



**“Techno-Social Excellence”**  
Marathwada Mitra Mandal’s  
**INSTITUTE OF TECHNOLOGY (MMIT)**  
Lohgaon, Pune-411047.

**THE FOURTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**(IQAC)**

**(A. Y. 2017-18)**

**Date: 18.09.2017, Time: 10.20 A.M., Venue: Seminar Hall**

**AGENDA**

1. Review of minutes of 3<sup>rd</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To initiate E-Governance in administration for Administrative reforms
4. To review the status of CCTV installation in Campus
5. To continue the Industry-Institute Interaction through Membership & MoU's
6. To decide road map for NAAC SSR Preparation and final submission
7. To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy



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Ref No.: MMIT/IQAC/2017-18/

Date: 18/09/2017

## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Fourth Meeting

#### Meeting 4 – 18.09.2017

The 4<sup>th</sup> IQAC meeting for Academic Session 2017-18 was held on 18<sup>th</sup> September 2017. The following members attended the meeting.

S. No.	Name	Designation	Position
1.	Dr. U. P. Moharil	Principal, MMIT Lohgaon	Chair Person
2.	Mr. D. S. Bhandari	Chairman, MMIT Coordination Committee	Member
3.	Mr. Sanjay S. Garge	Member, MMIT Coordination Committee	Member
4.	Dr. S. M. Deshpande	Principal, MMCOE Pune	Member
5.	Mr. Ashok Kalagate	Proprietor, Samarth Precision	Member
6.	Mr. Sandeep Bhale	Sr. Director, Cognizant Tech Solution	Member
7.	Prof. P. M. Daflapurkar	HoD, Computer Engineering	Member
8.	Prof. R. S. Patil	HoD, Mechanical Engineering	Member
9.	Prof. J. M. Bakliwal	HoD, E&TC Engineering	Member
10.	Prof. D. B. Satre	Dean, Academics	Member
11.	Dr. P. B. Lihitkar	Dean, R&D	Member
12.	Prof. G. L. Allempallewar	Dean, Administration	Member
13.	Prof. E. D. Kurhe	Dean, Student Affairs	Member



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S. No.	Name	Designation	Position
14.	Mr. D. V. Parbat	Registrar, MMIT Lohgaon	Member
15.	Mr. Nanasaheb Gadhave	President of Alumni Association	Member
16.	Prof. A. S. Bhanage	Assistant Professor, Mechanical Engineering Dept.	IQAC Coordinator

The Chairperson Dr. U. P. Moharil welcomed the members for the fourth meeting of IQAC. The following points were discussed in the meeting:

**Agenda 1: Review of minutes of 3<sup>rd</sup> IQAC Meeting**

It was informed that the 3<sup>rd</sup> IQAC meeting was held on 30<sup>th</sup> March 2017 at 11.00 a.m. After going through the minutes of the third meeting it was approved by the IQAC members.

**Agenda 2: Action taken report on the decisions of the previous meeting 3<sup>rd</sup> IQAC Meeting**

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	Internal administrative and academic Audits	Academic Audit Committee was formed under Dean Academics. Academics audit for all the departments were conducted for A. Y. 2016-17.  Administrative Audit Committee was formed under Dean Administration. Administration audit were also conducted for A. Y. 2016-17.
2,	EDC Cell / Incubation Centre	Incubation Centre was activated under the functional head committee of Entrepreneurship Development Cell. Innovative projects of students on different disciplinary and inter-disciplinary areas are suggested by the Cell.



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3.	Infrastructure development as CCTV installation	Installation of CCTV facility in the campus is approved by members of Management and installations work is in Progress.
4.	NAAC SSR Criteria-wise Plan of Action	Individually all the criterion Incharge of NAAC were interacted with the fellow members of the NAAC team and submitted plan of action to NAAC Coordinators.

**Agenda 3: To initiate E-Governance in administration for Administrative reforms**

Mr. D. V. Parbat, Registrar informed that digitization of administration is important and is needed for smooth functioning of administration activities like service record of the employees, Leave Records. All the Head of Departments also emphasized on digitization to improve the student’s database such as attendance, marks statements, achievements, Training & Placements and higher education records. IQAC Committee members supported the views of above members regarding the need of digitization required for integrating all academic and administrative activities.

**Agenda 4: To review the status of CCTV installation in Campus**

The chairperson continued the status of Installation and networking of CCTV and informed that, installation will be completed up to 30<sup>th</sup> September 2017. All the Committee members agreed with the status of CCTV facility installation.

**Agenda 5: To continue the Industry-Institute Interaction through Membership & MoU’s**

Committee recommended for continuing Institutional Membership with Confederation of Indian Industry (CII) and Maharashtra Chamber of Commerce and Industries (MCCI). Committee also suggested exploring the possibilities of MoUs with various organizations.

**Agenda 6: To decide road map for NAAC SSR Preparation and final submission**

The Chairperson of IQAC reminded here, the status of criteria wise plan of action and follow-up of work in the last meeting. NAAC Coordinators along with Criteria heads should submit final SSR



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according to new framework and roadmap of submissions of IQA and NAAC SSR. Committee agreed the Chairperson’s point.

**Agenda 7: To review the status on Eco-friendly measures include steps to reduce consumption of electrical energy**

Committee suggested to take review and audits on status of eco-friendly measure already taken in campus in order to reduce consumption of electrical energy, where Incandescent light bulbs and fluorescent tube-lights are to be replaced by cost effective, high efficient LEDs.

**The conclusions of the meeting and proposed action plan (October’17 – March’18)**

1. It is decided to implement ERP software for academic and administrative reforms.
2. To follow the deadline of installation of CCTV facility for campus security.
3. To renew the Membership of CII, MCCI and sign MoUs
4. To prepare the IQA and its ONLINE submission in the month of November 2017.
5. To initiate NAAC SSR Preparation for final submission
6. It is decided to conduct Energy Audit to reduce the consumptions of electrical energy and Green Audit for eco-friendly measures.

Prof. A. S. Bhanage, IQAC Coordinator proposed the date for the next meeting and unanimously decided in the Second week of March 2018. The meeting ends with formal vote of thanks.