105	Academic Year	2019-2020
IQAC Meeting	Term	II
	Meeting No	IQAC/2019-20/03

Sr. No.	Particulars	Target Date
1.	<p>The major highlights of the successful online execution of teaching-learning process during the lockdown period were summarized. On an average 83% of the students attended the online lectures delivered by the faculty members. Dean QA appreciated the efforts made by faculty members for the successful demeanor of online lectures.</p> <p>Responsibility Dean Academic, School Dean</p> <p>Action Proposed Effective implementation of teaching learning methodology for coming semester. In a proposed online mode of teaching- make sure maximum attentiveness of student, effective delivery of content and engaging student, etc.</p>	31 Oct 2020
2.	<p>The cumulative achievement of MITAoE in the research outputs was emphasized. He also highlighted various significant achievements of faculty such as journal publication (Scopus Indexed), conference proceedings, patents published & filed, consultancy, and research proposals along with the achieved R&D targets set for the academic year 2019-2020.</p> <p>Responsibility Dean R&D, School Dean</p> <p>Action Taken Approaching to the research target with the support and encouragement provided by the Institute. Still the many achievements in pipe line and process.</p>	31 Oct 2020
3.	<ul style="list-style-type: none"> • The MITAOE Central Library has taken institutional membership of "Coursera for Campus" for the Faculty members and Students for the blended learning. The summary of enrollment, learning hours, etc. of the Coursera course was briefed. • The series of online lectures (webinars) organized by the Central Library for the faculty members, students and LIS-professionals across India were focused on. Dean QA appreciated work done by the Central Library. <p>Responsibility Ms. Vandana Khandelwal Librarian,</p> <p>Action Proposed Appreciated efforts of librarian as more online teaching-learning sources/ course/ FDP/ Webinar are identified for upcoming semester.</p>	31 Oct 2020

Sr. No.	Particulars	Target Date
4.	<p>Discussed the ongoing activities for the preparation of NBA / NAAC and the targets set for the NAAC.</p> <p>Responsibility Dean QA, School dean</p> <p>Action Taken NACC & NBA criteria wise, point wise work has been distributed among the in-charge and coordinators.</p>	31 Dec 2020
5.	<p>The placement data for the batch 2019-20 was presented. The Dean CR updated the IQAC members about the placement activities. He appreciated the efforts of the faculty and Corporate Relations office in this regard. As compared to last year, a good number of students (343) have been placed in the various reputed companies. He gave information about the highest package offered i.e. 36 lakh and the recruitment of 2 students by the Japanese companies. The MITAoE and Kothrud campuses have been visited by over 200 MNC companies.</p> <p>Responsibility T&P, Director, FTPO</p> <p>Action Taken Planned for placing student thorough campus.</p>	30 June 2020
6.	<p>The Dean CR briefed about the Product Audit and the MOUs signed with Aspire minds and MCAT. He mentioned that MCAT is an online assessment tool that gives a detailed report of the students about the employability index or employability level. This year, almost 600 students have already gone through the first phase of MCAT.</p> <p>Apart from MCAT, MITAoE is also working with Co-cube and Higher Me. The institute is doing a Product audit by these three agencies. One of the Students' representative shared his experience of MCAT. He was happy with the MCAT activities.</p> <p>Responsibility Dean CR, School Dean</p> <p>Action Taken Planned for activities related to internship, skill development, higher education.</p>	31 Oct 2020

Sr. No.	Particulars	
7.	<p>Various activities conducted by the E-Cell were briefed.</p> <p>Responsibility ED-cell</p> <p>Action Taken Planned more activities related to development of entrepreneurship skill among student.</p>	31 Dec 2020
8.	<p>The major activities done under the IQAC such as setting the benchmarks for improving the quality of the system, ERP software, webinar conducted, etc., were highlighted.</p> <p>Responsibility Dean QA, IQAC Cell</p> <p>Action Taken Effective implementation of academic activity through ERP and ICT mode.</p>	31 Oct 2020
9.	<p>The Director emphasized on the Assessment for in course/end course examination and also briefed about the distribution of the marks for internal assessment, ISE & ESE. He screened and elaborated the summary of graph analysis of the internal Assessment, ISE & ESE.</p> <p>Responsibility COE, School Dean</p> <p>Action Taken Collection of IA & Practical continuous assessment for final score calculation of students.</p>	10 June 2020

