



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

THE FIFTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC)

(A. Y. 2017-18)

Date: 24.03.2018, Time: 2:00 P.M., Venue: Principal’s Board Room

AGENDA

1. Review of minutes of 4th IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To make regular follow up of E-Governance in administration for Administrative reforms
4. To take regular follow up of activity conducted under Incubation Center.
5. To be ready for NAAC Peer Team Visit
6. To discuss the Report cum feedback of External Academic-Administrative Audit.
7. To focus on Improving Teaching learning skills of the faculties.
8. 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: 24/03/2018

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Fifth Meeting

Meeting 5 – 24.03.2018

The 5th IQAC meeting for Academic Session 2017-18 was held on 24th March 2018. The following members attended the meeting.

Sr. No.	Designation & Affiliation	Name of Person
Chairperson:		
01	Principal	Dr. R. V. Bhortake
Members from the Management:		
02	Coordination Committee Chairman	Mr. D. S. Bhandari
03	Coordination Committee Member	Mr. Sanjay S. Garge
04	Coordination Committee Member	Mr.J.M.Pawar
Nominee from Local Societies:		
05	Principal, MMCOE Pune	Dr. S. M. Deshpande
Teacher Faculties:		
06	Member, H.O.D. Mechanical	Prof.R.S.Patil
07	Member, H.O.D. Computer	Prof. P. M. Daflapurkar
08	Member, H.O.D. Electronics and Telecommunication	Prof. J. M. Bakliwal
09	Member, H.O.D. Applied Sciences	Dr. U. P. Moharil
10	Member, Dean, Academics	Prof. D. B. Satre
11	Member, Dean, R&D	Dr. P. B. Lihitkar
12	Member, Dean, Administration	Prof. G. L. Allempallewar
13	Member, Dean Student Affairs	Prof. E. D. Kurhe
Administrative Officers:		
14	Member, Account Officer	Mr. Uday Wankhede
15	Member, TPO Officer	Mr.Rahul Jagtap
Nominee from Industry:		
16	Member, Industrialist	Mr. Ashok Kalagate
17	Member, Industrialist	Mr. Sandeep Bhale
Nominee from Alumni, Student and Parents:		
18	Member, President of Alumni Association	Mr. Nanasaheb Gadhave
19	Member, Student Representative	Miss. Shruti Pund
20	Member, Parent Representative	Dr. Sunita More



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Coordinator/Director of IQAC:		
21	IQAC Coordinator	Dr. Anjali Joshi
22	Deputy IQAC Coordinator	Prof.A.S.Bhanage

The Chairperson Dr. R. V. Bhortake welcomed the members for the fifth meeting followed by review presentation made by Dr. Anjali Joshi, IQAC Coordinator of IQAC.



IQAC Review Presentation by Dr. Anjali Joshi



Discussion on 5 th IQAC Meeting’s Agenda



Discussion on 5 th IQAC Meeting’s Agenda



Concluding Session of a Meeting



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The following points were discussed in the meeting:

Agenda 1: Review of minutes of 4rd IQAC Meeting

It was informed that the 5th IQAC meeting was held on 24th March 2018 at 2:00 p.m. After going through the minutes of the fourth meeting it was approved by the IQAC members.

Agenda 2: Action taken report on the decisions of the previous meeting 4rd IQAC Meeting

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	It is decided to implement ERP software for academic and administrative reforms	ERP is implemented in all the departments and Administration for Faculty Profile, Student data, Lesson Plan and administrative activities
2.	To follow the deadline of installation of CCTV facility for campus security.	Additional CCTV requirement is generated and work is in progress
3.	To renew the Membership of CII, MCCI and sign MoUs	Renew the Membership of CII, MCCI and sign MoUs Renew the Membership of Confederation of Indian Industry (CII), and Maharashtra Chamber of Commerce and Industries (MCCI)
4.	To prepare the IIQA and its ONLINE submission in the month of November 2017.	IIQA is submitted in the month of December followed by NAAC SSR Submission on 26 February 2018
5.	It is decided to conduct Energy Audit to reduce the consumptions of electrical energy and Green Audit for eco-friendly measures.	It is decided to conduct Energy Audit to reduce the consumptions of electrical energy Audit for eco-friendly measures.



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Agenda 3: To make regular follow up of E-Governance in administration for Administrative reforms

ERP is implemented in all the departments and Administration for Faculty Profile, Student data, Lesson Plan and administrative activities etc. 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 take regular follow up of activity conducted under Incubation Center

Mr. Sandip Bhale raised the point towards the research activities to be initiated under Incubation center. It is decided to conduct various activities under Incubation center to enhance Multidisciplinary activities.

Agenda 5: To be ready for NAAC Peer Team Visit:

NAAC Peer team visit is expected to be in the month of July so all departments have have started preparing the respective departments ready for NAAC Peer team visit.

Agenda 6: To discuss the Report cum feedback of External Academic-Administrative Audit

The Chairperson of IQAC reminded here, to take follow up of External Academic-Administrative Audit and then it is decided to work on feedback of the audit so as to improve overall Academic and Administrative work.

Agenda 7: To focus on Improving Teaching learning skills of the faculties

Mr. Ashok Kalgate raised the point about improving teaching learning enhancement activities. All the HOD’s are decided to conduct various Faculty Development Programs to be conducted.



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Agenda 8: To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy

The various activities are decided to be plan to generate awareness among the staff about Eco-friendly measures. The review and audits on status of eco-friendly measure are 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 (April '18 – September '18)

1. It is decided to rigorously implement upgraded ERP software for academic and administrative reforms.
2. It is decided to conduct various activities under Incubation center to enhance Multidisciplinary activities.
3. NAAC Peer team visit is expected to be in the month of July so all departments have have started preparing the respective departments ready for NAAC Peer team visit.
4. To start working on Report cum feedback of External Academic-Administrative Audit
5. It is decided to conduct various activities to generate awareness among the staff/students about Eco-friendly measures.

Dr. Anjali Joshi, IQAC Coordinator proposed the date for the next meeting and unanimously decided in the Third week of September 2018. The meeting ends with formal vote of thanks.