



“Techno-social Excellence”
Marathwada Mitra Mandal’s
INSTITUTE OF TECHNOLOGY
Lohgaon, Pune-411047

CRITERION-6

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6.2.2: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Point No.	Parameter	Sr. No	Documents related to Functioning of Institutional Bodies
6.2.2	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	1	Vision-Mission of Institute
		2	Quality Policy
		3	Recruitment, Service Rules and Promotional Policy
		4	Policy Document Appraisal System for Teaching and Non-Teaching Staff
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“Techno-Social Excellence”
**Marathwada Mitramandal’s Institute Of Technology
(MMIT)**
LOHGAON, PUNE – 411 047 (MS)



VISION DOCUMENT / STRATEGIC PLAN – WEF 2022-23

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Preamble:

The trust “Marathwada Mitramandal” was established in 1967 with a dedication of providing quality education to the society with the motto “Welfare of Masses”. Marathwada Mitramandal’s Institute of Technology (MMIT), Lohgaon was established in 2008 with vision “Techno-Social Excellence”. The institute is striving at its best to provide quality education to the students with a sense of social responsibility. The institute is approved by AICTE and is affiliated to the Savitribai Phule Pune University (SPPU). It also takes the initiative in supporting the education expenses of needy and financially weaker students.

The College offers the following Courses as:

Sr.	Course	Intake	Year of Establishment
1	Computer Engineering	120	2008
2	Mechanical Engineering	60	2008
3	Civil Engineering	60	2019
4	Mechatronics Engineering	30	2020
5	Artificial Intelligence and Data Science	30	2021

Vision of the Institution

The vision of the institution is “Techno-Social Excellence”. The vision of the institute is in line with the vision of the parent trust which is ensuring overall development of students through continual improvement and teamwork.

With this vision, MMIT is moving ahead to achieve excellence in providing technical knowledge and skills to the students by inculcating a sense of social responsibility. MMIT is also ensure providing quality technical education to students by grooming them for the development of professional skills with a sense of social responsibility. It also focuses on sustainable development of students to face global challenges.

Mission of the institution

The Mission of the Institution is to - Enhance technology transfer, Implement entrepreneurship, Promote global competency, Integrate innovative pedagogy, Create excellent human resource

Quality Policy

MMIT strives for imparting quality technical education by adopting best possible standards for continual improvement in skills with awareness of social responsibilities to meet expectations of stakeholders.

Further, to enhance the existing status and initiate the process of change / upgradation towards the growth and sustainability of the MMIT, a preliminary Perspective / Strategic Plan is prepared on after SWOC analysis and is proposed as below.

SWOC Analysis -

Strengths	Opportunities
<p>Accreditations / Approvals / Recognitions</p> <ul style="list-style-type: none"> - Recognized by AICTE, DTE (Maharashtra) - Affiliated to SPPU - Accredited by NAAC with “A” grade 	<ul style="list-style-type: none"> - To get re-accreditation from NAAC with higher CGPA / Grade - To get accreditation from NBA for eligible courses - To get permanent affiliation from SPPU - To get recognized under 2 (f) & 12 (B) of the UGC Act, 1956. - ISO Certified - 9001:2015, 14001:2015 & Green Education Campus. - Moving towards Autonomy from SPPU
<p>Infrastructure</p> <ul style="list-style-type: none"> - The State- of-the-art infrastructure facilities including specially designed classrooms, well equipped laboratories, tutorial rooms, central library, hostels and staff quarters - Dedicated playground of 7 acre - Spacious and excellently landscaped green campus with eco-friendly atmosphere 	<ul style="list-style-type: none"> - Can fetch the research projects from Industry. - Consultancy and services (Industry / Institute Sponsored projects)
<p>Governance</p> <ul style="list-style-type: none"> - ICT enabled classroom - Extensive use of e-Learning resources 	<ul style="list-style-type: none"> - Effective implementation of ERP - Moving towards e-Governance
<p>Management</p> <ul style="list-style-type: none"> - Encouraging and supportive management for fulfilling vision of the institution 	<ul style="list-style-type: none"> - Further growth and development of the institute - Guidance in total quality management - Ensure Quality assurance amongst the stakeholders
<p>Diversified sister concern institutes</p> <ul style="list-style-type: none"> - Variety of technical and non-technical courses under different institutes are run by the parent trust in the diversified areas of Engineering, architecture, law, commerce, pharmacy, diploma, journalism, etc. 	<ul style="list-style-type: none"> - Coping with forthcoming changes in education due to NEP 2020 - Collaboration with sister concern institutes for interdisciplinary studies - Introduction of Skill based, interdisciplinary and multidisciplinary credit courses

Weakness	Challenges	Roadmap for cope up
Academics Diversity of students in terms of cut-off	Difficulty in implementation of uniform teaching policy	Stronger academic policy and its implementation for diversified students
Syllabus constraint	Bridging the gaps, skill development, contents beyond the syllabus	Implementation of Add on / Value Added Courses, Guest Lectures from industry Academia be planned
Scattered and stretched academic calendar	Constraints of participation of students in co-curricular and extracurricular activities	Planning technical events, Co-curricular and extracurricular activities at Institute level. Moving towards Autonomy.
Research Few publications, projects, patents,	Not able to fetch the grants. Possible impact from accreditation bodies	<ul style="list-style-type: none"> - Identify the thrust areas for research - Provision of seed money for the institute level projects. - Collaboration with industries and other research organizations
Finance resource management	Impact on research publications and R&D activities	<ul style="list-style-type: none"> - Apply for Research proposals / Other QIP Grants from central / state agencies for funding - Improve consultancy and services
Placements Placements in core companies	Improving placements in core companies	<ul style="list-style-type: none"> - To enhance tie-ups with by strengthening industry-institute interaction - Promote students for industrial training / internship
Others Sustaining Competition	Increase in the intake of engineering and competition from private universities	Sustainable quality and incremental improvement in all respect
Geographical constraints of location	<ul style="list-style-type: none"> - Connectivity of the institute with other parts of the Pune city - Admitting the students from all corners of the Pune city 	<ul style="list-style-type: none"> - Further enhancing and strengthening the current institutional transport service - Further increase in the hostel capacity
Inclination of newly admitted students towards emerging areas courses	Students with higher cut-off and merit are inclined towards emerging area	Introducing interdisciplinary / multidisciplinary add-on / value added courses and promoting minor degree

Vision / Goals / Strategic Plan and Time Schedule

The vision document and the strategic plan for the institute is prepared on the basis of following parameters -

1. Curricular aspects and enrichment
2. Research and extension services
3. Infrastructure development & Learning resources
4. Governance and faculty empowerment
5. Student empowerment, enhancing Training & Placement activities
6. Institute social responsibility

1. Curricular aspects and enrichment

Target / Strategic plan	Short Term 2 - 5 Yrs	Long Term 6 - 10 Yrs
Deciding the benchmarks for overall institute developments Constitute academic teams and visit renowned institutions affiliated to the University for knowing best practices adapted in their institutes.	✓	
Value addition in curriculum Planning to organize value added course, add-on courses, certification courses to minimize the gap between industry requirement and curriculum	✓	
More emphasize on Outcome based education and accreditation of NBA Devise the mechanism for continuous Assessment and evaluation to measure outcomes.	✓	
Permanent Affiliation from University To obtain Permanent Affiliation from University for all courses	✓	
Re-accreditation from NAAC Re-accreditation from NAAC with higher grade	✓	
Accreditation from NBA for all courses Accreditation of all courses from NBA, Re-accreditation from NAAC with higher grade than existing,		✓
To achieve academic autonomy To achieve academic autonomy and emerge as a center of excellence		✓
To cope up with the NEP-2020 To cope with the National Education Policy (NEP-2020), interdisciplinary / multidisciplinary skill-based courses can be introduced within the institute or in collaboration with other institutes / sister concern institutes		✓

2. Research and extension services

Target / Strategic plan	Short Term 2 - 5 Yrs	Long Term 6 - 10 Yrs
Enhancing R&D activities Identification of core and thrust areas for Enhancing R&D activities with available resources	✓	
Enhancing the publications Enhancing the publications in reputed National and International journals	✓	
MoUs with Industries To further collaboration with industries for MoUs for multi-disciplinary and inter-disciplinary development	✓	
Consultancy activities To initiate consultancy services through core branches	✓	
Incubation center and startup To establish and Strengthen Incubation Centre & Startups in association with MCIII	✓	
Establishing Centers of Excellence and industry sponsored laboratories To develop Centers of Excellence in for Mechanical and Mechatronics discipline and develop industry sponsored laboratories in all the departments		✓
Resource Generation To fetch the sustainable grants through research projects and consultancy through Industry Institute tie-ups and partnerships		✓

3. Infrastructure development & Learning resources

Target / Strategic plan	Short Term 2 - 5 Yrs	Long Term 6 - 10 Yrs
Introduction of new courses in emerging areas Planned to commence new courses in emerging areas with multidisciplinary and interdisciplinary approach	✓	✓
Enhancing learning resources Further enhance the learning resources and infrastructure required for enrichment of existing and planned courses	✓	
Effective implementation of ERP Effective implementation of ERP for LMS for teaching learning	✓	
Increasing hostel capacity Increase in the hostel capacity in view of the increase in the admissions and demand for hostels	✓	
To develop computer utility centre To develop 100% computer enabled student friendly computer utility and facilitation center.	✓	
Focus on eco-friendly environment, water and energy management To establish eco-friendly clean environment with excellent water and energy management.	✓	
Developing the sports ground Developing full-fledged sports ground with all necessary amenities to be able to host professional sports activities		✓
Auditorium Building the full-fledged professional level auditorium with a minimum capacity of 500 chairs		✓

4. Governance and faculty empowerment

Target / Strategic plan	Short Term 2 - 5 Yrs	Long Term 6 - 10 Yrs
Sincere efforts to fill-up vacancies in faculty positions Recruitment of experienced, competent faculties to fulfill the requirements of cadre ratio and SFR	✓	✓
Faculty empowerment Extending support to faculty for pursuing higher education, research engagements, pursuing grants, paper publications, presentations, FDPs, STTPs, Workshop, FDP on Entrepreneurship, etc.	✓	
To improve Faculty Qualification. Moving towards 100 % faculty should be with Ph.D. Qualification	✓	✓
Honorary / distinguished Faculty Provision for appointing distinguished Honorary Faculty	✓	✓
Support to administrative and technical staff To sponsor administrative and supportive Technical Staff for continual training in new technology and modern working methods.	✓	✓
To organize State / National Conference, workshops, symposia	✓	✓
On-the-job training Encouraging faculties for on-the-job training in industry and improving competency	✓	✓
Inviting industry experts for technical know-how Inviting Industry Experts for interaction with faculties for knowing technical know-how and current requirements of technical skills in the industry	✓	✓
To organize International Conference, workshops, symposia		✓

