



Date:- 23/02/2023

Time:- 3.30- 5-30 p.m.

Venue:- Departmental Library

Interaction of Director ,Joint Director & Principal

Minutes of Meeting

The interaction meeting of Departmental faculty and staff, Mechanical Engg, with Director, Jt Director and Principal was held on 23rd Feb 2023.
Attendance sheet is attached separately.

Meeting started at 3:30 pm with welcome to Director, Jt Director and Principal by HoD Mech.

Principal:

1. Appreciated efforts taken by each individual in NBA. Detail observations of NBA committee shared with HOD and faculties. Exercise SWOT analysis. Prepare micro plans for improvement.
2. He advised to rigorously carryout internal audit. Asked staff members to suggest changes/modifications in internal audit formats, if any. IQAC team planning to carryout External audit.
3. AIT needs improvement in Research, consultancy and Funded projects.
4. It is mandatory for faculty members to give due credit to AIT in publication of research papers, research proposals etc.
5. While applying for reimbursement of registration fees (Conference), plagiarism report is required to be attached.

Director:

6. Malpractices/unethical practices followed by students in examinations- Counselors must advise such students to refrain from such behavior.
7. Principal to formulate rules to improve student's attendance.
8. Bottom up approach: suggestion from staff through HOD to the management would be helpful for speedy progress of the institute.
9. Individual plans must align with departmental plan.

HOD:

10. Teaching learning process is of paramount importance when compared with extra and co-curricular activities.
11. The department has already submitted 06 reasearch proposals to SPPU.
12. The department is planning to conduct 01 week lecture series on 'Research Opportunities in Mechanical Engineering' tentatively in the month of April.

Joint Director:

13. Motivated all the staff members to reach out to him If any administrative issues is not fixed in stipulated time.
14. Clarified the stand of the management on salary related issues.
15. Referred recent sad demise of Mr Sachin Ghag, and conveyed that there should be no hesitation in approaching him in case of such emergencies and issue will be tackled very efficiently at institute level.



Faculty and Staff:

16. Each faculty and non-teaching staff reported their achievements in last semester and plans for next 6 months.
17. Director appreciated the efforts of staff and their projection for the next six months.

Meeting concluded with formal vote of thanks by HoD (Mech)

Dr Umesh V Awasarmol

Professor & Head, Mechanical Engineering