Prepared by	Verified By	Approved By
		
Member Secretary	Dean, QA	Director

 Academy of Engineering (An Autonomous Institute)	MINUTES OF MEETING (MOM)	
	Meeting No- 04	
Alandi (D), Pune – 412105	Academic Year	2019-2020
DEAN QUALITY ASSURANCE	Term	II

Date:	26 June 2020, Meeting no. 04
Type of Meeting:	IQAC

Agenda of Meeting

Review on:


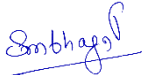

- 1) Confirmation of minutes for 3rd IQAC meeting
- 2) Students admitted with admission cut off
- 3) Teaching-learning Progress (Online mode)
- 4) Research & Development
- 5) Training & Placement
- 6) Entrepreneurship activities
- 7) Students Internship details
- 8) Faculty Achievements
- 9) Students Achievements
- 10) Special attention


Sr. No.	Particulars
I	The IQAC coordinator welcomed the distinguished members in the fourth meeting of IQAC for the academic year 2019-2020. He reviewed the minutes and confirmed the action taken report of the previous IQAC meeting dated 22 May 2020.
II	The Co-ordinator discussed the agenda of the meeting in his opening remarks and focused on the following aspects through his presentation:
1.	He briefed the admitted students and the admission cutoff of the last three years of autonomous batches based on the sanctioned intake. He highlighted the maximum and the minimum number of admission cutoffs as per CET marks that are converted into percentages for a specific year. He highlighted the summary of admission cutoffs of higher side.

Sr. No.	Particulars
2.	<p>Since the last semester, the teaching-learning process is going on in online mode. The current semester has started from the 15 June 2020 and now the mode of teaching-learning is completely online.</p> <p>For effective delivery of online teaching-learning process, the institute has formulated the policies for all schools and faculties which are as follows:</p> <ul style="list-style-type: none"> ➤ The best online learning-learning software such as GoTo webinar software and ERP software i.e CollPoll to conduct classes and share learning materials, guidelines and notices. ➤ Sharing self-learning material ➤ Creating a course introduction video ➤ Pre/post-course survey ➤ Unit-wise/module level planning ➤ Content of recorded session for sharing ➤ Sharing course study material, etc.
3.	<p>Discussed the work process followed by the faculty for the effective delivery of teaching & learning for each module.</p>
4.	<p>Discussed the assessment and examination pattern for the year 2019-2020. The major highlights are :</p> <ul style="list-style-type: none"> ➤ No end semester examination to be conducted for FY/SY/TY ➤ Final assessment to be done based on internal assessment, mid-semester examination ➤ All students shall be provisionally promoted to the higher class. ➤ The result has declared for the FY/SY/TY. ➤ The decision to be taken for the final year students based on the University and govt. of Maharashtra instruction.
5.	<p>The cumulative achievements of the research output of the past three years of MITAoE were emphasized. Some of the major highlights of R&D cell:</p> <ul style="list-style-type: none"> ➤ Highlighted on various significant achievements of the faculty which is continuously increasing such as journal publication, conference proceedings (Scopus Indexed & highly cited in indexing sites). ➤ Focused on patents published & filed in the last three years. ➤ Generated fund of 5.52 lakhs in various research consultancy. ➤ Received research funding of 13.9 lakhs from the apex bodies ➤ Briefed on the cumulative summary of journal/conference publications, patents, research proposal and consultancy for the year 2019-2020. ➤ Highlighted the research activities with the achieved R&D targets set for the Academic year 2019-2020 and the target for this year's R&D slightly increased based on the previous year.
6.	<p>The various significant achievements of the institute were briefed. The various awards and achievements received on the institute level, as well as by the faculty members and students were also thrown light on.</p>