5. Student empowerment, enhancing Training & Placement activities

Target / Strategic plan	Short Term 2 - 5 Yrs	Long Term 6 - 10 Yrs
To establish student chapters of professional societies. To establish student chapters of professional society in all the departments and further enhancing activities	✓	
To increase awareness for Entrepreneurship To organized Entrepreneurship Awareness / Development Camp	✓	
To establish Collaborations / MOUs <ul style="list-style-type: none"> - To establish collaborations / MoUs with industries / organizations for Employability Skill Development, training, on the job training, internship, placement & inviting Industry Experts for faculty / students training - Possible collaborations with academic institutes of National importance 	✓	
Internships & sponsored projects Initiating tie-up with industries for internship and sponsored projects	✓	
Co-curricular and Extracurricular Activities <ul style="list-style-type: none"> - To improve the capabilities of students for success in competitive / entrance examinations (GPAT / GRE / TOFEL / IELTS / CAT / MAT). - To participate actively in co-curricular and extracurricular activities at State / National / International level. (Innovation / Avishkar, etc) 	✓	
Developing student skill sets Developing modules from first year to final year consisting of interpersonal skills, team work, communication skills, interview skills, etc.	✓	
Moving towards 100% placement <ul style="list-style-type: none"> - Implementation of above measures - Increase number of placements drives in core companies 	✓	✓
Alumni engagement Increase activities through alumni association, leverage for guest lecturers/internships/placement	✓	✓
To facilitate faculty and student exchange programs through national / International collaborations.		✓

6. Institute social responsibility

Target / Strategic plan	Short Term 2 - 5 Yrs	Long Term 6 - 10 Yrs
Support to the needy students for welfare Continuing the educational and financial support for the education and welfare	✓	✓
Stakeholders involvement <ul style="list-style-type: none"> - To strengthen the involvement of all stakeholders including Parent, Alumni, recruiting companies for contributing to the technical and social activities of the institute - To further strengthen Alumni Association for placement, training, mentoring etc. & financial contribution for the welfare of needy students, Society and Institute. 	✓	
Awareness programs / initiatives <ul style="list-style-type: none"> - To conduct public awareness program about Engineering courses - Prepare Videos for uploading on social media for public awareness 	✓	
Social activities through NSS Further enhancing the social activities for the welfare of the society through NSS	✓	✓

Conclusion:

This vision document is prepared after thorough brainstorming sessions and SWOC analysis. Currently, some of the steps have already been in place to achieve desired goals. The review of the new initiatives and its progress will be reviewed periodically in order to take suitable corrective actions. It is believed that moving further with this vision document and with sincere efforts of all stakeholders, significant growth of MMIT will be ensured.



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Quality Policy

MMIT strives for imparting quality technical education by adopting best possible standards for continual improvement in skills with awareness of social responsibilities to meet expectations of stake holders.

Principal
MMIT, Lohgaon, Pune



Policy Document

Recruitment, Service Rules and Promotional Policy for Teaching and Nonteaching Staff

Recruitment policy and service rules are framed by the management for the effective administration and smooth functioning of the institute.

Part - I: Recruitment Policy

A. The Process of recruitment of faculties by University Selection Committee

1. The requirement of teaching staff considering Student Teacher ratio / Cadre ratio is calculated as per the norms laid down by AICTE/UGC/SPPU.
2. The approval of posts is obtained from approval section and also from reservation Cell of Savitribai Phule Pune University (SPPU) and state government reservation cell.
3. The advertisement category-wise and post-wise viz. Professor, Associate Professor, Assistant Professor is published in two leading newspapers.
4. Applications are invited in specific format (to be made available physically on institute website) within the stipulated time.
5. Applications also invited from -
 - a) SPPU employment exchange cell
 - b) Tribal office of the state government
 - c) Various backward class cells as directed by SPPU
 - d) Maharojgar cell of state government
6. After stipulated number of days, the received applications are sorted subject-wise, post-wise and category-wise and a summary is prepared.
7. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with principal as per the norms of AICTE / UGC/SPPU/GOVT.
8. Selection Committee is obtained from SPPU.



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9. After coordinating with Selection Committee members the dates of interview are finalized.
10. The shortlisted candidates are intimated minimum 15 days in advance as per rules about the date, time and venue of interview by sending letters / email / telephone calls.
11. On the day of interview, original document verification is carried out before candidates attend the Interview.
12. Interview of Eligible candidates is carried out by Selection Committee appointed by SPPU and selection report is submitted within 72 hours to SPPU as per University rules.
13. Appointment orders are issued by Marathwada Mitra Mandal to the selected candidates and they are given a time period of one month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.
14. The reports of selection committee along with the required documents are submitted to approval section of SPPU.

B. The Process of recruitment of faculties by Local Selection Committee

1. The requirement and availability of teaching staff at the end of the academic year is reviewed and as per the need, the requirement of faculties is calculated considering Student Teacher ratio /Cadre ratio as per the norms laid down by AICTE/UGC/SPPU.
2. The advertisement category-wise and post-wise viz. Professor, Associate Professor, Assistant Professor is published in two leading newspapers.
3. Applications are invited in specific format (to be made available physically on institute website) within the stipulated time.
4. After stipulated number of days, the received applications are sorted subject-wise, post-wise and category-wise and a summary is prepared.



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5. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with principal as per the norms of AICTE / UGC/SPPU/GOVT.
6. Selection Committee is formed by Principal and Management with two subject experts of other institutes which are on the University Panel.
7. After coordinating with Selection Committee members the dates of interview are finalized.
8. The shortlisted candidates are intimated minimum 15 days in advance about the date, time and venue of interview by sending letters / email / telephone calls.
9. On the day of interview, original document verification is carried out before candidates attend the Interview.
10. Interview of Eligible candidates is carried out by Local Selection Committee.
11. The reports of selection committee along with the required documents are submitted to approval section of SPPU. In case of local selection, candidates, the approval is given by the SPPU for one academic year.
12. Appointment orders are issued by Marathwada Mitra Mandal to the selected candidates and they are given a time period of one month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

C. The Process of recruitment of faculties on ad-hoc

1. A situation may arise when there may be an immediate requirement of a faculty. In such situations, faculties are recruited on ad-hoc basis.
2. Few candidates are shortlisted from the bio-data received at department level or from reference of other faculties / HOD / Principal. Technical interviews are conducted at college level by an internal committee consisting of senior faculties, HOD and Principal. The selected candidates are recommended for further approval from management.



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3. After the consent from management, the recruitment of candidate is done on purely temporary ad-hoc basis for one academic year.

D. The Process of recruitment of Technical/Non-Teaching staff

1. The requirement and availability of technical and non-teaching staff is reviewed as and when required.
2. The advertisement is published in leading newspapers and applications are invited in specific format (to be made available physically on institute website) within the stipulated time.
3. After stipulated number of days, the received applications are sorted and a summary is prepared.
4. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with Principal as per the eligibility norms.
5. Selection Committee is formed by Principal and Management with subject expert and head of department.
6. The shortlisted candidates are intimated minimum 15 days in advance about the date, time and venue of interview by sending letters / email / telephone calls.
7. On the day of interview, original document verification is carried out before candidates attend the Interview.
8. Interview of eligible candidates is carried out by the Committee.
9. The reports of selection committee along with the required documents are submitted to Principal and Management.
10. Appointment orders are issued by Marathwada Mitra Mandal to the selected candidates and they are given a time period of one month for joining. However, candidate need to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.



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Part - II: Service Rules for teaching and non-teaching staff as applicable

The services of employees are governed by the Maharashtra Universities Act, 1994, Statutes, Code of Conduct, Ordinances, rules and regulations laid down by the Savitribai Phule Pune University, State Government, Marathwada Mitra Mandal from time to time.

1. For the staff selected from University Selection Committee, appointment is on full-time basis on probation for a period of two year from the date of joining and one year for candidates selected from Local Selection Committee. During this period, if the performance is not satisfactory, the probation period can be further extended or services may be discontinued.
2. The pay scale and other allowances such as dearness allowance, house rent allowance, transport allowance, CLA and the benefit of Employees provident Fund is given as per the norms to UGC selected candidates and for local selection candidates payment and other benefits is given as decided at the time of interview.
3. Staff has to qualify the NET/SET or similar test (as the case may be) in stipulated time period laid down by the SPPU/State Government/UGC as the case may be.
Staff shall have to acquire higher qualifications as prescribed by the AICTE / University / State Govt. within the stipulated period as the case may be.
4. The appointment is subject to the availability of minimum number of students and the workload prescribed for the post.
5. The examination work assigned by the College/University from time to time is mandatory on the staff.
6. Staff shall produce the original documents at the time of joining the duties for verification along-with true copies of relevant documents such as birth date certificate, marksheets, experience certificate, degree certificate, relieving certificate, last pay certificate, caste certificate, caste validity certificate, change of name etc. as the case may be / whichever is required. Aadhar card, PAN card are mandatory for every staff. Two passport size photographs are also need to submit.



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7. Staff is required to give the correct mailing address at the time of joining the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by the Registered Post Acknowledgment Due (RPAD) on the address given, shall be deemed to have been acknowledged duly signed by staff.
8. Service books are maintained for all staff
9. Staff will not conduct in any private tuitions or private coaching classes.
10. Staff will not undertake any other job paid full-time, part-time or otherwise, during the continuance of service, without the permission of the Management.
11. Staff will not undertake any testing, consultancy or R&D work without the prior approval of the Management.
12. Staff will not register for any degree/diploma/certificate or other course without the prior permission of the Management. If permitted, staff will follow all the rules and regulations.
13. The services of staff can be transferred to other Department / College / Institutions at the sole discretion of the Management of Marathwada Mitra Mandal, Pune. Staff may be required to travel on official duties as and when needed.
14. If staff found absent continuously for more than thirty days without prior permission, the services will stand terminated automatically. If staff found guilty of violation of any terms and conditions mentioned above, staff will be liable for disciplinary action and punishment decided by the Competent Authority/Management as the case may be. During the period of service, staff shall not directly or indirectly do such things which are subversive to the interest of the Society / University / College / Students. In such case, appointment may be terminated immediately and necessary legal actions may be initiated.
15. Staff is required to be sincere, loyal and committed towards responsibility entrusted from time to time and display a visible sense of integrity towards the institute. Further, the staff is required to maintain sense of subordination towards seniors.
16. The staff is required to maintain strict privacy and not to disclose any information regarding the Management / Institution, its activities or any other details which become



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known to the staff during the course of the service. Nor shall the staff handover any document without seeking permission of the Principal / Management.

