


 <b>MIT</b>   Academy of Engineering (An Autonomous Institute)		<b>MINUTES OF MEETING (MOM)</b>	
Alandi (D), Pune – 412105		Academic Year	2018-2019
IQAC Meeting		Date	13 July 2018
		Meeting No	IQAC/2018-19/I
<b>Agenda of Meeting:</b> <ol style="list-style-type: none"> <li>1. Briefing on ISO certification and audit dates</li> <li>2. Various AICTE schemes</li> <li>3. Teaching-learning pedagogy</li> <li>4. The use of LMS</li> <li>5. Discussion on incentive policy</li> <li>6. Credit based Internship</li> <li>7. Miscellaneous points</li> </ol>			
<b>Minutes</b>			
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 <sup>th</sup> -17 <sup>th</sup> August, 2018 and external audit is scheduled on 27 <sup>th</sup> -30 <sup>th</sup> 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"> <li>To increase the number of faculty having Ph.D. qualification.</li> <li>To increase the number of Research publications in Indexed Journals by faculty.</li> <li>To increase the number of Research publications by students.</li> <li>To increase the number of industrial visits to students.</li> <li>To organize more training modules for the students on the latest technology as per the requirement of the industry.</li> <li>To organize several Guest Lectures from industry and academia for the students on the current trends in technology.</li> </ul>	Dean R&D School Deans	30 July 2018


	<ul style="list-style-type: none"> <li>To organize several FDPs, Seminars, Conferences, Workshops for Faculty, Staff &amp; students.</li> <li>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.</li> <li>To Increase the number of MOUs so that faculty can be involved in different consultancy projects offered by these industries.</li> <li>To motivate the students to develop projects which are relevant to society using sustainable technology.</li> </ul>		
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	



 <b>MIT</b>   Academy of Engineering (An Autonomous Institute)		<b>ACTION TAKEN REPORT</b>	
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><b>Responsibility:</b> School Deans and Dean FSA</p> <p><b>Action taken:</b> 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 06<sup>th</sup>-17<sup>th</sup> August, 2018 and external audit is scheduled on 27<sup>th</sup>-30<sup>th</sup> August 2018.</p> <p><b>Responsibility:</b> Dean QA</p> <p><b>Action taken :</b> 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><b>Responsibility:</b> Dean FSA, Prof. Senthil Kumar</p> <p><b>Action taken:</b> 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><b>Responsibility:</b> School Deans and Dean CR</p> <p><b>Action taken:</b> 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><b>Responsibility:</b> Dean SHES</p>		


	<p><b>Action taken:</b> The German and Japanese courses started.</p>
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><b>Responsibility:</b> CoE</p> <p><b>Action taken:</b> 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><b>Responsibility:</b> Coordinator Entrepreneurship</p> <p><b>Action taken:</b> 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><b>Responsibility:</b> School Deans and Dean Academics</p> <p><b>Action taken:</b> 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 &amp; D has given a presentation on various schemes for fetching the funds for R &amp; D work and the chairperson suggested applying for the same.</p> <p><b>Responsibility:</b> School Deans and Dean R&amp;D</p> <p><b>Action taken:</b> 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"> <li>• To increase the number of faculty having Ph.D. qualification.</li> <li>• To increase the number of Research publications in Indexed Journals by faculty.</li> <li>• To increase the number of Research publications by students.</li> <li>• To increase the number of industrial visits to students.</li> <li>• To organize more training modules for the students on the latest technology as per the requirement of the industry.</li> <li>• To organize several Guest Lectures from industry and academia for the students on the current trends in technology.</li> <li>• To organize several FDPs, Seminars, Conferences, Workshops for Faculty, Staff &amp; students.</li> <li>• 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.</li> <li>• To Increase the number of MOUs so that faculty can be involved in different consultancy projects offered by these industries.</li> <li>• To motivate the students to develop projects which are relevant to society using sustainable technology.</li> </ul>

	<p><b>Responsibility:</b> Dean R&amp;D, School Deans</p> <p><b>Action taken:</b> 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><b>Responsibility:</b> Dean CR and School Deans</p> <p><b>Action taken:</b> 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><b>Responsibility:</b> Dean Design</p> <p><b>Action taken:</b> 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><b>Responsibility:</b> Dean Academics</p> <p><b>Action taken:</b> All the faculty and students have started using LMS Moodle successfully.</p>

Prepared By	Verified and Approved By
	
IQAC Coordinator	Chairman , IQAC


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



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


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

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

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IQAC Coordinator	Chairman , IQAC

