



G.S. Mandal's  
**Marathwada Institute of Technology**  
Aurangabad

Ref. No. MIT/office/2019/

Date: 01/08/2019

### Minutes of Meeting

A meeting of all heads of departments and IQAC committee members for AY 2019-20 has been conducted. A meeting was scheduled on 30<sup>th</sup> July 2019 at 2:00 p. m. in Board Room.

The agenda of meeting was -

1. Induction Programme of Newly admitted student.
2. AQAR / NIRF Ranking / Outlook Survey data submission
3. Internal Academic mentoring and audit
4. NBA SAR preparation and submission
5. Departmental presentation
6. ERP software utilization and challenges
7. Faculty training and development programs
8. Cultivating the potential of the students for achieving excellence
9. Funded project and collaborative work
10. Any other points with the permission of Chairperson.

Following members were present for the meeting:-

Sr. No.	Name of the members	Designation in the IQAC
1	Dr. Nilesh G. Patil	Chairperson
2	Dr. Radhkrishna B. Naik	Member
3	Dr. Manish S. Dixit	Member
4	Dr. Subhash V. Lahane	Member
5	Dr. Sanjay R. Patil	Member
6	Prof. Sunil R. Andhale	Member
7	Prof. Sunil T. Patil	Member
8	Prof. Kiran P. Chaudhari	Member
9	Prof. Kuldeep L. Bhatiya	Member
10	Dr. Hanumant M. Dharmadhikari	Member
11	Dr. Sunita M. Badave	Member
12	Dr. Mahendra H. Kondekar	Member
13	Dr. Ajij D. Sayyad	Member Secretary



Following members were absent due to their personal urgent work or priorities.

Sr. No.	Name of the members	Designation in the IQAC
1.	Prof. Bijlee M. Deshmukh	Member
2.	Mr. Prajanya Kendrekar	Member
3.	Mr. Suresh Shakkarwar	Member
4.	Mr. Amol Thakur	Member
5.	Mr. Sanjay Sonar	Member
6.	Mr. Mayur Birde	Member
7.	Mr. Swaraj Bagad	Member

Meeting began with the MIT welcome protocol. Dr. Nilesh G. Patil offered a warm welcome to all the members of the internal quality Assurance Cell (IQAC).

As per the agenda of meeting, following points were discussed:

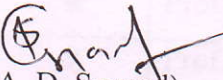
- 1. Induction Programme of Newly admitted student:** Looking the commencement of academic activities for first year students and as per the guidelines from DBATU, it is decided to conduct the student induction program. All departments (especially Department of Basic sciences and Humanities) need to prepare for the welcome of newly joined students. Students' orientation to the campus and department is essential to make him/her comfortable to mix up in the surrounding.
- 2. AQAR / NIRF Ranking / Outlook Survey data submission:** All HoDs are informed to prepare and be ready with the required data/information for the purpose of upcoming institute level report submission for AQAR/ NIRF/ Outlook survey report to concerned agency/organization. This is required for AY 2019-20. The formats are same as given earlier for AY 2018-19. This information is expected on or before 10.09.2019.
- 3. Internal Academic monitoring and Audit:** Monitoring of students at the frequent timing and places is necessary as the semester has started and newly admitted students are joining to us. It is also decided that the academic audit manual will be circulated to HoDs through email for reference and preparation of further steps. As per the guidelines given in central portfolio distribution for AY 2018-20, the internal academic audit Committee under the chairmanship of VP (Academics) will conduct the audit at the end of each semester. While, at department level, the audit will be conducted twice in the semester,
- 4. NBA SAR Preparation and submission:** Respective Department will submit the self-assessment report of individual faculty and self-study report for UG and PG programme till 15.11.2019. The NBA SAR will be submitted with the approval of NBA steering committee.
- 5. Departmental presentation (For Part-I of Academic term 2019-20):** It is decided that the term end academic review will be scheduled in the last week of December 2019. All HoDs will present the review and include all the academic activities planned in the Part-I of Academic term 2019-20. Suggestive points for inclusion in the presentation are – Departmental academic (Curricular/co-curricular) plan, status of academic engagement of Theory/practical/seminar/mini-