17. If required, staff may be asked to undergo medical check-up / examination by approved medical officer or by the civil surgeon for mental and physical fitness.
18. If required, staff may have to execute a deed of contract / undertaking of service at the time of joining the duties.
19. During service period, if the performance of staff is found unsatisfactory and/or in case of violation of the service rules, the services may be discontinued²¹⁶ by giving three months notice or one/three month's pay in lieu of notice period.
20. Above rules and regulations may revised / updated which would be binding on the staff.

Part - III: Promotional Policies

To encourage staff, the management gives a due consideration for the deserving faculties for promotion to higher post / pay-scale depending on the availability of the vacancies.

A. Teaching Staff

1. The requirement of teaching positions of staff is reviewed as per the norms specified by AICTE/UGC/SPPU as per subject-wise and cadre-wise.
2. An internal shortlisting of eligible candidates for higher posts is done at department level
3. On the basis of previous performance appraisal, the preliminary interactions are carried out at college level by concern HOD and Principal and then the shortlisted names are finalized for further recommendations to the management.
4. All such shortlisted faculties are required to appear before management committee for consideration of promotion / revision of pay-scale / additional increments / incentives etc.
5. Faculties promoted for higher posts are need appear for local selection committee / University Selection Committee interviews for getting final approval from University.
6. To encourage the faculties, due consideration is given for achievement of faculties such as - R&D, publications, technical events, etc in the form of incentives.



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B. Non-teaching staff

1. The requirement of non-teaching is reviewed as per the need.
2. An internal shortlisting of eligible candidates for higher posts is done at department level.
3. On the basis of previous performance, the preliminary interactions are carried out at college level by concern HOD and Principal and then the shortlisted names are finalized for further recommendations to the management.
4. All such shortlisted staff are required to appear before management committee for consideration of promotion / revision of pay-scale / additional increments / incentives etc.

Principal
MMIT, Lohgaon, Pune

Appraisal Policy for Teaching Faculties and Technical Staff
(Revision 2023)
With Effect from AY: 2023-24

The Appraisal Policy for teaching faculties and technical staff is revised with effect from A.Y. 2023-24 and it would be based on Performance Based Appraisal System (PBAS) as below

- a. PART-A: parameters based on AICTE 360 degree guidelines
- b. PART-B: parameters essential for institutional development.

Objectives of the appraisal system are:

1. To set a framework and clear guidelines for performance appraisal.
2. To assess the faculties on the basis of Contribution made towards the growth and development of the institute
3. Efforts made by faculties and technical staff for improving teaching and learning process and hence accomplishment of Institution’s goals
4. To identify competency gaps of faculties in academics and suggest areas of improvement.

(I) Appraisal Parameters for Teaching Faculty

The parameters for appraisal for teaching faculties would be categorized as below:

PART A - Parameters based on the guidelines of AICTE 360 degree (100 points)

- Teaching Learning process - 25 points
- Students’ Feedback - 25 points
- Departmental activities - 20 points
- Institute level activities -10 points
- Professional Development- 5 points
- Contribution to society - 5 points
- ACR (Annual Confidential Report) - 10 points

PART B - Parameters essential for development of the institution (2000 points)

- Teaching - Learning process including adoption of OBE methodologies - 1230 points
- Research and development activities - 290 points
- Industry liasoning - 135 points
- Student support (including mentoring) - 95 points
- Contribution in institutional development - 250 points

Appropriate deduction of points will be done for negative observations at administrative level.

II. Appraisal Parameters for Technical Staff (100 points)

Performance appraisal system for Technical Staff will be based on following parameters:

- Lab Practical Conduction - 20 points
- Lab and Maintenance Activities - 25 points
- Department Activities - 20 points
- Institute Level Activities - 20 points
- ACR (Annual Confidential Report) - 10 points
- Contribution to society - 5 points

Appropriate deduction of points will be done for negative observations at administrative level.

III. Operating procedures and outcomes

- The appraisal procedure would be conducted every academic year.
- Two appraisal forms (for Part A and Part B) would be shared in semester I.
- With the conclusion semester II, faculties and staff would submit the appraisal forms along with self-assessment points and related supporting documents to the respective HODs.
- At the institute level an interdepartmental committee will be constituted. The members of the interdepartmental committee will carry out one-to-one interactions with the faculties and staff. Based on this interaction and evidences available, the self appraisal points will be verified and corrected by this committee.
- Further interactions with faculties and staff would be carried out by the HOD and Principal.
- During the interaction of faculty and staff with the HOD and the Principal, the self-appraisal points and points corrected by the interdepartmental committee will be further verified and finalized.
- HOD and the Principal may reject the claimed points if satisfactory explanation / evidence are not available.

IV. Outcome of Assessment

Based on the points scored by the faculties in all parameters, grade of the faculty will be calculated as below -

Sr.	Grade	Points range Part A	Points range Part B
1	Grade A	90 - 100	1500 and above
2	Grade B	75 - 89	1250 - 1499
3	Grade C	60 - 74	1000 - 1249
4	Grade D	Less than 60	Less than 1000

For Teaching Faculties, final grade will be calculated based on the points scored in Part A as well as part B, while for Technical Staff, grade will be calculated based on the points scored in Part A as illustrated in the next table on Page 3.

V. Calculation of final Grade

The final grade will be calculated as per the following guidelines. For teaching faculties grade obtained in Part A and Part B both will be considered while for Technical Staff grade calculated in Part A will be considered.

Sr.	Grade in Part B	Grade in Part A	Final Grade
1	A	A	A
2	A	B	A
3	A	C	B
4	A	D	B
5	B	A	B
6	B	B	B
7	B	C	B
8	B	D	C
9	C	A	B
10	C	B	B
11	C	C	C
12	C	D	D
13	D	A	C
14	D	B	C
15	D	C	D
16	D	D	D

Implications / corrective actions

1. HOD and the Principal will carry out an one-to-one interaction with the faculty and staff to discuss the performance of the faculty and staff.
2. It is the expectation of the institute that faculty / staff should be securing grade A or B.
3. Wherever necessary, counseling will be done for improvement in the performance.
4. However, if any faculty is in grade C or D he / she has improved upon the parameters of lagging in the next Academic Year.
5. This appraisal is one of the major factors for further appreciation and promotion.
6. Wherever necessary, the management may interact with faculty / staff and suggest ways for improving their performance.
7. Punitive action may be recommended to the management as per the case may be.

The adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the HOD / Principal / Management with a view to making improvement in working, by the person concerned, if the report is adverse.

This appraisal policy is finalized by all Heads of the Department and Deans in consultation with the Principal and it will be implemented w.e.f. AY 2023-24.

Dean Administration
MMIT, Lohgaon, Pune

Principal
MMIT, Lohgaon, Pune

“Techno-Social Excellence”

Marathwada Mitra Mandal's Institute of Technology

S.N. 35, Vadgaon Shinde Road, Lohgaon, Pune - 411047

Accredited with “A” grade by NAAC



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ACADEMIC POLICY 2023-24

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“येथे अहलांचे हित”

“Techno-social Excellence”
Marathwada Mitra Mandal's
INSTITUTE OF TECHNOLOGY
Lohgaon, Pune-411047



VISION

“Techno-Social Excellence”



MISSION

- ❖ Enhance Technology Transfer
- ❖ Implement entrepreneurship
- ❖ Promote global competency
- ❖ Integrate innovative pedagogy
- ❖ Create excellent human resource



CORE VALUES

- ❖ Teamwork
- ❖ Value Based Ethics
- ❖ Societal Trust
- ❖ Pleasant Environment
- ❖ Industrial Approach
- ❖ Committed Faculty
- ❖ Standard Report Writing
- ❖ Adaptive Research
- ❖ Lifelong Learning

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1. Academic Monitoring System (AMS)

The Academic Monitoring System is an integral part of the institution. It is used to improve quality and performance of the students beyond the curriculum.

The system is categorized as mentioned below.

1. Continuous Evaluation Process
2. Add-on facilities
3. Quality Assurance in AMS(Academic Monitoring System)
4. Attendance Monitoring Process
5. Teacher Guardian Scheme(TG)

1.1 Continuous Evaluation Process:

The performance of a student can be continuously evaluated by following parameters.

1. Pre-requisite Test
2. Assignments
3. Unit tests
4. Mock Practical/Oral exams
5. Presentation/Group Discussion on a specific topic(optional)

Extra lectures are conducted as per the requirement and remedial coaching for students showing low performance.

1.2 Add-on facilities:

Add-on /enrichment courses are designed and arranged to bridge the gap between the Industry and existing curriculum which will help the students to become Industry compatible. It is accomplished by arranging,

1. Guest /Expert lecturers
2. NPTEL lectures
3. Add-on courses
4. Flipped / Google classroom
5. Virtual lab sessions

1.3 Quality Assurance in Academic Monitoring System:

Quality in academics is ensured by conducting staff audit and feedback of different stakeholders such as students, parents, alumni, Industry etc.

- **Academic Audit:**
Inter department academic audit of faculty members is conducted per semester by AMC for quality assurance.
- **Feedback System:**
Feedback points out the shortcomings in the existing system. Every stakeholder plays important role by giving feedback as summarized below:

Sr. No.	Stakeholder	Feedback
1	Students	Teaching and Non-teaching staff
2	Parents	About the overall facilities of department/Institute
3	Alumni	The curriculum and requirement in the Industry
4	Industry	How students can be industry compatible?

1.4 Attendance Monitoring Process:

Institution follows strict norms to regulate student attendance. Student attendance is beneficial for knowledge acquisition and in-depth understanding of subject. Attendance is rigorously monitored to ensure high academic results. Daily attendance report, monthly defaulter list, provisional defaulter list and final detention list are part of attendance monitoring process. Parents are informed about their ward attendance by regular telephonic calls/bulk SMS/Email and conducting parents meet.

1.5 Teacher Guardian Scheme (TG):

The Teacher Guardian scheme is followed to ensure that the performance of students will improve and to maintain the student's record. Some of the functions of TG system are as follows:-

1. A teacher guardian is assigned to a group of students. He maintains individual information on personal/academic/co-curricular/extra-curricular of each student.
2. The students discuss with their respective teacher guardian regarding any issues and accordingly students are counselled. Teacher guardian conducts meetings regularly in a semester with the students
3. Teacher guardians maintain complete record of the students and update their parents about the developments by regular telephonic call/SMS/Email
4. Parent meeting is arranged in every semester.

2. Policy for Theory Subjects

2.1 Subject Distribution

Teaching work distribution is an important phase in Teaching Learning Process. Right allocation of subject and practical to teachers not only improves imparting of knowledge to students but also helps to improve the results

1. Teaching work distribution involves distributing subject, practical, seminar, project etc. It must be done immediately after the term end. This ensures that, staff gets sufficient time to thoroughly prepare the allocated subject and practical and can keep ready the course file before commencement of the next semester
2. Teaching work distribution should be done as per the syllabus structure given by the University. The entire workload of the semester of a department should not be less than the University prescribed workload of that semester.