 <b>MIT</b>   Academy of Engineering (An Autonomous Institute)		<b>MINUTES OF MEETING (MOM)</b>	
Alandi (D), Pune – 412105		Academic Year	2018-2019
IQAC Meeting		Date	11 January 2019
		Meeting No	IQAC/2018-19/III
<b>Agenda of Meeting:</b> <ol style="list-style-type: none"> <li>1. Enhancing the quality of R&amp;D activities</li> <li>2. The feedback of stakeholders</li> <li>3. Academic audit</li> <li>4. NAAC new formats</li> <li>5. Revision of Syllabus</li> <li>6. Miscellaneous points</li> </ol>			
<b>Minutes of Meeting:</b>			
Sr. No.	Particulars	Responsibility	Target Date
1.	In opening remarks, Chairman of the IQAC (Director) welcomed all members to the second meeting of IQAC of 2018-19, discussed the agenda of the meeting.		--
2.	The Minutes of the Meeting of 12 Oct 2018. Action Taken Report were read out and confirmed.	Dean QA	
3.	To enhance quality in R&D activities, all academic schools were asked to conduct various workshops and seminars.	Dean R&D School Deans	4 May 2019
4.	It was decided that the FY BTech syllabus will be revised from the academic year 2019-20 by taking the feedback from the entire stakeholders.	Dean Academics & Dean SHES	29 March 2019
5.	It is essential to improve the quality of the Teaching-Learning Process. It was decided that the third party should be involved in the academic audit process. The third-party should include experts from IITs, NITs and the industry. The panel should have at least 3 members.	School Deans	With immediate effect
6.	The institute applies for NIRF ranking each year, the weight is more on research publications. It has been decided to increase the number of Research publications	Dean R&D,	28 June 2019

	in Indexed Journals.	School Deans	
7.	The students should get industry exposure and one of the members of IQAC belong to the industry. It was suggested to involve an industry expert interaction in all the aspects like curriculum design, guest sessions, and Industrial visits and so on.	Dean CR School Deans	28 June 2019
8.	The new SAR for NAAC was discussed in the meeting and Dean QA was informed to start working on the same.	Dean QA	With immediate effect
9.	The Moodle was installed on cloud for the day to day teaching-learning activities.	Dean Academics	With immediate effect
10.	The faculty in each school should be divided according to their forefront areas and their publications should be reviewed accordingly. The Dean R&D should review as to how the publications can be increased. Incentive schemes may be worked out by Dean R&D to boost faculty publications. Dean R&D should also give targets to the schools for organizing conferences/workshops, etc. during summer.	School Deans Dean R&D	With immediate effect
11.	The leadership workshop will be conducted on 11 <sup>th</sup> and 12 <sup>th</sup> Feb 2019 to give an exposure to the senior faculty and Deans.	Dean FSA	With immediate effect
12.	Each school should have one student chapter of professional bodies to enhance the interaction with the outside world. It was decided that each faculty member must have at least two professional body memberships. The institute will provide the funding.	School Deans & Dean-FSA	31 July 2019
13.	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	
14.	Next meeting will be conducted on 12 April 2019.	Dean QA	12 April 2019
<b>Prepared By</b>		<b>Verified and Approved By</b>	
			
<b>IQAC Coordinator</b>		<b>Chairman IQAC</b>	


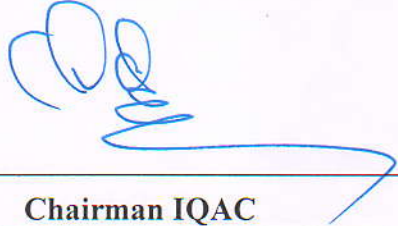
 <b>MIT</b>   Academy of Engineering (An Autonomous Institute)		ACTION TAKEN REPORT	
Alandi (D), Pune – 412105		Academic Year	2018-2019
IQAC Meeting		Date	11 January 2019
		Meeting No	IQAC/2018-19/III
Sr. No.	Particulars	Target Date	
1.	<p>To enhance quality in R&amp;D activities, all academic schools were asked to conduct various workshops and seminars.</p> <p><b>Responsibility:</b> Dean R&amp;D, School Deans</p> <p><b>Action taken:</b> A few workshops and seminars were conducted on R &amp; D.</p>	4 May 2019	
2.	<p>It was decided that the FY BTech syllabus will be revised from the academic year 2019-20 by taking the feedback from the entire stakeholders.</p> <p><b>Responsibility:</b> Dean Academics &amp; Dean SHES</p> <p><b>Action taken:</b> The syllabi of FY BTech was reviewed and some of the courses like 'Nature of Science' were added.</p>	29 March 2019	
3.	<p>It is essential to improve the quality of the Teaching-Learning Process. It was decided that the third party should be involved in the academic audit process. The third-party should include experts from HTs, NITs and the industry. The panel should have at least 3 members.</p> <p><b>Responsibility:</b> School Deans</p> <p><b>Action taken:</b> Academic audit for all the departments was conducted for the first semester and the actions were taken accordingly. The reports are available in the departments.</p>	With immediate effect	
4.	<p>The institute applies for NIRF ranking each year, the weight is more on research publications. It has been decided to increase the number of Research publications in Indexed Journals.</p> <p><b>Responsibility:</b> Dean R&amp;D, School Deans</p> <p><b>Action taken:</b> Informed the faculty for the same.</p>	28 June 2019	
5.	<p>The students should get industry exposure and one of the members of IQAC belong to the industry. It was suggested to involve an industry expert interaction in all the aspects like curriculum design, guest sessions, and Industrial visits and so on.</p> <p><b>Responsibility:</b> Dean CR, School Deans</p>	28 June 2019	