- project/major project/dissertation, Co-curricular activities conducted, result analysis of Nov/Dec 2019 examination, student and faculty achievement, departmental events conducted, good practices at department / of faculty, OBE status, Academic audit status, etc. These are suggestive points and HoD can include other points which are highlighting the department progress.
6. **ERP software utilization and challenges:** The utilization and challenges in terms of ERP software in context with teaching-learning module, is expected as earliest. The changes and updation required will be communicated to the concerned in due course of time.
  7. **Faculty training and development programs:** It is resolved that department need to focus on conduction and participation of/in Seminars, workshops, FDP, short term courses and conferences in collaboration with Affiliated University, industry and research Units for students and faculty. The record of these activities will be submitted to IQAC cell at the end of each month.
  8. **Cultivating the potential of the students for achieving excellence:** As per the Dr. BATU syllabi and examination scheme, All B. Tech students should undergo the industrial training. Based on the efforts of students, work carried out during the training and later assessment, students have to be credited. It is resolved that all students should undergo the training/internship/field visit. Training and Placement Officer will take necessary steps and efforts for allocating students in different industries/firms/organizations for training as per the timeline and all HoDs will provide the necessary support and help as required. Also department will prepare action plan for all kinds of competencies and social responsibilities.
  9. **Funded project and collaborative work:** It was agreed that the department will encourage the every individual faculty to go through the current schemes sponsorship of getting funded reseach projects and collaborative work / engagement in terms of teaching, academic activity and future events and activities.
  10. **Any other points with the permission of Chairperson:**
    - a) IQAC coordinator suggested about organizing the workshop for faculty members regarding the NBA SAR preparation and documentation. The same has been approved. Civil Engg department has agreed to organize the same.
    - b) Prof. S. R. Andhale, Head BSH department proposed to continue the activity of Engineering Exploration for First year students and to organize the exhibition of projects at the end of academic year. The same has been approved.

Meeting concluded with regards to the Chairperson.

Thank you.

  
(Dr. A. D. Sayyad)  
IQAC Coordinators



  
(Dr. N. G. Patil)  
**Principal**  
Marathwada Institute of Technology,  
Aurangabad - 431 010.

**Copy to: All IQAC committee members and Heads of Department**

Copy submitted to Hon. Director – Infrastructure Management, MIT Aurangabad for information Please.

Copy submitted to Hon. Director General, MIT Aurangabad for information Please.





G.S. Mandal's  
**Marathwada Institute of Technology**  
Aurangabad

Ref. No. MIT/office/2019/587-1

Date: 23/09/2019

### Minutes of Meeting

A meeting of NBA steering committee has been conducted. A meeting was scheduled on 23<sup>rd</sup> September 2019 in Principal Office at 11.00 pm.

The agenda of meeting was -

1. To distribute the NBA related activities among the steering committee members.
2. To discuss the immediate issues in context to NBA preparation and to resolve it.
3. Any other points with the permission of Chairperson.

Following members were present for the meeting:-

Sr. No.	Name	Designation	Role in NBA Steering Committee
1.	Dr. N. G. Patil	Principal	Chairperson
2.	Dr. H.M. Dharmadhikari	VP (Administration)	Member
3.	Dr. M. S. Dixit	Head, Civil Engg Dept	----
4.	Dr. S. V. Lahane	Head, Mechanical Engg Dept	----
5.	Dr. S. R. Patil	Head, E&TC Engg Dept	Member
6.	Dr. M. H. Kondekar	Head, Computer Applications Dept	Member
7.	Dr. Uttam B. Kalwane	Professor, Civil Engg Dept	Member
8.	Dr. A.D. Sayyad	VP (Academics)	NBA Coordinator

Prof. S. R. Andhale (Head, Basic Sciences and Humanities Dept) and member of steering committee was absent with due permission from Principal.