Head of the Department ensures that subject distribution among the departmental staff is fair and according to expertise or thrust area of the staff.

2.2 Course Outcomes (CO), Program Outcomes (PO) and Program Specific Outcomes (PSO)

1. Course Outcomes

Course outcomes describes what a student is expected to know and to be able to do by the end of the of course. It explains to students what they will learn on successful completion of a subject or course. While writing course outcomes Course Coordinator should keep in mind:

1. The kind of knowledge and skills that are involved
2. The level of understanding desirable for students to achieve

A common way of approaching for course outcomes is as per the level of Bloom's taxonomy. It is recommended that one Course Outcome be assigned to one unit per course, as such there would be six CO's per course.

2. CO-PO/PSO Mapping

CO-PO/PSO mapping is an indicator of different levels: High, Medium, and Low. If a course outcome statement strongly complies with a particular PO/PSO statement then mapping level is high. If the course outcome attains respective PO/PSO partially then the attainment level should be medium. If the course outcome attains respective PO/PSO to some extent then the attainment level should be low. If the course outcomes do not correlate with respective PO/PSO, we can keep the attainment level null and try to find gap identification to achieve that CO.

3. CO-PO/PSO Mapping Justification

As per CO-PO/PSO mapping levels identified in point B above, justification should be written. Justification should include CO related keywords from PO/PSO

4. CO Assessment Tools

Course Outcome	Assessment Tool	No. of Units	Marks
CO1	Unit Test-I	2 (Unit-I & II)	30 Marks (15 Marks Each Unit)
CO2			
CO3	Assignment-I	Unit-III	15 Marks
CO4	Assignment-II	Unit-IV	15 Marks
CO5	Unit Test-II	2 (Unit-V & VI)	30 Marks (15 Marks Each Unit)
CO6			

Note:- If faculty want to conduct an additional evaluation process (i.e, Test and Assignment or others), they can conduct and must be added into CO-PO attainment.

2.3 Course Preparation

1. Keep the study material, course plan & lecture notes ready before start of the semester. Upload it on ERP/Google Apps as per the format
2. Handwritten Lecture Notes & PPTs should be prepared. It should be reviewed by peer/HOD
3. Standard text books, reference books as per SPPU syllabus are to be used for preparing Course material.
4. Use additional books on JEE, CAT, GATE, GRE for preparing course material to develop beyond the curriculum contents
5. The course plan indicates the references including standard books in detail to motivate the students to use these for preparation
6. Supplement your Lecture/Practical/Tutorial with brain teasers, quizzes so that student's interest will be maintained in the classroom especially late afternoon sessions
7. Form a resource pool, deliver lecture and share course material across the departments
8. View/Listen/Use NPTEL, Recent research papers, White papers from Industry website for providing additional Material/Notes to students
9. Arrange expert lectures by Industry persons on upcoming technology or career opportunities for the respective subject
10. Arrange the lectures/ add- on courses by the adjunct faculty members of the department
11. Various online courses can be completed well in advance before start of the semester

2.4 Conduction of Lectures

1. Course plan and handwritten notes/ text books/PPTs can be carried in the classroom
2. Engage class for entire duration of 60 min
3. Reach the classroom 5 min before the schedule
4. Allow latecomers to enter class in lieu of academic penalties
5. Keep the door closed while conducting Lecture/Tutorial so that you can conduct class without interruptions
6. Ensure readable, large & neat writing on blackboard
7. Make limited use of the PPTs
8. Make session interactive by discussing case studies and problem solving
9. NPTEL videos/ IEEE/ACM/Elsevier/White Paper should be discussed as a content beyond syllabus in the lecture

2.5 Conduction of Tutorials, Homework, Assignments

1. All the Assignments/Tutorials (i.e. numeric problems, software programs) to be assigned by respective subject teachers.
2. Make exhaustive list of problems for every assignment
3. Use Bloom's Taxonomy to design Tutorial/Assignments/Unit tests paper and mention the Bloom's level (1-Low, 2-Moderate, 3-High) that can be achieved as per "Guidelines for justifying Levels for CO-PO mapping"
4. Make extensive use of standard books for this activity

2.6 Student Performance Improvement

1. **Extra Lectures**
 - a. Arrange extra lectures as per the requirement
2. **Remedial Coaching**
 - a. Decision of conducting remedial classes for subjects should be taken at departmental level in consultation with HOD and subject teacher to achieve 100% result of the subject
 - b. Motivate students to attend remedial class
 - c. Discuss questions and answers with students
 - d. Remedial time table should also be communicated to parents

2.7 Guest/Expert Lecture

Academics, Industrial visits, co-curricular activities are important aspect in knowledge building of the students. Hence, expert lectures plays very important role to understand opportunities, industry perspective of the subject

Following guidelines should be used to arrange the expert lecture in the department

1. The expert lecture should be organized for some subject delivered by the Industry experts
2. Expert lecture should be conducted by Industry experts who have worked on that area
3. Expert lecture based on gap identification may be conducted on following topics
 - Content beyond syllabus of the subject
 - State of the art and research opportunities in the subject
 - Career opportunities in the subject
 - Any other topic based on case study or real life experiences of the experts on the subject

It is the strength of the department to conduct excellent quality expert lectures to improve alumni connection and Industry-Institute Interaction. Head of the Department should encourage faculty members of the department to conduct excellent quality expert lecture. They can help and guide the staff to identify experienced and renowned experts in the subject

2.3.1 Procedure to conduct Guest / Expert Lecture

1. The topics for guest lectures are to be selected based on Gap Identification done for the subject
2. Mark the Guest Lecture slot in the course plan
3. Identify the eminent and experienced resource person, especially experienced Industry person of the domain or Senior Academician
4. Seek prior permission from HOD for arranging guest lecture
5. Send invitation letter to resource person and confirm date and time for scheduling guest lecture at least one week before actual conduction of lecture
6. Seek prior permission from the Principal for getting it sanctioned
7. Collect the amount in advance from account section
8. Conduct the guest lecture on the scheduled date and time
9. Take few photographs of the same

10. Collect feedback from the resource person for CO attainment
11. Issue a Thanking letter to guest/ resource person keeping acknowledgement of same
12. Collect feedback from the students on Google form (Soft copy)/ Hard copy for CO attainment
13. Settle the advance taken by submitting voucher in account section
14. Prepare guest lecture report having photographs and mention outcomes of the session conducted
15. Submit the report to the guest lecture co-ordinator in the department

2.8 Companion Teacher

2.3.2 Procedure for conduction lecture with Companion teacher

1. Companion Teacher policy is progressively implemented over the institution
2. HOD/senior faculty will accompany a subject teacher as a companion in theory Classroom
3. The Companion Teacher will be present for entire duration during the lecture of that teacher
4. The Companion Teacher will observe the following during his/her presence
 - Discipline in the classroom
 - Teaching methodology used by the teacher
 - Is the teacher's voice is audible?
 - Is the teacher interactive with the students?
 - Correct content delivery by avoiding repetition in lecture contents
 - Communication in English language
5. Proper feedback needs to be communicated to concerned teacher in presence of HOD

2.9 Resource pooling

Resource pool is a team of interdepartmental staff members working in same area or subject

1. Resource pool of interdepartmental subject experts should be formed for uniform conduction of courses which are common amongst the departments
2. These subject experts should conduct meeting of respective staff, discuss syllabus and common topics and decide the strategy for conduction of lectures.

2.10 Flipped Classroom

The flipped classroom is a pedagogical model in which the typical lecture and homework elements of a course are flipped. Short video lectures/ lecture notes are studied by students at home before the class session and assessment is done on the basis of exercises, projects, or discussions. The faculty members will share the study material with the students. Students will use these shared contents and learn the theory at home by themselves. Students prepared with the queries and clear it in the classroom by the faculty members It is decided that at least one such flipped classroom lecture to be conducted per subject by every faculty member.

Following will be the strategy for the implementation:

1. Identify topic (Lecture) for conduction of flipped class and mention it in course plan.
2. Share lecture notes and/or online video lectures with the students and announce, when the shared topic will be discussed in the classroom.
3. Students will download the shared contents and will use it to gain the knowledge of the topic and note down the queries , if any
4. In the classroom, the students will ask queries on the given topic and faculty member will resolve it during the course of discussion
5. Faculty member will give some assignments based on the topic and student will solve it.

Outcomes:

1. It increases self-learning ability of students
2. It Improves student involvement in learning and understanding of the subject
3. It will help students to improve their grades
4. Teacher can judge intellectual level of students based on their understanding

2.11 Google Classroom

Google Classroom helps the students and teachers to organize assignments and develop better communication. It is progressively used by the faculties for uploading teaching materials of all Units on Google Classroom

2.12 Virtual Lab Session

Virtual Labs is An Initiative of Ministry of Human Resource Development (MHRD) under the National Mission on Education through ICT. Its objectives are:

1. To provide a complete Learning Management System around the Virtual Labs where the students can avail the various tools for learning, including additional web-resources, video-lectures, animated demonstrations and self-evaluation
2. To share costly equipment and resources, which are otherwise available to limited number of users due to constraints on time and geographical distance

Following will be the strategy for the implementation

1. Identify topic/experiment (Lecture) for conduction of Virtual Lab session and mention it in session/Lesson/Lab Plan
2. Inform the V Lab Coordinator (Departmental) about the topic, date and time of the planned session.
3. Show the demonstration of the experiment to students and instruct them to perform the experiment
4. Inform students to give feedback of the experiment they have performed

3. Policy for Conduction of Lab Practical

3.1 Experiment Preparation/Setup

1. Every staff should ensure setup is ready & functioning well by performing experiments / programs in lab before start of semester.
2. Lab assignment list should contain University prescribed list of assignments along with some innovative assignments like Virtual Lab and content beyond syllabus
3. All equipment's should be tested, calibrated as per the standard
4. Laboratory manuals should be updated before the start of every semester.
5. FAQs should be added at the end of each experiment so that students become ready to face orals exams. Make students write the answers of these FAQs
6. Follow the template for laboratory manual preparation. Keep the uniformity across the department

3.2 Lab Conduction

1. Faculty and lab assistant/ technical assistant should be present in the lab for entire 2 hour session
2. Complete practical assignment and its write-up in the stipulated time
3. Oral should be conducted in a group of students while checking write-up of assignment
4. Continuous assessment should be done by faculties
5. Record keeping of the completed journals should be maintained by faculties/lab assistants

4. Policy for Continuous Evaluation

4.1 Unit Test

1. Conduct unit tests as per CO Assessment tool mentioned in section 2.2 C
2. Prepare the question bank for each unit by referring University Question papers, other study materials & share it with students.
3. Refer previous years University question papers for making question bank
4. Provide the model answers of the question banks to the students
5. The questions for the Unit Test should be from the question bank itself
6. Keep records of Unit Tests with respective subject teacher and department coordinator of Institution Examination Committee
7. Maintain a record of remedial action taken on the results of the Unit Test for improvement
8. Prepare question paper as per Blooms Taxonomy
9. Model Answer Sheet should be shared with students immediately after Unit Test