Sr. No.	Particulars
7.	Presented the analysis of student's placement data for the last three years as well as the current year. As compared to previous years, a good number of students (344) are placed in various reputed companies. The efforts of the Faculty and Corporate Relations Office were appreciated in this regard.
8.	<p>The Institute has strong relations with the Alumni. Highlights of the major contributions of Alumni towards institute are :</p> <ul style="list-style-type: none"> ➤ Internship opportunities for the students ➤ Expert talk ➤ Member of BOS in various Schools. ➤ Member of Product Audit
9.	<p>The following various significant achievement and activities done by the Central Library were brought in to attention :</p> <ul style="list-style-type: none"> ➤ Twice MITAOE SWAYAM-NPTEL Local Chapter has got "A" grade and secured ranked among the top 100 most active local chapter. ➤ Twice MITAOE SWAYAM-NPTEL Local Chapter has got "AA" grade and secured ranked among the top 50 most active local chapter. ➤ Presented the summary of faculty and students who achieved toppers, gold, silver & elite certificate for the completing the SWAYAM-NPTEL online courses ➤ The MITAOE Central Library has taken institutional membership of "Coursera for Campus" for the Faculty members and Students for the blended learning. The summary of enrollment, learning hours, etc. of the Coursera course was briefed. A good number of students and faculty members completed Coursera courses. ➤ Conducted webinar series during these days of the COVID-19 outbreak that are <ul style="list-style-type: none"> • 8 webinar on various topics for the Library Science professionals • 6 webinar on various topics for the Students fraternity • 6 webinar on various topics for the teaching fraternity • Webinar on Yoga for everyone on the occasion of International Yoga Day June 21, 2020. <p>Central Library webinars have got an overwhelming response from participants from all the parts of the country. Some foreign participants also participated in these webinars such as Indonesia, Dubai, Saudi Arabia, etc.</p>
10.	<p>The various activities conducted by the ED-Cell were briefed. ED-Cell has framed startup policy for the students and faculty as per the NISP. In a very short time, this cell has achieved many achievements. Some of the major achievements of this ED cell are:</p> <ul style="list-style-type: none"> ➤ Winners of National Entrepreneurship Challenges, IIT Bombay, 2018-19. ➤ Winners of the best start-up club award by Wadhvani Foundation, 2019-20 ➤ Secured ranked in top 100 institutes for the ARIIA-2018-19 ranking ➤ Received fund assistance of 1 Cr for plant and machinery. ➤ Singed 06 MOUs with prestigious organizations
11.	The significant activities done by the Corporate Relations Office with the aim behind to build up the sound relationship between the Institute and the corporate. Various online webinar (09 nos.) had conducted for the students and got a good response from the students.

Sr. No.	Particulars
12.	The cumulative report of the Student Internship Program (SIP) for 2019–2020 was summarized. A total of 607 TY B.Tech students and 347 SY B. Tech students have got short and long term internship opportunities.
13.	Briefed about the student's internship as part of his internship studies with various reputed organizations/companies. A total of 106 students are working with the companies and 72 students are placed based on their internship.
14.	For the holistic development of the students, the institute also conducts social activities. Various social activities done by the institute for the year 2019-20 were briefed. These are : <ul style="list-style-type: none"> ➤ Tree plantation (500 trees) ➤ Swachha Wari, Nirmal Wari, Harit Wari ➤ Traffic Awareness ➤ Blood Donation camps ➤ During immersion of Ganesh idols, 5000 idols taken out of the river by the students.
15.	The institute has signed various significant MOUs (18 nos.) with the various organizations/industries. It will help design the curriculum, expert sessions, training, projects, internships, etc.
16.	Discussed the ongoing activities for the preparation of NBA / NAAC and the targets set for the NAAC.
17.	The major activities are done under the IQAC such as setting the benchmarks for improving the quality of the system, ERP software, webinars conducted, etc. were highlighted.
18.	Discussed the blended learning (during COVID-19), NAAC & NBA, webinars, MOOC and online courses for the faculty, and liberal learning as well.
19.	The Principal, MIT ACSC, appreciated the excellent work done by the institute fraternity under the supervision of the Director.
20.	Dean R&D informed about the R&D activity and the target set for 2019-20. The target set for the academic year 2020-2021 is approved by industry experts, principal - MIT-ACSC.
21.	The student representatives expressed their affirmative views on the online teaching-learning process and the activities conducted through online platforms.
22.	The meeting concluded with the vote of thanks expressed by the Dean QA.