	<b>Action taken:</b> Industry experts were invited for the open elective courses like IOT.	
6.	The new SAR for NAAC was discussed in the meeting and Dean QA was informed to start working on the same.  <b>Responsibility:</b> Dean QA  <b>Action taken:</b> The task was initiated.	With immediate effect
7.	The Moodle was installed on cloud for the day to day teaching-learning activities.  <b>Responsibility:</b> Dean Academics  <b>Action taken:</b> NA	With immediate effect
8.	The faculty in each school should be divided according to their forefront areas and their publications should be reviewed accordingly. The Dean R&D should review as to how the publications can be increased. Incentive schemes may be worked out by Dean R&D to boost faculty publications. Dean R&D should also give targets to the schools for organizing conferences/workshops, etc. during summer.  <b>Responsibility:</b> School Deans, Dean R&D  <b>Action taken:</b> The concept is implemented.	With immediate effect
9.	The leadership workshop will be conducted on 11 <sup>th</sup> and 12 <sup>th</sup> Feb 2019 to give an exposure to the senior faculty and Deans.  <b>Responsibility:</b> Dean FSA  <b>Action taken:</b> The workshop is conducted as planned.	With immediate effect
10.	Each school should have one student chapter of professional bodies to enhance the interaction with the outside world. It was decided that each faculty member must have at least two professional body memberships. The institute will provide the funding.  <b>Responsibility:</b> School Deans & Dean-FSA  <b>Action taken:</b> The faculty became the members of 2 professional bodies.	31 July 2019

Prepared By	Verified and Approved By
	
IQAC Coordinator	Chairman, IQAC

<b>MIT</b>   Academy of Engineering (An Autonomous Institute)		<b>MINUTES OF MEETING (MOM)</b>	
Alandi (D), Pune – 412105		Academic Year	2018-2019
IQAC Meeting		Date	12 April 2019
		Meeting No	IQAC/2018-19/IV
<b>Agenda of Meeting:</b>			
<ol style="list-style-type: none"> <li>1. NAAC roles and responsibilities of IQAC members</li> <li>2. NAAC's revised framework</li> <li>3. Previous AQAR and discussion</li> <li>4. Alumni activities and feedback system</li> <li>5. Conduction of parent teacher meeting</li> <li>6. The academic audit and product audit</li> <li>7. Template of NAAC's qualitative and quantitative matrix</li> </ol>			
<b>Minutes of Meeting:</b>			
Sr. No.	Particulars	Responsibility	Target Date
1	In opening remarks, Chairman of the IQAC (Director) welcomed all members to the fourth meeting of IQAC of 2018-19, discussed the agenda of the meeting.		--
2	The Minutes of the Meeting of 11 Jan 2019. Action Taken Report were read out and confirmed.	Dean QA	
3	The period of accreditation was discussed and Dean QA shared that NAAC has extended our accreditation up to 31 <sup>st</sup> December 2020.	Dean QA	
4	According to the NAAC guidelines, all IQAC members must meet once in a quarter.	Dean QA	With immediate

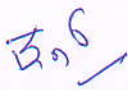

			effect
5	Dean Student Affairs (SA) discussed the issues faced in alumni interaction. Also, she conveyed the recent activities of the institute taken for enhancing institute-alumni interaction.	Dean SA	--
6	Dean SA presented the alumni feedback system and Dean QA discussed the questions that are included in the feedback and chairman appreciated the entire alumni feedback process.	Dean SA	--
7	Dean SHES briefed about Parent Teacher Meeting conducted at FYBTECH and it was appreciated by Industry representative (Member of IQAC).	Dean SHES	--
8	Dean CR explained the last year's training and placement activities. Questions included in industry/employer feedback were discussed.	Dean CR	--
9	Dean CR briefed about internship facilities being provided to students. SY and TY students must go for an internship.	Dean CR	4 May 2019
10	The academic audit process was discussed by Dean Academics. The audit should be conducted at least once in an academic year.	Dean Academics	31 July 2019
11	Template of NAAC's qualitative and quantitative matrix was discussed by Dean QA. Chairman appreciated the overall concept of making the matrices in Microsoft excel.	Dean QA	--
12	E-cell of the institute should initiate a start-up competition at institute level. Feedback of the event should be shared with Dean SHES.	Coordinator E-Cell	With immediate effect
13	Dean SA described the involvement of clubs in regular academics to enhance the co-curricular and extra-curricular activities. Similar activities with some improvements should be planned in the coming academic year.	Dean SA Club Coordinator	With immediate effect
14	Dean Academics explained the student satisfaction survey and conducted according to NAAC guidelines. The analysis report with the feedback questionnaire will be uploaded on the web site in the form of links.	Dean QA	With immediate effect
15	Some of the question papers were discuss in the meeting about their quality. It was observed that the quality of question papers was not up to the mark. In order to improve the quality the chairperson gave the responsibility to the Dean Academics with the concerned school Deans to review the quality of all the question papers of all the years.	Dean Academics and Sr. Faculty	30 June 2019