4.2 Assignments

1. Upload assignments on ERP/Google-apps
2. The assignments should be checked in time and maintain its record of evaluation

4.3 Mock PR/OR Examination

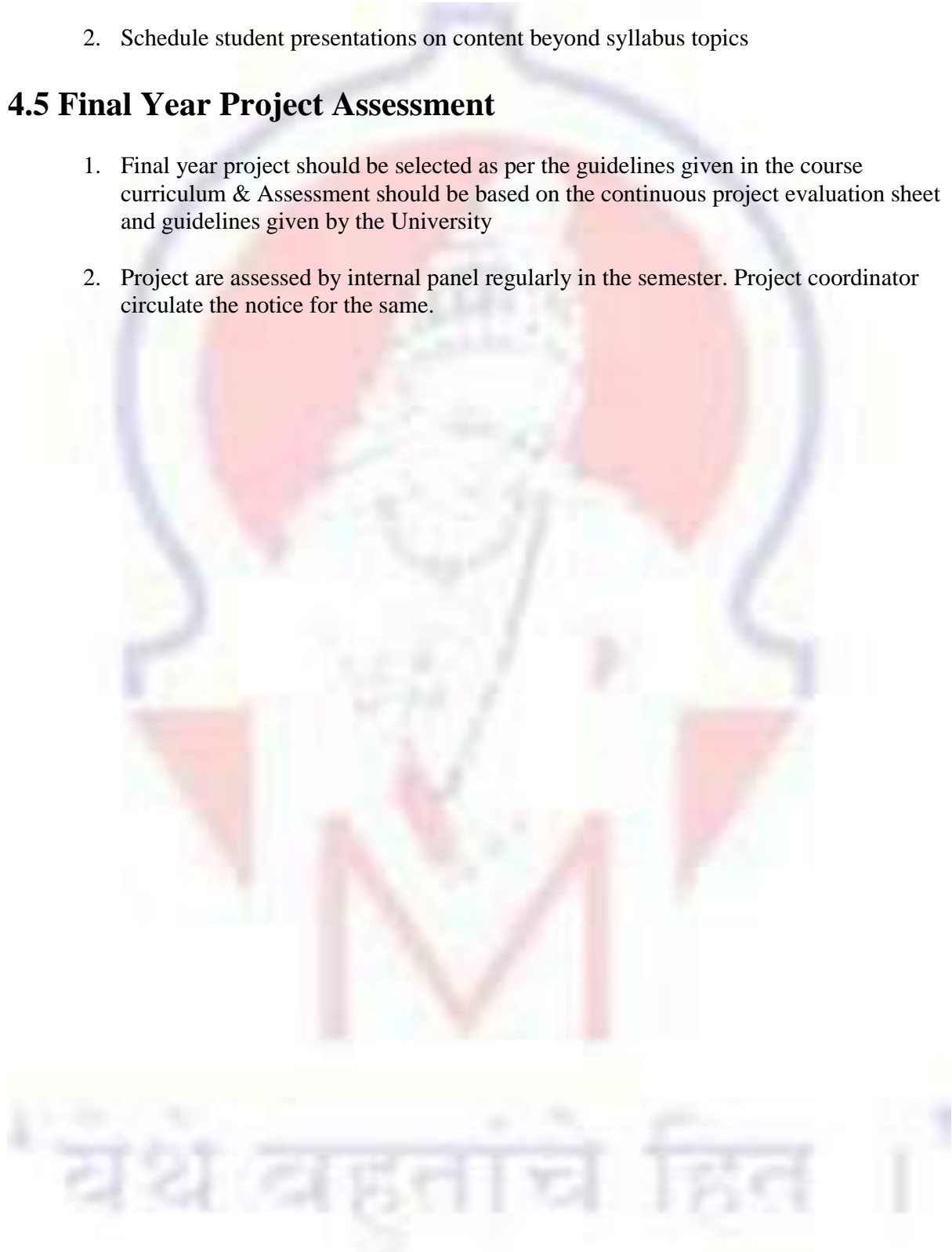
1. Conduct mock Practical/Oral exam as per the department policy
2. Detailed time table should be displayed on the departmental notice board
3. There should be a panel of examiners from the same department to evaluate students in mock PR/OR exam
4. Evaluation sheet for mock PR/OR exam should contain parameters as suggested by the BOS of their respective department
5. The oral on each practical should be conducted during lab session to judge the understanding of a student for contents delivered
6. Share updated PR/OR questions with answers to students

4.4 Group Discussion/Presentation

1. Arrange Quizzes, Group Discussions, and Questionnaire Sessions etc for students
2. Schedule student presentations on content beyond syllabus topics

4.5 Final Year Project Assessment

1. Final year project should be selected as per the guidelines given in the course curriculum & Assessment should be based on the continuous project evaluation sheet and guidelines given by the University
2. Project are assessed by internal panel regularly in the semester. Project coordinator circulate the notice for the same.



5. Policy for Monitoring Academics

5.1 Responsibilities of Principal/HOD/Dean

1. Principal/HOD/Dean should daily take round to monitor the academics
2. Monitor work of class teacher & teacher guardian for smooth conduction of academics
3. Audit of Teacher Guardian File
4. Audit of Class Teacher Files
5. Companion Teacher report
6. They are encouraged to randomly sit in the ongoing classes/labs and monitor quality of the lecture/lab and suggest for improvements
7. Take action on students who are using mobile phones during lecture session

5.2 Responsibilities of Department Academic Coordinator

1. Maintain department Academic file as per given format
2. Prepare Department Academic Calendar
3. Report 10 minutes before commencement of classes and wait in corridor to maintain discipline along with class teacher
4. Conduct the scheduled audits per semester
5. Maintain discipline among students

5.3 Responsibilities of Google-apps Coordinator

1. At the beginning of the new batch email id is assigned to every student of every batch.
2. Email id is also assigned to every staff member
3. Every faculty should share Course material as per described format
4. Google Apps Coordinator should delete the email ids of the staff members who left the Institution.

5.4 Responsibilities of Examination coordinator

1. Displaying Time-Table and conduction of unit tests, insem, endsem exam as per academic planner of institute and university.
2. Provide guidelines for conduction of examination
3. Prepare various formats required for unit tests
4. Maintain unit test records

5.5 Responsibilities of Class Teacher

1. Maintain class teacher file in given format
2. Report 10 minutes before commencement of classes and wait in corridor to maintain discipline
3. Adjustment of lectures and practical sessions in case of absenteeism of faculty members
4. Submission of daily attendance report
5. Display monthly defaulter list at the end of each month & final detention list at the end of semester
6. Monitor the attendance of each student and keep track of students who remain absent continuously and call their parent (involve Teacher Guardian of respective batch).
7. Check student I-card daily and uniform
8. Maintain overall discipline among students

5.6 Responsibilities of Teacher Guardian

1. Maintain Teacher Guardian File with batch wise student roll call list
2. Keep contact details of students & parents
3. Record of previous semester result
4. Record of TG-Student meeting
5. Provide information about students to the class teacher whenever required
6. Student counselling whenever required
7. Maintain record of monthly defaulter list
8. Inform parent for parents meet

9. Telephonic call record of defaulter students should be maintained
10. Leave application form of students along with necessary documents should be maintained
11. Maintain record of monthly undertakings of defaulter students
12. Maintain discipline among students

5.7 Guidelines for Audit conduction

Staff audit is conducted regularly per semester. Course files including course plan, notes, assignments, lab manual etc. are checked as per the academic monitoring checklist prepared

Following files/data should be kept ready at the time of audit

1. Course files
2. Lab Manuals
3. Attendance Report
4. CO-PO Mapping
5. ERP record of subject
6. Continuous Assessment Report

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6. Policy for Students

1. Make use of **ONLY** Standard text books
2. View/Listen/Use NPTEL Recent papers published, white papers from industries website for extra material/notes.
3. Referring local books are strictly prohibited
4. Always be present on time for every lecture and practical
5. Students should perform experiments & complete the write ups in 120 min of practical session
6. Regular checking of Files/Journals within the time slots of practical is required
7. Journals will be kept in the custody of lab assistants and students should sit in the Labs for completing the journal, if not completed
8. Students should **not** sit in the corridors and/or on stair case for File/ Journal completion
9. Submit the Class assignments given by the respective subject teachers within prescribed time
10. 100% Attendance is desirable and 75% compulsory as per the university norms
11. Reduce the rate of Absenteeism. Take prior permission from Teacher Guardian before leave
12. Do not spend spare time in - reading newspapers, chatting, talking/texting on mobile or net-surfing. Use this spare time for anything which adds value to your candidature like- reading research journals, reading technical articles from magazines kept in library etc
13. Maintain discipline in the Institution premises
14. Wearing Uniform and I-card is mandatory
15. No use of mobiles in Corridors/College

7. Policy for Time Table Preparation

After subject distribution, department time table coordinator should prepare following time tables

1. Class time table
2. Lab time table
3. Individual time table
4. Master time table

Following guidelines should be used to prepare all the above time tables

1. Class time table should include Subject, Practical, Seminar, Project, TG slot, TPO lecture and whichever is relevant
2. Individual time table must include Subject, Practical, Seminar, Project work load along with slots for TG, Departmental meeting, Library and Research, whichever is relevant
3. There should not be any teaching load during Departmental meeting time slot. Hence, every staff of the department will be free during the departmental meeting.
4. Class and Lab time table should reflect its utilization. Utilization can be calculated as the ratio of total weekly teaching time slot in the class to the weekly academic time
5. Time table monitoring committee should ensure that
 - All the time table must be prepared and class time tables must be displayed on the department notice board and institution website one week before commencement of the semester
 - Classrooms and labs must be fully utilized for teaching, learning and imparting knowledge to the students

Annexure A: Academic Formats

A.1 Academic Coordinator File Index

Sr. No.	Particular
1	Academic coordination committee
2	Institute Planner
3	Department Academic Calendar
4	Class wise time tables & teaching load distribution
5	Class wise Roll call list
6	Daily Attendance Monitoring Report
7	Class Teacher & Teacher Guardian list
8	Departmental Portfolio
9	Monthly Defaulter List
10	Provisional detention list and action taken
11	Final detention notice on the last day of term end
12	Staff Audit Report
13	Record of Guest/Expert lectures/Resource Pooling
14	Record of Visiting lectures
15	Industrial visits
16	Result of University Exam
17	Remedial Coaching Time Table
18	ERP, Google classroom & Flipped classroom record
19	Notices

