



Bhartiya Gramin Punarrachna Sanstha's

**Hi-Tech Institute of Technology, Aurangabad**

A Pioneer to Shape Global Technocrats

Approved By AICTE, DTE Govt. of Maharashtra & Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Raigad  
P-119, Bajaj Nagar, MIDC Waluj, Aurangabad, Maharashtra, India - 431136P: (0240) 2552240, 2553495, 2553496 Web: <http://hitechengg.edu.in/>

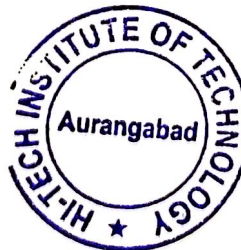
**MEETING OF THE INTERNAL QUALITY ASSURANCE CELL  
(IQAC)  
(A. Y. 2022-23)**

**Date:** 15/02/2023, **Time:** 1:00 pm to 2:00 pm, **Venue:** Principal's Cabin

**AGENDA**

IQAC, Hi-Tech Institute of Technology, Aurangabad, held third meeting for the academic year 2022-23. The meeting lasted for about one hour from 1.00 pm to 2.00 pm in the afternoon. Honorable principal took over the meeting. The agenda for the meeting is as follows:

- 1) Review of Previous IQAC Meeting held on 20.09.2022.
- 2) To discuss about completion of faculty wise staff diary and course file verification.
- 3) To discuss about the maintenance of project/seminar record.
- 4) Addition of skill development programs for students.
- 5) To discuss about the departmental activities and maintenance of activity register.
- 6) To discuss about extra-curricular and NSS activities.
- 7) To discuss about placement records.
- 8) To discuss about the research work activity for faculty as well as students.





Bhartiya Gramin Punarrachna Sanstha's

# Hi-Tech Institute of Technology, Aurangabad

A Pioneer to Shape Global Technocrats

Approved By AICTE, DTE Govt. of Maharashtra & Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Raigad  
P-119, Bajaj Nagar, MIDC Waluj, Aurangabad, Maharashtra, India - 431136P: (0240) 2552240, 2553495, 2553496 Web: <http://hitechengg.edu.in/>

## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting


15/02/2023

The second IQAC meeting for Academic Session 2022-23 was held on 15<sup>th</sup> February, 2023. The following members attended the meeting.

Sr. No.	Name(s)	Designation	Nature of membership
1.	Prof. Govind S. Dhage	Principal	Chairperson
2.	Mr. Aman E. Jadhav	Joint Secretary, BGPS	Member
3.	Prof. R. F. Siddiqui	Assistant Professor and HOD (Civil Engg)	Member
4.	Prof. P. M. Mohite	Assistant Professor and HOD (CSE)	Member
5.	Prof. B. P. Pingle	Assistant Professor and HOD (FY)	Member
6.	Prof. S. E. Ingale	Assistant Professor (CSE-AI&ML)	Member
7.	Prof. C. P. Jadhav	Assistant Professor (FY)	Member
8.	Prof. R. S. Aher	Assistant Professor (Civil Engineering)	Member
9.	Prof. J. K. Bhor	Assistant Professor and In charge T&P	Member
10.	Prof. S. T. Khajekar	Assistant Professor (CSE)	Member
11.	Mr. B. B. Jadhav	Administrative Officer	Member
12.	Mrs. Vimal Bodkhe	Nominee from Local Society	Member
13.	Mr. Suyash Yadav	Nominee from Students	Member
14.	Mr. Mahendra Walunjkar	Nominee from Alumni	Member
15.	Mr. Navnath Dhesale	Nominee from Employers	Member
16.	Mr. Jyotiba Patil	Nominee from Industrialists	Member
17.	Mr. Shankar Pawar	Parent Representative Nominee from Stakeholders	Member
18.	Prof. Amol S. Adkine	Assistant Professor and HOD (Mech Engg)	Coordinator

  
Coordinator (IQAC)



  
Principal  
HI-TECH INSTITUTE OF TECHNOLOGY  
BAJAJNAGAR, AURANGABAD.