As per the agenda of meeting, following points were discussed:

**1. To distribute the NBA related activities among the steering committee members:** The work distribution in context to NBA Accreditation has been decided as given below:

Sr. No.	Work scope	Name of the member
1.	To prepare Criteria 1 to 7 of SAR as applicable to individual program	Dr. M. S. Dixit Dr. S. V. Lahane
2.	To prepare Criteria 8 of SAR as applicable to individual programs and support for the data related to first year classes in Sr. No. 1	Prof. S. R. Andhale
3.	To prepare Criteria 9 and 10 of SAR as applicable to individual programs.	Dr. H.M. Dharmadhikari
4.	To coordinate between programs coordinators of Civil and Mechanical engineering department, in order to bring the uniformity / synchronisation in the content of SAR and NBA activities undergoing at these departments.	Dr. S. R. Patil Dr. M. H. Kondekar
5.	To look after the essential infrastructural related activities	Dr. Uttam Kalwane
6.	To coordinate with committee members	Dr. A.D. Sayyad



**2. To discuss the immediate issues in context to NBA preparation and to resolve it:**

Following issues has been discussed and resolved in the meeting:

- (i) **General working slot faculty during the preparation for NBA SAR:** Head of Civil engineering & Mechanical engineering department suggested that it will be convenient to all staff members to function in specific time slot for preparation of NBA activities other than the working hours mentioned in their shift /regular instructional time table. It has been decided unanimously to make the time slot from 7.45 AM to 5.15 PM as a general working slot for all faculties irrespective of the regular/shift instructional time table. This will be applicable specifically for all the faculties on roll to Civil engineering & Mechanical engineering department. This will be implemented w.e.f. 26<sup>th</sup> September 2019 till further orders. This change in timing will be given due consideration after discussion with higher authorities and after the NBA peer team visit. The changes in the instructional time table, if required, must be communicated to the Principal for further approval.
- (ii) **Requirement of Laboratory Technical Assistant:** Head of Civil engineering & Mechanical engineering department suggested that it, based on the student strength and number of laboratories at department the manpower in terms of laboratory technical assistant is not sufficient. This will also incur the negative impact while NBA peer team visit to laboratories and their interaction with these non-teaching staff. The Principal asked to put up such requirement immediately with necessary specifications /details.
- (iii) **Weekly review meeting of steering committee:** In order to get the status of progress and discuss the relevant issues, it has been decided to meet every Monday and Thursday for a short meeting in afternoon at 4.30 PM.
- (iv) **Pre-qualifier and SAR submission:** As per the NBA guidelines, if submission of SAR is after 30<sup>th</sup> Sept 2019 the Current Assessment Year (CAY) will be considered as 2019-20. Hence it has been decided to apply for pre-qualifier on or before 7<sup>th</sup> October 2019 and department will submit a complete SAR (first draft of SAR) on 7<sup>th</sup> November 2019.

**3. Any other points with the permission of Chairperson:**

- (i) Based on the discussion about the nature of NBA peer team visit, it may possible that the team members may visit other departments to verify the uniform implementation of Institute level practices and policies. In that context, it has been decided to form a separate team at institute level to ensure the same through audits and general meeting with other departments who are not applying for a NBA accreditation viz., EE, ETC, CA and CSE department.
- (ii) Dr. Uttam Kalwane suggested that concerned Head of departments should prepare the list of infrastructural needs and required modifications at department level and should communicate to him within next 2-3 days to be discussed with higher authorities in addition to institute level essential infrastructural needs.

Meeting concluded with regards to the Chairperson.

Thank you.

  
(Dr. N. G. Patil)

Principal  
Principal

Parthwada Institute of Technology  
Aurangabad-431030



C.C. to:-

1. All NBA steering committee members
2. All HODs /Section In-charges
3. Administrative Officer
4. Training and Placement officer
5. All concerned departmental faculties (Through E-Mail from HoD)
6. The establishment office (for necessary updates in biometric attendance system)
7. Network / IT Administrator (for necessary updates in biometric attendance system/server)



Copy submitted to: - The Hon'ble Director General, MIT, Aurangabad – for information please.





G.S. Mandal's  
**Marathwada Institute of Technology**  
Aurangabad

Ref. No. MIT/Principal office/2020/273-1

Date: 12/03/2020

### Minutes of Meeting

A meeting of all heads of departments and IQAC committee members for AY 2019-20 has been conducted. A meeting was scheduled on 12<sup>th</sup> March 2020 at 12:30pm. (Principal office).