A.2 Course File Index

Sr. No.	Particular
1	Vision, Mission Statement (Institute and Department)
2	Academic Calendar (Department, Institute, SPPU)
3	Time Table (Class Time Table, Individual Time Table)
4	Course Details (Structure, Syllabus)
5	CO, PO, PSO, PEO 1. Course Outcomes 2. Program Outcomes 3. Program Specific Outcomes 4. Program Educational Objectives 5. CO-PO-PSO Mapping 6. CO-PO-PSO Mapping Justification 7. CO-PO-PSO Attainment
6	Course Plan (Theory, Practical, Tutorial)
7	Attendance (Theory, Practical, Tutorial)
8	Continuous Assessment Sheet
9	Internal Evaluation Process (Refer Appendix A.9A) (Keep Question Paper, Marks, Sample(Best, Average, Weak) answer sheets) 1. Unit Test-I 2. Assignments 3. Unit Test-II 4. Others (If any)
10	Question Bank 1. Prepared using Standard Books 2. In-sem Exam Question Papers 3. End-sem Exam Question Papers
11	Content Beyond Syllabus 1. Curricular Gap 2. Activity Report
12	Course End Survey
13	Course Result along with last three year result
14	Weak and Bright Student 1. Identification Process 2. Activity Report
15	Remedial Class

A.3 Course Plan

Marathwada Mitra Mandal's Institute of Technology					
Department:		Semester:		Academic Year:	
Course Plan					
Lecture No.	Proposed Date	Completion Date	Syllabus to be Covered	Course Outcome	Teaching Methodology

A.4 CO, PO and PSO Mapping

A. CO-PO and PSO

Course Outcome	Statement
404188.1	
404188.2	
404188.3	
404188.4	
404188.5	
404188.6	

B. CO-PO Mapping

Course Outcome	PO												PSO	
	1	2	3	4	5	6	7	8	9	10	11	12	1	2
404188.1														
404188.2														
404188.3														
404188.4														
404188.5														
404188.6														

C. CO-PO Mapping Justification

Marathwada Mitra Mandal's Institute of Technology				
Department:	Semester:	A. Y.: 2023-24	Course:	
Sr. No.	CO	PO/PSO	Level	Justification

D. CO Assessment Tools

Course Outcome	Assessment Tool						
	Internal				External		
	Unit Test -I	Assignment	Unit Test-II	TW	In-sem	End-sem	PR/OR
404188.1	Y			Y	Y		Y
404188.2	Y			Y	Y		Y
404188.3		Y		Y		Y	Y
404188.4		Y		Y		Y	Y
404188.5			Y	Y		Y	Y
404188.6			Y	Y		Y	Y

CO Target	Average percentage marks of the assessment tool	
Attainment Level	1	40% students scoring more than target
	2	50% students scoring more than target
	3	60% students scoring more than target

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A.5 Academic Planner Format



"Techno-Social Excellence"
Marathwada Mitra Mandal's Institute of Technology, Lohgaon, Pune-47
Accredited with 'A' Grade by NAAC

Academic Year: 2023-2024 Sem I (Jul. 2023 - Dec 2023)

INSTITUTE PLANNER (V2-Aug 2023)

(Subject to revision as per Academic Calendar from SP90)



Date	Jul-2023	Aug-2023	Sept-2023	Oct-2023	Nov-2023	Dec-2023
1				Sunday Week-14	Unit Test-I (TE, BE)	
2	Sunday Week-1		Academic Audit-II (SE-BE) Academic Audit-I (FE)	Mahatma Gandhi Jayanti		TE & BE Winter Vacation End
3	Academic Audit-I		Sunday Week-10			Sunday Week-23
4				Tentative date for FE InSem exam	Conclusion of Term for TE, BE	Conclusion of SE
5		TE & BE Student Feedback-I	Teachers Day		Sunday Week-15	
6		Sunday Week-6				Tentative Commencement SE Exam
7		Commencement of Sem-I (FE)			Tentative Commencement of TE & BE EndSem Exam	SE Winter Vacation Start
8				Sunday Week-15		
9	Sunday Week-2					
10	Commencement of Sem-I (TE, BE)	Commencement of Sem-I (SE)	Sunday Week-11		Diwali (Dhanatrayodashi)	Sunday Week-24
11					TE & BE Winter Vacation Start	
12					Sunday Week-20 (Eel Chhath, Dussehra)	
13		Sunday Week-7				
14				Parent Teacher Meet (FE to BE)	Diwali (Bulpat/poda)	
15		Independence Day	Engineer's Day	Sunday Week-16	Diwali (Bhaubij)	
16	Sunday Week-3	Pongal New Year				Conclusion of FE
17		Unit Test-I (TE, BE)	Sunday Week-12			Sunday Week-25
18						FE Winter Vacation Start
19			Ganesh Chaturthi		Sunday Week-21	Tentative Commencement FE Exam
20		Sunday Week-8				
21						
22			Unit Test-I (SE)	Sunday Week-17		
23	Sunday Week-4					
24			Sunday Week-13	Dasara		Sunday Week-26
25						Christmas SE Winter Vacation End
26					Sunday Week-22	
27		Sunday Week-9			Guru Nanak Jayanti	
28		Tentative date for InSem exam (TE, BE)	Anant Chaturthi, Eel-Chhath	Academic Audit-II (FE)	Unit Test-II (SE)	
29	Moharun			Sunday Week-18		
30	Sunday Week-5		Syllabus Coverage, Attendance Report, Student Feedback		Syllabus Coverage, Attendance Report, Student Feedback (FE, BE)	
31	Syllabus Coverage, Attendance Report	Syllabus Coverage, Attendance Report, Student Feedback		Syllabus Coverage, Attendance Report, Student Feedback		Sunday Week-27

Note: Unit Test for FE & SE to be conducted by respective subject teacher in regular lectures


Dean Academics


Principal



A.6 Class Teacher File Index

Sr. No.	Particular
1	Student Roll Call List
2	Monthly Defaulter List
3	Unit Test Marks sheet
4	Provisional Detention List
5	Final Detention List
6	Telephonic Record (calling detained students parent)
7	Final Undertaking
8	Student Applications (Medical Reports)

A.7 Google Apps

Create eight Folders per subject on Google Apps with following names:

- 1. Academic Information:**
Content: Time table, Academic planner, Roll call list, Academic calendar
- 2. Subject Material**
Content: University syllabus, structure, Course plan (with CO PO mapped)
- 3. Teaching Material**
Content: Create six subfolders and upload unit wise handwritten notes/copyrighted ppts (if applicable) per folder
- 4. Lab Material**
Content: Lab manual, Practical Plan
- 5. Question Bank**
Content: Minimum 15 questions on each unit (with model answers), University question papers
- 6. Unit Test**
Content: Unit test question paper after unit test with solution
- 7. Assignment:**
Content: MCQ's for FE/SE with answers justified
- 8. Additional**
Content: Content beyond syllabus, white papers, journal papers, NPTL lecture links etc.

A.8 PTM file Index

Sr. No.	Particular
1	Parent registration report
2	Parents feedback form
3	Meeting Report

A.9 Unit Test Index

A. For Course Coordinator

Sr. No.	Particular
1	Question Paper with model answers
2	Student Attendance Sheet
3	Result & Analysis Sheet
4	Remedial Actions if required & related documents
5	Sample Answer Sheets

B. For Institute Examination Committee Department coordinator

Sr. No.	Particular
1	Question Paper with model answers
2	Students Attendance & Result Summary Sheet

A.10 Unit Test Formats

1. Question Paper

Marathwada Mitra Mandal's Institute of Technology Computer Engineering [2022-23] Unit Test-II				
Subject : [210252] Data Structure & Algorithm Satre			Faculty : Dinesh	
Year : SE- (DIV B)	Marks : 30	Date : 22 May, 2023	Duration : 60 Minutes	
Instructions 1. Solve Q1 or Q2 and Q3 or Q4 2. Mobile phones and programmable calculators are strictly prohibited 3. Assume suitable data whenever required				
Question	Marks	CO	Bloom's Level	Performance Indicator
Q1.A				
Q1.B				
OR				
Q2.A				
Q2.B				
OR				
Q3.A				
Q3.B				
OR				
Q4.A				
Q4.B				

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2. Attendance Sheet

Marathwada Mitra Mandal's Institute of Technology Computer Engineering [2022-23] Unit Test Attendance Sheet				
Subject		Marks :	Date :	Duration :
Year :				
Sr. No.	Roll No.	Name of Student	Sign	Mark Obtained

3. Attendance & Result Summary

Marathwada Mitra Mandal's Institute of Technology Computer Engineering [2022-23] Unit Test Attendance Sheet					
Subject		Marks :	Date :	Duration :	
Year :					
Sr. No.	Roll No.	Name of Student	CO1 Mark	CO2 Mark	Total Mark

A.11 Analysis of Subject Result and Action Plan for Remedial

Name of Staff:

Department:

Subject:

Class & Div:

Semester:

No. of Students Appeared in Exam:

No. of Students absent in Exam:

No. of Students passed:

% of Passing:

No. of Students failed:

% of Failure:

Last three years result of the subject

Current Year-3	Current Year-2	Current Year-1	Current Year

Reasons for improvement/decline in the result (Comments by Subject Teacher):

- 1.
- 2.

Action plan for Remedial:

Date	Agenda

Reasons for Absence/Failure in the Subject _____

Sr. No.	Seat No.	Name of Student	Marks Obtained			Reason for Absent/Fail	Sign
			Insem	Theory	Total		

Date:

Name & Sign of Subject Teacher

A.12 Guest Lecture Record

“Techno-Social Excellence”
Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
Accredited with 'A' Grade by NAAC

DEPARTMENT OF -----
ACADEMIC YEAR ---- SEM - --
Guest/Expert Lecture Record

Sr. No.	Name of Coordinator	Subject	Class	No. of student present	Date	Time	Name of Resource Person

HOD

A.13 Companion Teacher Record

“Techno-Social Excellence”
Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
Accredited with 'A' Grade by NAAC

DEPARTMENT OF -----
ACADEMIC YEAR ---- SEM - --

Details of Companion Teacher for Sem-I, A.Y.-----

Sr. No.	Class	Subject	Division	Coordinator	Companion Teacher	Topic Covered

Note: Kindly follow companion schedule. Companion teachers are requested to attend assigned course's lecture at least once in a week.