# Hi-Tech Institute of Technology, Aurangabad

A Pioneer to Shape Global Technocrats

Approved By AICTE, DTE Govt. of Maharashtra & Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Raigad  
P-119, Bajaj Nagar, MIDC Waluj, Aurangabad, Maharashtra, India - 431136P: (0240) 2552240, 2553495, 2553496 Web: <http://hitechengg.edu.in/>

The Chairperson welcomes every member to the meeting. The following points were discussed during the discussion.:

**Agenda 1: Review of Previous IQAC Meeting held on 20.09.2022.**

**Resolution:** The previous IQAC meeting was conducted on 20<sup>th</sup> September, 2022 at 1:00 p.m. to 2:00 p.m. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members

**Action took by:** Director of IQAC

**Agenda 2: To discuss about completion of faculty wise staff diary and course file verification.**

**Resolution:** Faculties have to fill their staff diaries completely and maintain them on regular basis. Day wise student count should be calculated. The diaries should be duly signed by the HOD and the Principal. Along with this the course files and lab manuals should also be completed of respective subjects and practicals.

**Action took by:** All Head of the Department

**Agenda 3: To discuss about the maintenance of project/seminar record.**

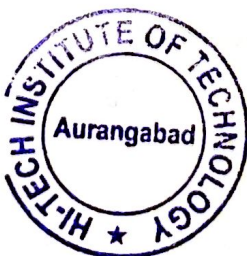
**Resolution:** The Project/Seminar Incharge has to take care of the maintenance of the project/seminar records of the students. Students should submit the model, PowerPoint presentation, project report to the guide, report duly signed by the guide, HOD and Principal.

**Action took by:** Project/ Seminar In charge

**Agenda 4: Addition of skill development programs for students.**

**Resolution:** Institute has an MoU with IIT Bombay for Virtual Labs. It targets for 8000 Usage per year. Mechanical and CSE departments are registered on the portal. The nodal coordinator and nodal technical coordinator should arrange VLAB sessions every week for each department and make the students perform the practicals.

**Action took by:** All Head of the Department





Bhartiya Gramin Punarrachna Sanstha's

# Hi-Tech Institute of Technology, Aurangabad

A Pioneer to Shape Global Technocrats

Approved By AICTE, DTE Govt. of Maharashtra & Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Raigad  
P-119, Bajajnagar, MIDC Waluj, Aurangabad, Maharashtra, India - 431136P: (0240) 2552240, 2553495, 2553496 Web: <http://hitechengg.edu.in/>

## Agenda 5: To discuss about the departmental activities and activity book maintenance.

**Resolution:** Departmental activity register has to be maintained by each department. It must contain all the departmental activities record conducted at the department level with date and student count.

**Action took by:** All Head of the Department

## Agenda 6: To discuss about extra-curricular and NSS activities.

**Resolution:** Students should be encouraged to participate in social activities and made aware of their social duties, such as the NSS. Active engagement of students from each department is expected.

**Action took by:** NSS In-Charge

## Agenda 7: Maintenance of placement records of both off-campus and on-campus.

**Resolution:** Placement records of recently passed out students must be collected at the department level like the company joined, average CTC etc. record. It has also to be maintained at the institute level at the TPO department.

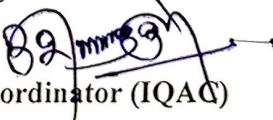
**Action took by:** Training and Placement Officer

## Agenda 8: To discuss about the research work activity for faculty and students.

**Resolution:** Faculties along with students have to start working on research according to their field of interest and publish at least one paper per year in any journal having good Scopus index.

**Action took by:** All Head of the Department


Coordinator of IQAC thanked all the members for their sustained efforts and cooperation in the activities of IQAC. IQAC Coordinator proposed the date for the next meeting. The meeting ended with a formal vote of thanks by IQAC Coordinator.

  
Coordinator (IQAC)

CC to:

1. All committee members
2. Office



  
Principal  
PRINCIPAL  
HI-TECH INSTITUTE OF TECHNOLOGY  
BAJAJNAGAR, AURANGABAD.