16	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	
17	Next meeting will be conducted on 19 July 2019.	Dean QA	--
<b>Prepared By</b>		<b>Verified and Approved By</b>	
			
<b>IQAC Coordinator</b>		<b>Chairman IQAC</b>	

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Alandi (D), Pune – 412105		Academic Year	2018-2019
IQAC Meeting		Date	12 April 2019
		Meeting No	IQAC/2018-19/IV
Sr. No.	Particulars		
1	<p>The period of accreditation was discussed and Dean QA shared that NAAC has extended our accreditation up to 31<sup>st</sup> December 2020.</p> <p><b>Responsibility :</b> Dean QA</p> <p><b>Action Taken:</b> Certificate received from the NAAC.</p>		
2	<p>Dean Student Affairs (SA) discussed the issues faced in alumni interaction. Also, she conveyed the recent activities of the institute taken for enhancing institute-alumni interaction.</p> <p><b>Responsibility :</b> Dean SA</p> <p><b>Action Taken:</b> Alumni was conducted and more alumni were invited for various purpose.</p>		
3	<p>Dean SA presented the alumni feedback system and Dean QA discussed the questions that are included in the feedback and chairman appreciated the entire alumni feedback process.</p> <p><b>Responsibility :</b> Dean SA</p> <p><b>Action Taken:</b> Suggestions of the alumni were tried to incorporate in the academic processes.</p>		
4	<p>Dean SHES briefed about Parent Teacher Meeting conducted at FYBTECH and it was appreciated by Industry representative (Member of IQAC).</p> <p><b>Responsibility :</b> Dean SHES</p>		

	<b>Action Taken:</b> NA
5	<p>Dean CR explained the last year's training and placement activities. Questions included in industry/employer feedback were discussed.</p> <p><b>Responsibility :</b> Dean CR</p> <p><b>Action Taken:</b> NA</p>
6	<p>The academic audit process was discussed by Dean Academics. The audit should be conducted at least once in an academic year.</p> <p><b>Responsibility :</b> Dean Academics</p> <p><b>Action Taken:</b> NA</p>
7	<p>Template of NAAC's qualitative and quantitative matrix were discussed by Dean QA. Chairman appreciated the overall concept of making the matrices in Microsoft excel.</p> <p><b>Responsibility :</b> Dean QA</p> <p><b>Action Taken:</b> Identified the coordinator for each criteria of the SAR and handed over to them.</p>
8	<p>E-cell of the institute should initiate a start-up competition at institute level. Feedback of the event should be shared with Dean SHES.</p> <p><b>Responsibility :</b> Coordinator E-Cell</p> <p><b>Action Taken:</b> NA</p>
9	<p>Dean SA described the involvement of clubs in regular academics to enhance the co-curricular and extra-curricular activities. Similar activities with some improvements should be planned in the coming academic year.</p> <p><b>Responsibility :</b> Dean SA and Club Coordinator</p> <p><b>Action Taken:</b> The curricular and extra-curricular activities were planned and conducted.</p>

10	<p>Dean Academics explained the student satisfaction survey and conducted according to NAAC guidelines. The analysis report with the feedback questionnaire will be uploaded on the web site in the form of links.</p> <p><b>Responsibility :</b> Dean QA</p> <p><b>Action Taken:</b> The said documents are uploaded.</p>
11	<p>Some of the question papers were discuss in the meeting about their quality. It was observed that the quality of question papers was not up to the mark. In order to improve the quality the chairperson gave the responsibility to the Dean Academics with the concerned school Deans to review the quality of all the question papers of all the years.</p> <p><b>Responsibility :</b> Dean Academics and Sr. Faculty</p> <p><b>Action Taken:</b> The necessary guidelines were prepared for setting ideal question papers and the disseminated the same.</p>

Prepared By	Verified and Approved By
	
IQAC Coordinator	Chairman , IQAC