HOD

A.14 Resource Pooling Record

“Techno-Social Excellence”
Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
Accredited with 'A' Grade by NAAC

Record of Resource Pooling Sem----- A.Y. -----
Department-_____

Sr. No.	Faculty Name	Subject Name	Class	Topic	Date of Conduction	Total no. of present students

A.15 Attendance Monitoring Format

“Techno-Social Excellence”
Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
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Department-_____

Course Code	Course Name	Instructor	Time	Attendance

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Annexure B: Student Formats

B.1 Parents SMS format

1. Greetings from MMIT, Pune. The (month) attendance of your ward is -----. His/her attendance below 75% may result in DETENTION of your ward.
2. Greetings from MMIT, Pune. The Unit Test Performance of your ward is (Sub1: Result), (Sub2: Result), (Sub3: Result), (Sub4: Result), (Sub5: Result).
3. Greetings from MMIT, Pune. The University Result of your ward is (Fail/Backlog with -- -- subject/Pass with SGPA).
4. Greetings from MMIT, Pune. The Parent-Teacher Meet is scheduled on (date). Your presence is important to know the progress of your ward.

B.2 Students Leave Application

“Techno-Social Excellence”
Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
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STUDENT'S APPLICATION FORM FOR LEAVE

Date:

To,
The Teacher Guardian,
Div..... Batch.....

Respected Sir/Madam,

I require the day(s) Leave for the following reason. Please sanction the leave.

Name of the Student:.....

Division:..... Roll No.:..... Date(s) on which leave(s)
required:..... Total day(s):.....

Reason for leave:.....

Contact no. when at leave:.....

Thanking You.

Yours Obediently
(Name & Sign of the student)

Leave sanctioned/not sanctioned
(Name & Signature of Teacher Guardian)

B.3 Monthly Undertaking

“Techno-Social Excellence”
Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
Accredited with 'A' Grade by NAAC

MONTHLY UNDERTAKING

I, _____ the _____ undersigned _____ student _____ Mr.
/Miss..... Class.....: Div:.....
Roll No:.....am not regular for the theory/practical in the month:

The detailed attendance record for the month.....is.....% and cumulative attendance up to end of monthis below 75% shown to me and I agree for the same record. Under such circumstance, my cumulative attendance may fall below the University norms. In such case, I am aware that, I may get detained and I will not be permitted to appear for University theory exam in.....as per rules of SPPU. Because of this, I will have to seek admission in the same class next year.

Hence I am giving this undertaking that, for the remaining period of the term, I will be regular and will make up the attendance as per University norms. In future if my cumulative attendance falls below the norms of SPPU, college authority can detain me as per university rules and I will not hold the college authority responsible for the academic and other losses arising out of it. I will be fully responsible for the same.

Date: / /20

Sign of Student
(Name of Student.....)

I, Mr/Mrs.....father/mother/.....of
Mr. /Missstudent, am agree with above undertaking and we will
be fully responsible for the same.

Further I give the assurance that I will take care so that such situation will not occur in future.

Sign of Father/Mother/.....
(Name :.....)

Date: / /20
Place:

B.4 Final Undertaking

“Techno-Social Excellence”
Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
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**UNDERTAKING
(FOR CUMMULATIVE ATTENDANCE)
(From / TO /)**

I, the undersigned student Mr. /Miss.....Class.....:
Div:.....Roll No:.....am not regular for the theory/practical.

The Cumulative attendance record till is shown to me and I agree for the same record.

Under such circumstance, my cumulative attendance may fall below the University norms. In such case, I am aware that, I may get detained and I will not be permitted to appear for University theory exam in.....as per rules of SPPU. Because of this, I will have to seek admission in the same class next year.....by paying full fees

Hence I am giving this undertaking that, for the remaining period of the term, I will be regular and will make up the attendance as per university norms

In future if my attendance falls below the norms of SPPU, college authority can detain me as per University rules and I will not hold the college authority responsible. I will be fully responsible for the same.

Date: / /20

Sign of Student
(Name of Student.....)

I, Mr/Mrs..... father/mother/.....
of Mr./Miss.student, am agree with above undertaking and we will be fully responsible for the same.

Further I give the assurance that I will take care so that such situation will not occur in future. In case, if my ward is detained by college, I will not hold college authority responsible for the same.

Sign of father/mother/.....
(Name :.....)

Date: / /20
Place:

B.5 Telephonic Records

“Techno-Social Excellence”
Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
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TELEPHONE RECORD OF TEACHER GUARDIAN

Name of Teacher Guardian: _____ Class: _____ Div: _____ Batch: _____

Sr. No.	Date	Roll No.	Name of the Student	Tel. No.	Report of telephonic talk with parents	Remark

Name & Sign of Teacher

Annexure C: Assessment Formats

C.1 Google Apps Verification Format

“Techno-Social Excellence”
 Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
Accredited with 'A' Grade by NAAC

Google Apps Verification

Course	Course Coordinator	Academic Information (Time table, Academic planner, Roll call list, Academic calendar)	Subject Material (University syllabus, structure, Course plan (with CO PO mapped))	Teaching Material (Create six subfolders and upload unit wise handwritten notes/copy righted ppts (if applicable) per folder)	Lab Material (Lab manual, Practical Plan)	Question Bank (Minimum 15 questions on each unit (with model answers), University question papers)	Unit Test (Unit test question paper after unit test with solution)	Assignment (Questions with Bloom's Level)	Additional (Content beyond syllabus, white papers, journal papers, NPTL lecture links etc)

C.2 Academic Summary Report

Sr. No.	Name of the Teacher	Class	Subjects	Total Lecture Planned	Total Lecture Conducted	NPTEL /Guest lecture organised	V Lab/ Flipped Classroom Conducted	Any other

C.3 Staff Audit Format

“Techno-Social Excellence”
 Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
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Academic Audit Report

Sr. No.	Name of the Faculty	Hand Written Notes/PPTs	Course File	ERP		
				Academic Planning	LMS	Assignments

Academic Coordinator


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Annexure D: Feedback Forms

D.1 Parent's Feedback Form

“Techno-Social Excellence”
Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
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Parents Feedback Form

Academic Year: _____ **Class:** _____ **Branch:** _____ **Date:** _____
Name of Parent: Mr./Ms/Mrs. -----
Name of student: ----- **Student's Contact No:** -----
Parent's Contact No: 1) ----- 2) -----
Email-Id: 1) ----- 2) -----

Note: Grades*: A – Excellent B – Good C – Average D – Poor

Sr. No.	Item	Grades	Any other comments/suggestions
1	Infrastructure Facilities namely library, laboratory, canteen and other campus facilities		
2	Quality of academic resources, teaching aids such as Google-Apps, Handwritten notes, Lab manuals etc.		
3	Encouragement to students for participation in various co-curricular activities		
4	Quality of teaching		
5	Efforts taken by department for overall grooming and personality development		
6	Programmes arranged by the department for achieving industry exposure such as industrial visits, guest lecturers etc.		

Parents/Guardian Sign

D.2 Alumni Feedback Form

“Techno-Social Excellence”
 Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
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Alumni Feedback Form

PERSONAL PROFILE

Name			
Date of Birth		Nick Name in College	
Branch of Study		Year of Admission	Year of Passing
Further Studies			
Visits abroad			
Name of Spouse		Marriage anniversary	
Names of Kids			

WORK PROFILE (Start with the present work)

Organization	Nature of Work	Year from	Year to

WE NEED YOUR FRANK RESPONSE TO ISSUES

Issues needing your response	Yes	No
Do you think your Alma mater has the potential to improve?		
Do you think your Alma mater has the Academic ambience for producing high-quality graduates?		
Do you think years, you spent at the College, have given you the necessary confidence in work?		
Do you think the overall development of your personality was possible at the College?		
Do you think the Interaction with Industry during your study was adequate?		
Do you think the Faculty encouraged your hands-on competence to justify your competence?		
Do you think the Management supported your other-than-studies aspirations?		

Do you think the Parental satisfaction during your study at the College was adequate?		
Do you think your Alma mater stands in good comparison with other colleges in the region?		
Do you think the augmentation of Syllabus would help the students? [if so, which ones?]		
Do you think your Alma mater's present Under-graduate courses need diversification?		
Do you think your Alma mater needs to go in for post-graduate courses?		
Do you think your Alma mater needs to have a more Hostels?		

Please express your views on strengths, weaknesses, areas that need improvement, Opinions on Faculty / Management etc. briefly

Academic Environs	
Faculty / Learning Environs	
Facilities / Utilities	
Governance and Management	

YOUR SUGGESTIONS FOR

Your Specific suggestions on how the College could develop into a global institution	
--	--

YOUR CONTRIBUTION TO

How do you think YOU AS ALUMNI could contribute to the College Resources and strengthen it to become a Global Institution	
---	--

YOUR MAILING ADDRESS

Name	
Address	
PIN	
Mobile	

Alumni Sign

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D.3 Employer Feedback form

“Techno-Social Excellence”
Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
Accredited with 'A' Grade by NAAC

Employer Feedback Form

About the Company:

Name of the Company	
Name of the person filling the form	
Designation	
Email ID	
Mobile No.	
Office Telephone No	

Feedback about the Employee to be filled by Employer:

Sr. No	Description	Excellent	Very Good	Good	Average	Poor
1	Curriculum (based on knowledge of the employee)					
2	Communication Skills					
3	Independent Thinking & Problem Solving Ability					
4	Leadership skills/Ability to work in team					
5	Inclination to adopt new Technology/Location					
6	Ethics					

Any Suggestions:

Place :

Seal & Signature

D.4 Guest/Expert Feedback

“Techno-Social Excellence”
Marathwada Mitra Mandal's Institute of Technology,
Lohgaon, Pune-411047
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Feedback of Guest/Expert

Name: _____

Organization/Institute: _____

Date: _____

Interaction with students?

a. Excellent b. Good c. Average d. Poor

Understanding of students related to topic?

a. Excellent b. Good c. Average d. Poor

Are the students interactive?

a. Yes b. No

Are you able to use LCD facility in the Classroom?