Prepared by	Verified By	Approved By
		
Member Secretary	Dean, QA	Director

 MIT Academy of Engineering (An Autonomous Institute)	Action Taken Report	
	Meeting No- 04	
Alandi (D), Pune – 412105	Academic Year	2019-2020
IQAC Meeting	Term	II
	Meeting No	IQAC/2019-20/04




Sr. No.	Particulars	Target Date
1.	<p>Since the last semester, the teaching-learning process is going on in online mode. The current semester has started from the 15 June 2020 and now the mode of teaching-learning is completely online.</p> <p>For effective delivery of online teaching-learning process, the institute has formulated the policies for all schools and faculties which are as follows:</p> <ul style="list-style-type: none"> ➤ The best online learning-learning software such as GoTo webinar software and ERP software i.eCollPoll to conduct classes and share learning materials, guidelines and notices. ➤ Sharing self-learning material ➤ Creating a course introduction video ➤ Pre/post-course survey ➤ Unit-wise/module level planning ➤ Content of recorded session for sharing ➤ Sharing course study material, etc. <p>Responsibility Dean Academic, School Dean</p> <p>Action Taken The college has formulated policies for all schools and faculty to maintain uniformity, standards of effective implementation of teaching-learning methods for the current online semester, the maximum attentiveness of students, effective execution and delivery of material, unit / module wise plans, etc.</p>	31 Oct 2020

Sr. No.	Particulars	Target Date
2.	<p>The cumulative achievements of the research output of the past three years of MITAoE were emphasized. Some of the major highlights of R&D cell:</p> <ul style="list-style-type: none"> ➤ Highlighted on various significant achievements of the faculty which is continuously increasing such as journal publication, conference proceedings (Scopus Indexed & highly cited in indexing sites). ➤ Focused on patents published & filed in the last three years. ➤ Generated fund of 5.52 lakhs in various research consultancy. ➤ Received research funding of 13.9 lakhs from the apex bodies ➤ Briefed on the cumulative summary of journal/conference publications, patents, research proposal and consultancy for the year 2019-2020. ➤ Highlighted the research activities with the achieved R&D targets set for the Academic year 2019-2020 and the target for this year's R&D slightly increased based on the previous year. <p>Responsibility Dean R&D, School Dean</p> <p>Action Taken To provide support and encouragement to the institute faculty members and students, to achieve the goal of research and development.</p>	31 March 2021
3.	<p>The various significant achievements of the institute were briefed. The various awards and achievements received on the institute level, as well as by the faculty members and students were also thrown light on.</p> <p>Responsibility Dean QA, School Deans & Section Heads</p> <p>Action Taken Planned more activities related to the development of institute, faculty, staff and students.</p>	31 March 2021

