



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

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

(A. Y. 2018-19)

Date: 28.09.2018, Time: 2:00 P.M., Venue: Principal’s Board Room

AGENDA

Agenda

1. Review of minutes of 5th IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To introduce “Civil Engineering” course from Academic Year 2019-20
4. To take review of existing ERP system
5. To continue the Industry-Institute Interaction through Membership & MoU’ s
6. To conduct the Annual Technical Event.
7. To focus on Improving Teaching learning skills of the faculties
8. To enhance the Research culture activities to be carried out.
9. Any other points come out during the discussion.



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Ref No.: MMIT/IQAC/2018-19/

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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Sixth Meeting

Meeting 6 – 28.09.2018

The 6th IQAC meeting for Academic Session 2018-19 was held on 28th September 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. S.G.Rathod
08	Member, H.O.D. Electronics and Telecommunication	Prof. J. M. Bakliwal
09	Member, H.O.D. Engineering 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 Gadhve
19	Member, Student Representative	Miss. Shruti Pund
20	Member, Parent Representative	Dr. Sunita More
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 sixth meeting followed by review presentation made by Dr. Anjali Joshi, Coordinator of IQAC.



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The following points were discussed in the meeting:

Agenda 1: Review of minutes of 5th IQAC Meeting

The 5th IQAC meeting was held on 24th March 2018 at 2:00 p.m. The minutes of meeting were readout by Dr. A. J. Joshi and discussed by all IQAC members. These minutes of meeting of were approved by the IQAC members.

Agenda 2: Action taken report on the decisions of the previous meeting 5th IQAC Meeting

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	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. A review of performance of ERP system is required to be taken at regular intervals.
2.	To take regular follow up of activity conducted under Incubation Center	Three Days Entrepreneurship Awareness camp is conducted in 22-24 March 2018.
3.	To be ready for NAAC Peer Team Visit	NAAC Peer Team visit was carried out on 8-9 August 2018. Institute awarded A Grade accreditation.
4.	To discuss the Report cum feedback of External Academic Administrative Audit	The points of External Academic Administrative Audit were discussed in the HOD Meeting for further improvements.
5.	To focus on Improving Teaching learning skills of the faculties	All faculties are using various ICT Tools for teaching learning process. Faculties are encourage to attend various STTP/Workshops/Conferences for improvements of Teaching Learning Skills.
6.	To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy	The eco-friendly measures such green audit and replacement by LED tube lights is already implemented. Further stress is given on optimizing the use of electricity.



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Agenda 3: To introduce “Civil Engineering” course from Academic Year 2019-20

In view of awarded with NAAC “A” grade, it was suggested by IQAC Committee members to introduce new course of “Civil Engineering” with effect from 2019-20. The feasibility is to be carried out.

Agenda 4: To take review of existing ERP system

After taking rigorous review of existing ERP Module, all HOD’s expressed need to go for Institute level designed ERP Module as all institute requirements are not met with existing ERP. So, it is proposed self-designed ERP Module for integrating all academic and administrative activities. IQAC Committee members supported for the same.

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

Mr. Sandip Bhale raised the point towards enhancement of the Industry-Institute Interactions by increasing memberships and MoUs. This will be useful for students as well as for Institutional overall growth. It is decided to plan activities to be initiated for Industry Interaction.

Agenda 6: To conduct the Annual Technical Event

Annual Technical Event “Samvitti” is conducted every year. For the next event “Samvitti” it is discussed in the meeting to invite students of our sister Institutes to provide the exposure and to build a bond between our concern institutes. Overall it is decided to make a grand technical event.

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

The Coordinator of IQAC, Dr. Anjali Joshi raised the point about strengthen the activities related to teaching learning enhancement. All the HOD’s agreed to conduct various Faculty and Staff Development Programs.

Agenda 8: To enhance the Research culture activities to be carried out.

All HOD’s are decided to plan workshops on IPR. It is decided to file the Patents in the coming academic session. It is also decided to encourage the faculties to apply for various research agencies for funding and also for publications of research articles in reputed journals.

The conclusions of the meeting and proposed action plan (September 2018 – April 2019)

1. It is emphasized to develop the institute level ERP software for academic and administrative reforms.
2. Focus to be given for increasing the Industry Institute Interaction.
3. To organize the Annual Technical Event “Samvitti”.
4. To arrange the STTP/ Workshops/SDP for Improving teaching learning skill.



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5. It is decided to apply for various funding agencies for research work and also apply for filling Patents.

Dr. Anjali Joshi, IQAC Coordinator proposed the date for the next meeting and unanimously decided in the Second week of April 2019. The meeting ended with formal vote of thanks by IQAC Coordinator Dr. A. J. Joshi.