



# MAHARASHTRA INSTITUTE OF TECHNOLOGY AURANGABAD

Accredited with "Grade A" by NAAC

(Formerly Known as College of Applied Science)

Approved by All India Council for Technical Education (AICTE), New Delhi

Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

DTE Code -2113

Ref: MIT/TECH/ACAD/IQAC/MOM/2019/04

Date: 04/03/2019

## Minutes of Internal Quality Assurance Cell (IQAC) Meeting

A Meeting of Internal Quality Assurance Cell of Maharashtra Institute of Technology Aurangabad was convened on 10/12/2019 at 2.30 p.m. in the hall number 301 of the institute.

Following members were present for the meeting:-

Sr.No	Name	Designation
1	Prof. Mrs. Bijlee Deshmukh	Management Representative
2	Dr.Santosh Bhosle	Chairman
3	Dr.Kishor Kulakrni	Coordinator
4	Dr. Ganesh Sable	HOD (ETCED)
5	Dr.Ashok Keche	HOD (MED)
6	Dr. Ram Khane	HOD (EED)
7	Dr.Sumeet Jaiswal	HOD (CED)
8	Dr. Smita Kasar	HOD (CSED)
9	Dr.Aniruddha Chatterjee	HOD (PPED)
10	Prof. S.V.Lomte	HOD(BSHD)
11	Dr.Prashant Ambad	MED
12	Dr.Kalyan Babar	AED
13	Prof.Rashmita Srinivasan	CED
14	Ms.Amruta Khonde	SY-ETC

Action taken report on the directives provided in the previous IQAC Meeting which was held on 27/01/2017 is as stated below:-

- 1) Initiatives taken to reduce the efforts of all stake holders
  - a) Formation of broadcasting group of students for smooth and effective communication of academic related information. Broadcasting group for each class has been formed and information is broadcasted regularly.
  - b) Online mechanism for choosing open electives and audit courses. The online mechanism was developed for registration of open elective and audit Courses in TY All branches for the Academic year 2018-2019- Part-II.
- 2) Digitization of Documents  
Digitization of documents has been completed on 30<sup>th</sup> June 2018. Digitization of documents of recently joined faculty members has been completed and records are maintained at department level.
- 3) Formation of Committee for Academic and Administrative Audit  
Internal and External Academic and Administrative audit was conducted between 24/10/2018 to 02/11/2018 and 11/01/2019 to 16/01/2019 for the academic year 2018-2019 Part-1 and part II respectively.
- 4) Efforts taken to bridge the gap between Industry and Academia are described as below
  - a) 22 projects from 13 different industries are in progress under GIZ-MASSIA. Funding of 3 Lakhs has been sanctioned for the projects.



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Sr.No	Name of Branch	No. of Students	No of Faculty
1	Mechanical	38	13
2	ETC	11	06
3	CSE	03	01
4	PPE	12	03
5	BSH	-	02
Total		64	25

- b) Revision of syllabus for Final year-Introduction of open electives.
  - c) Departmental advisory boards of various departments have representation of industry persons and their suggestions are incorporated in the curriculum so as to meet the needs of the industries.
  - d) Development of skills courses are introduced in the curriculum for overall development of the students.
- 5) Preparing Students for placement and Competitive exams.

Year	Expert Lectures	Workshops/ Training	Total
2017-18	4	0	4

Sr. No.	Date	Event/Expert lecture/ Workshop/ Test	Resource Person/Organization	Target Audience	Remark
1	18/7/2017	UPSC chi wari	Er. Anil Bhugare , Er. N.G. Baghate	B.Tech (All branches)	Importance of UPSC
2	24/7/2017	Career guidance and job opportunities through GATE	Er. Alexandar Bessy, (MIT Alumni)	B.Tech (All branches)	Importance of GATE
3	10/8/2017	GATE and public sector undertaking	Er. Alexandar Bessy, (MIT Alumni)	B.Tech (All branches)	Importance of GATE & UPSC
4	15/9/2017	Young Budding Engineers	Dr. J.H. Godihal	SY / TY	Role of Engineers

No. of students beneficiaries are 369 and 9 Students qualified for GATE – 2018 Examination.