Sr. No.	Particulars	Target Date
4.	<p>Presented the analysis of student's placement data for the last three years as well as the current year. As compared to previous years, a good number of students (344) are placed in various reputed companies. The efforts of the Faculty and Corporate Relations Office were appreciated in this regard.</p> <p>Responsibility T&P, Director, FTPO</p> <p>Action Taken To increase the percentage of students placed and for holistic development, it also planned to arrange more expert sessions, extra-curricular activities and an invite to more companies for placements.</p>	31 Oct 2020
5.	<p>The following various significant achievement and activities done by the Central Library were brought in to the attention</p> <ul style="list-style-type: none"> ➤ Twice MITAOE SWAYAM-NPTEL Local Chapter has got “A” grade and secured ranked among the top 100 most active local chapter. ➤ Twice MITAOE SWAYAM-NPTEL Local Chapter has got “AA” grade and secured ranked among the top 50 most active local chapter. ➤ Presented the summary of faculty and students who achieved toppers, gold, silver & elite certificate for the completing the SWAYAM-NPTEL online courses ➤ The MITAOE Central Library has taken institutional membership of "Coursera for Campus" for the Faculty members and Students for the blended learning. The summary of enrollment, learning hours, etc. of the Coursera 5.course was briefed. A good number of students and faculty members completed Coursera courses. ➤ Conducted webinar series during these days of the COVID-19 outbreak that are <ul style="list-style-type: none"> • 8 webinar on various topics for the Library Science professionals • 6 webinar on various topics for the Studentsfraternity • 6 webinar on various topics for the teachingfraternity • Webinar on Yoga for everyone on the occasion of International Yoga Day June 21, 2020. <p>Responsibility Ms. Vandana Khandelwal Librarian</p> <p>Action Taken Appreciated the efforts made by the librarian as well as encouraging and supporting the librarian to conduct more online webinars and explore various learning-learning resources for learners for the upcoming semester.</p>	31 Oct 2020

Sr. No.	Particulars	Target Date
6.	<p>The various activities conducted by the ED-Cell were briefed. ED-Cell has framed startup policy for the students and faculty as per the NISP. In a very short time, this cell has achieved many achievements. Some of the major achievements of this ED cell are:</p> <ul style="list-style-type: none"> ➤ Winners of National Entrepreneurship Challenges, IIT Bombay, 2018-19. ➤ Winners of the best start-up club award by Wadhvani Foundation, 2019-20 ➤ Secured ranked in top 100 institutes for the ARIIA-2018-19 ranking ➤ Received fund assistance of 1 Cr for plant and machinery. ➤ Singed 06 MOUs with prestigious organizations <p>Responsibility ED-cell</p> <p>Action Taken Planned more activities related to the development of entrepreneurship skills among students.</p>	31 Oct 2020
7.	<p>The significant activities done by the Corporate Relations Office with the aim behind to build up the sound relationship between the Institute and the corporate. Various online webinar (09 nos.) had conducted for the students and got a good response from the students.</p> <p>Responsibility: Dean CR</p> <p>Action Taken Planned various activities in collaboration with corporate/industries to increase more interaction.</p>	31 Dec 2020
8.	<ul style="list-style-type: none"> • The cumulative report of the Student Internship Program (SIP) for 2019–2020 was summarized. A total of 607 TY B.Tech students and 347 SY B. Tech students have got short and long term internship opportunities. • Briefed about the student’s internship as part of his internship studies with various reputed organizations/companies. A total of 106 students are working with the companies and 72 students are placed based on their internship. <p>Responsibility: Dean CR, Internship in-charge</p> <p>Action Taken Planned to increase the interaction with the various reputed companies/industries/organizations to get the benefit of short terms and long term internship for the students.</p>	31 Oct 2020

Sr. No.	Particulars	Target Date
9.	<p>The institute has signed various significant MOUs (18 nos.) with the various organizations/industries. It will help design the curriculum, expert sessions, training, projects, internships, etc.</p> <p>Responsibility Dean QA, All Dean, School Deans</p> <p>Action Taken To increase the number of expert sessions, training, projects and design the curriculum, planned to sign more MoUs with the various reputed organization/industries.</p>	31 Oct 2020
10.	<p>Discussed the ongoing activities for the preparation of NBA / NAAC and the targets set for the NAAC.</p> <p>Responsibility Dean QA, School dean & Section Heads</p> <p>Action Taken NACC & NBA criteria wise, point-wise work has been distributed among the in-charge and coordinators.</p>	31 Jul 2020
11.	<p>The major activities done under the IQAC such as setting the benchmarks for improving the quality of the system, ERP software, webinar conducted, etc., were highlighted.</p> <p>Responsibility Dean QA, IQAC Cell</p> <p>Action Taken Planned more activities and effective implementation of academic activity through ERP and ICT mode.</p>	31 Oct 2020

Prepared by	Verified By	Approved By
		
Member Secretary	Dean, QA	Director