The agenda of meeting was -

1. Online conduction of Academic activities for students and online Communication about the routine work.
2. Annual Academic and Administrative Report (AAAR) submission
3. Conducting the online feedback from student and faculty to take the progress and review the academic activities.
4. Online webinar and conference
5. Any other points with the permission of Chairperson.

Following members were present for the meeting:-

Sr. No.	Name of the members	Designation in the IQAC
1.	Dr. Nilesh G. Patil	Chairperson
2.	Dr. Radhkrishna B. Naik	Member
3.	Dr. Manish S. Dixit	Member
4.	Dr. Subhash V. Lahane	Member
5.	Dr. Sanjay R. Patil	Member
6.	Prof. Sunil R. Andhale	Member
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8.	Prof. Kiran P. Chaudhari	Member
9.	Prof. Kuldeep L. Bhatiya	Member
10.	Dr. Hanumant M. Dharmadhikari	Member
11.	Dr. Sunita M. Badave	Member
12.	Dr. Ajj D. Sayyad	Member Secretary

Following members were absent due to their personal urgent work or priorities.

Sr. No.	Name of the members	Designation in the IQAC
1.	Prof. Bijlee M. Deshmukh	Member
2.	Mr. Prajanya Kendrekar	Member
3.	Mr. Suresh Shakkarwar	Member
4.	Mr. Amol Thakur	Member
5.	Mr. Sanjay Sonar	Member
6.	Mr. Mayur Birde	Member
7.	Mr. Swaraj Bagad	Member

As per the agenda of meeting, following points were discussed:


1. **Online conduction of Academic activities for students and online Communication about the routine work:** Due to the prevailing conditions

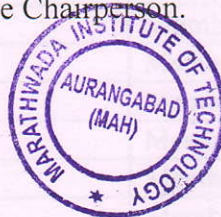



arising out of the COVID-19 pandemic in the country and the subsequent advisory issued by the competent authority of Government of Maharashtra, the Institute has suspended all academic, co-curricular, and extra-curricular activities. In view of that, students have been informed accordingly. However, it is our prime objective to provide guidance & support to our students in the current situation when they are out of campus. We can deliver the curriculum through the available institute level online ERP system to minimize their academic loss and this will also help the faculty to supervise the teaching learning process on a routine basis. It is decided to conduct online activities for students.

2. **Annual Academic and Administrative Report (AAAR) submission:** All HoDs are informed to submit the required data/information for the purpose of submitting the annual academic and administrative report (AAAR) to G. S. Mandal, Aurangabad. This is required considering the AY 2019-20 and actual conduction till date. This information is expected on or before 25.03.2020.
- 3: **Conducting the online feedback from student and faculty to take the progress and review the academic activities:** The regular feedback is conducted during the academic year from student and faculty. During offline mode, feedback is taken through Interaction with class representatives and class coordinators of each and every department for maintaining and sustaining quality education as directed by IQAC. While, at this point, the feedback will be conducted in online mode. All department and class coordinators need to communicate the information through Institute website and ERP system about the review and feedback mechanism.
4. **Online webinar and conference:** All head of departments are requested to motivate the teaching faculty to attend the webinar and conferences in online mode. Also, it has been resolved to conduct the online national/international conference in the upcoming days.
5. **Any other points with the permission of Chairperson:**
  - a) Dr. S. V. Lahane, head of Mechanical engineering pointed that the mid-semester exam is scheduled in the next week. But due to COVID-19 situation, it may not be possible to conduct in due time. It has been resolved that, Dr, BATU, Lonere may revise the schedule and as per their guidelines we will conduct the mid-semester exam.
  - b) Dr. Sayyad Ajj, IQAC Cordinator, pointed that our NBA Peer team visit is scheduled in the next week. But, it may get postponed due to COVID-19 situation. However, concerned department will continue as per schedule. Further communication will be made. The same has been approved.

Meeting concluded with regards to the Chairperson.  
Thank you.

  
(Dr. A. D. Sayyad)  
IQAC Coordinator



  
(Dr. N. G. Patil)  
Principal

**Copy to: All IQAC committee members and Heads of Department** Marathwada Institute of Technology,  
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