- 6) Institute has been accredited with Grade-A by NAAC.
- 7) IQAC cell has been formulated for academic year 2018-2019 and 2019-2020.
- 8) Annual quality Assurance Report (AQAR) submitted on 29/12/2018 to NAAC.



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Following points were discussed in the meeting and decisions arrived unanimously are as quoted below:-

1) **To conduct the feedback analysis of following practices adopted by the institute.**

Feedback analysis is carried out for various academic activities and corrective measures are taken in consultation with HOD.

- a) For implementation of effective teaching process, Vice-Principal (Academics) and HOD of concerned department took feedback from students from 15/10/18 to 19/10/18 on teaching learning process and suggestions are given to concerned faculty members.
- b) Also, Academic and administrative audit is conducted in each semester which provides necessary information for taking corrective actions for the improvement in teaching learning process.
- c) Necessary amendments are made in the academic calendar for the Academic Year 2018-19 Part-II by adding the dates of faculty meetings at the start and end of semester, DAB meetings and IQAC meetings for timely executions.
- d) In the current semester attendance review was taken in the first fortnight (Academic year 2018-2019-Part-II) to identify students with low attendance and to inform to their parents well in advance before Class Test 1.

2. **AQAR report**

With an objective to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. First cycle AQAR report is submitted to NAAC on 29<sup>th</sup> December 2018. Based on the submitted report the institute will ensure highest level of clarity and focus in institutional functioning towards quality enhancement and will take necessary action in II<sup>nd</sup> cycle for strengthening academics.

3. **Industry-Institute Interaction**

Dr. Prashant Ambad is coordinator for industrial project for GIZ-MASSIA. He conveyed that for the current academic year (2018-2019) 22 different projects from 13 different industries have been identified and 90% of the projects have been successfully completed as on date.

4. **Strengthening of efforts for competitive examinations and higher studies.**

Now a day's lots of students are appearing for various competitive exams like GATE/UPSE/MPSE/GRE/TOFEL/IELTS/defense services. In order to provide support to such students expert talks and seminars of various experts are organized on career opportunities. Dr. Mrs S. P. Kodgire has been allotted with this responsibility

5. **Effective utilization of software IonCudos**

Revised version of the IonCUDOS software v 6.2 has been implemented and necessary training was provided to departmental coordinator/HOD and senior faculty members on 21/01/2019. A committee has been constituted to monitor the daily progress of data uploading in the software.



G.S. Mandal's

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## 6. Standardization of documents.

Standard documents have been prepared to collect the data required for different purpose as per the requirement of AQAR/AAA Dr. BAMU/NIRF etc. Defined schedule is prepared for submission of all types of forms to student section so as to save the academic time of the students.

### Summary of Directives Provided by Prof. Bijlee Deshmukh – Director Infrastructure Management and Management Representative in IQAC

- 1) To follow protocol for sending mail and other documents: Use official mail ID for different purpose.
- 2) Usage of standard templates for official letter for different purposes like industrial visit, IPT etc.(Prof. Makarand Vaishnav)
- 3) Discussion on quality of academic projects of last 03 years. (Dr.Kishor Kulkarni)
- 4) Development and pilot run of software for attendance by Dr. Smita Kasar.
- 5) Efforts to make campus Queue free by Dr. Ashok Keche
- 6) Effective utilization of GATE software for students. (Dr. Ram Kanhe)
- 7) Ensuring 100% syllabus delivered to 100% students. (All HODs)

The meeting concluded at 04.30 p.m. with compliments to the chair

(Principal)

Maharashtra Institute of Technology Aurangabad

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AURANGABAD

Copy to:-

- 1) Vice Principal (Administration/Academics) for information and n.a.
- 2) All Head of Departments for information and n.a.
- 3) IQAC Cell for information and necessary compliance before next IQAC meeting
- 4) Librarian for information and n.a.
- 5) Workshop superintendent for information and n.a.
- 6) Training and Placement Officer for information and n.a.

Copy submitted to Honorable Director General for information please

Copy submitted to Honorable Director Infrastructure Management for information please