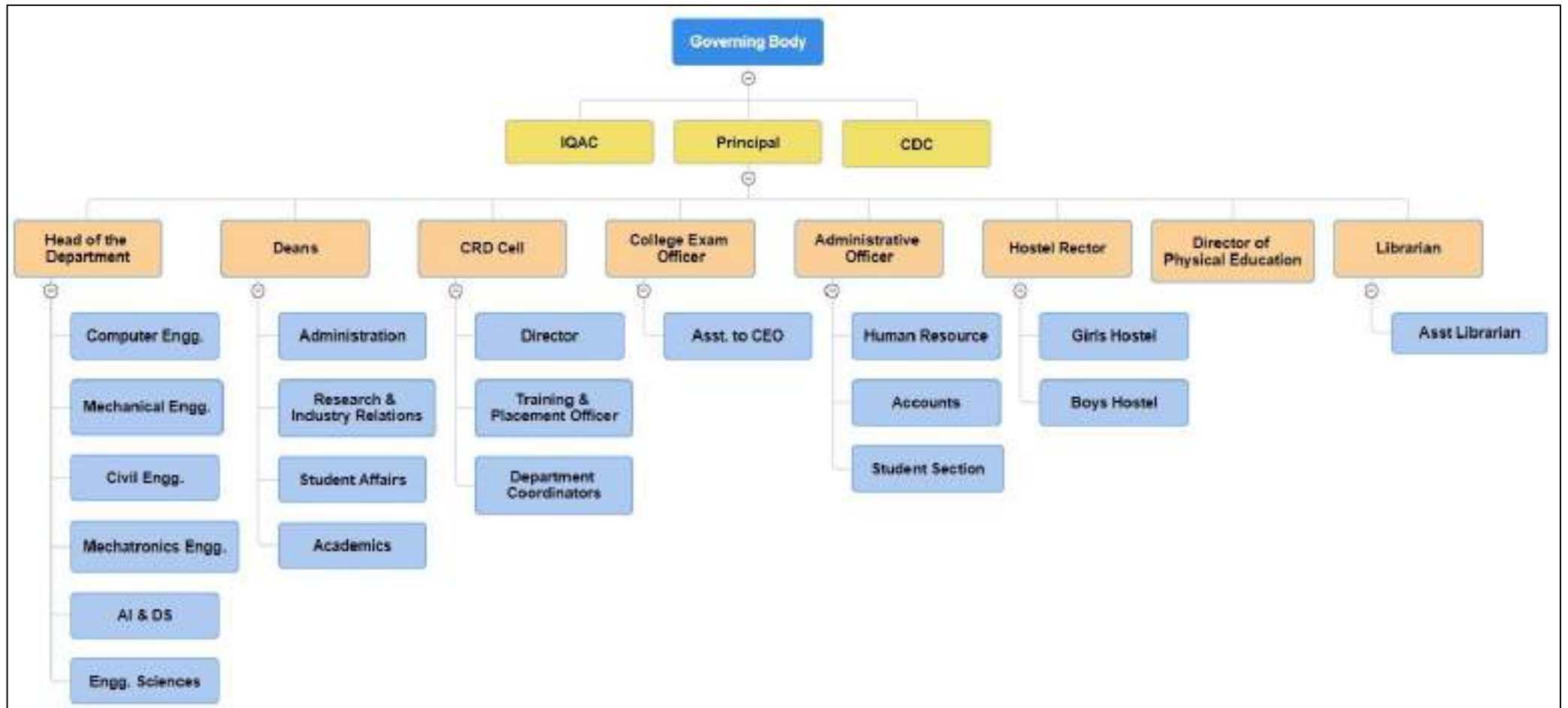
a. Yes b. No

What is your opinion about the standard of syllabus?

Suggestions(if any)-

Sign-----
Name-----

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"Techno-Social Excellence"
Marathwada Mitra Mandal's Institute of Technology

S.N. 35, Vadgaon Shinde Road, Lohgaon, Pune - 411047

Accredited with "A" grade by NAAC

Date: 01.12.2023

OFFICE ORDER
Functional Committees-Academics

As per revised office order the following members are assigned the responsibility of following functional committees of our institute under Dean Academics

Academic Monitoring Committee			
Sr. No.	Name of Committee Member	Designation	Department
1	Mr. S. S. More	Functional Head	Mechanical
2	Mrs. S. K. Patil	Member	Computer
3	Mrs. M. D. Bhise	Member	Engineering Science
4	Dr. Pratibha Desai	Member	Engineering Science
5	Mrs. L. A. Deshmukh	Member	Civil
6	Mr. N. S. Shaikh	Member	AI&DS
7	Ms. A. R. Ulhe	Member	Mechatronics
8	Kote Dinesh Madhukar	Student Member	BE Comp (Div-A)
9	Sawri Rajesh Choudhari	Student Member	BE Comp (Div-B)
10	Kureshi Mohammad Saqlain	Student Member	BE Mech
11	Jakate Om Udaykumar	Student Member	BE Civil
12	Malekar Sharayu Nanasaheb	Student Member	BE Mechatronics

Time-Table Committee			
Sr. No.	Name of Committee Member	Designation	Department
1	Mrs. Vidya Nadkarni	Functional Head	Engineering Science
2	Ms. Reshma Pegade	Member	Civil
3	Mr. Vaibhav Revaskar	Member	Computer
4	Mr. S. S. More	Member	Mechanical
5	Mr. Mukesh Sharma	Member	Engineering Science
6	Mr. N. S. Shaikh	Member	AI&DS
7	Ms. A. R. Ulhe	Member	Mechatronics

University & Institute Examination			
Sr. No.	Name of Committee Member	Designation	Department
1	Mr. D. P. Yesane	CEO	Mechanical
2	Mrs. L. P. Shinde	Assistant to CEO	Engineering Science

3	Dr. Sachin Mutalikdesai	Member	Mechanical
4	Mrs. S. K. Patil	Member	Computer
5	Mr. Vikas Chavan	Member	Computer
6	Mr. A. K. Bhise	Member	AI&DS
7	Dr. M. R. Yashwante	Member	Engineering Science
8	Ms. P. D. Shinde	Member	Civil
9	Ms. Sonali Patil	Member	Mechatronics
10	Mr. Yogesh Diggikar	Member	Engineering Science
11	Mr. A. S. Jadhav	Member	Network Admin
12	Mr. S. L. Gund	Member	Office
13	Mr. S. L. Adsure	Member	Workshop
14	Mr. R. D. Tapkir	Member	Workshop
15	Mr. G. B. Madure	Member	Workshop

Institution ERP Software			
Sr. No.	Name of Committee Member	Designation	Department
1	Mrs. D. J. Bonde	Functional Head	Computer/AI&DS
2	Dr. A. G. Pal	Member	Engineering Science
3	Mr. D. P. Yesane	Member	Mechanical/Mechatronics
4	Ms. P. B. Kokate	Member	Civil
5	Mr. A. K. Bhise	Member	AI&DS
6	Mr. Vishal Kulkarni	Member	Mechatronics
7	Mrs. L. P. Shinde	Member	Engineering Science

Virtual Lab			
Sr. No.	Name of Committee Member	Designation	Department
1	Dr. Yogendra Patil	Functional Head	Computer
2	Dr. B. D. Patil	Member	Mechanical
3	Mrs. L. A. Deshmukh	Member	Civil
4	Mr. Harshal Vaidya	Member	Engineering Science
5	Ms. P. V. Deshmukh	Member	Computer
6	Ms. A. R. Ulhe	Member	Mechatronics
7	Mrs. R. A. Agrawal	Member	AI&DS

NPTEL/SWAYAM/MOOCs			
Sr. No.	Name of Committee Member	Designation	Department
1	Mrs. S. K. Patil	Functional Head	Computer/AI&DS
2	Mr. Anil Darekar	Member	Engineering Science
3	Mr. N. B. Dhamane	Member	Mechanical
4	Mrs. L. A. Deshmukh	Member	Civil
5	Mr. Shashikant Golande	Member	Mechatronic

Add-on & Value Added Courses			
Sr. No.	Name of Committee Member	Designation	Department
1	Dr. G. L. Allampallewar	Functional Head	Mechanical
2	Dr. A. J. Joshi	Member	HoD, Mechanical
3	Dr. U. P. Mohari	Member	HoD, Engineering Science
4	Dr. S. G. Rathod	Member	HoD, Computer
5	Dr. M. G. Ghogre	Member	HoD, Mechanical
6	Dr. Atul Khatri	Member	HoD, Civil
7	Mr. Ashish Bhise	Member	HoD, AI&DS

Project Based Learning			
Sr. No.	Name of Committee Member	Designation	Department
1	Dr. M. D. Salukhe	Functional Head	Computer
2	Mr. Naresh Dhamne	Member	Mechanical
3	Dr. Praful Ganfi	Member	Engineering Science
4	Mr. Vaibhav Sawant	Member	Civil
5	Dr. Gargi Yadav	Member	Mechatronics
6	Mr. Nisar Shaikh	Member	AI&DS


Principal

Copy to:

1. All Head of Department
2. All Concerned Staff



"Techno - Social Excellence"
**Marathwada Mitramandal's
Institute of Technology (MMIT)**



"श्री गणेशाय नमः"
(Children of Marathwada)

Accredited with "A" Grade by NAAC
Survey No. 35, Vadgaon Shinde Road, Lohgaon, Pune - 411 047

Approved by AICTE, New Delhi, Recognised by DTE, M.S.Mumbai, Affiliated to Savitribai Phule Pune University

Email : principal@mmit.edu.in Website : www.mmit.edu.in

Tel No. : +91 7447786623 / +91 7447786624

DTE Institute Code : 6203

Ref. No.: MMIT / Admin / 2023-24 / 433A

Date: 11/01/2024

**Functional Committees under Dean Administration
(Revision - January 2024)**

With reference to the previous notice MMIT/Admin/2023-24/268, dated 16/10/2023, following functional committees are revised as below:

AICTE / NIRF / DTE / AISHE

Sr.	Name of Committee Members	Designation	Department
1	Dr. Yogendra Patil	Functional Head	Computer
2	Mr. Uday R. Wankhede	Member	Office
3	Dr. G. L. Allampallewar	Member	Mechanical
4	Dr. Sonali Patil	Member	Mechatronics
5	Mrs. Rucha Agrawal	Member	AI & DS
6	Mrs. Manisha D. Bhise	Member	Engineering Science
7	Mr. Mayur Gandhile	Member	Civil
8	Mrs. Reena Kokane	Member	Library
9	Mr. Kishor Gadakh	Member	Office
10	Mr. Santosh Gund	Member	Office

Admission Committee (Overall Planning and Execution)

Sr.	Name of Committee Members	Designation	Department
1	Mr. Sanjay A. Agrawal	Functional Head	Computer
2	Dr. Subhash G. Rathod	Member	Computer
3	Dr. Bhuvaneshwar D. Patil	Member	Mechanical
4	Dr. Umesh P. Moharil	Member	Engg. Sciences
5	Dr. Anjali J. Joshi	Member	Mechanical
6	Dr. Atul Khatri	Member	Civil
7	Mrs. Leena A. Deshmukh	Member	Civil
8	Mrs. Shalaka Khirsagar	Member	Mechatronics
9	Ms. Manisha D. Bhise	Member	Engg. Sciences
10	Mr. Ashish Bhise	Member	AI & DS





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Website : www.mmit.edu.in

Tel No. : +91 7447786523 / +91 7447798624

DTE Institute Code : 6203

Lab Maintenance, Write-Off (related to Laboratory)

Sr.	Name of Committee Members	Designation	Department
1	Mr. Dhananjay M. Bhoge	Functional Head	Mechanical / Mechatronics
2	All Lab Incharges	Members	All departments
3	Mrs. Laxmi Shinde	Member	Engg. Sciences
4	Mr. G. B. Madure	Member	Workshop
5	Mr. Abhay S. Jadhav	Member	Computer/ AI & DS
6	Mr. Pankaj S. Thombare	Member	Mechanical

Maintenance of Hardware, Software

Sr.	Name of Committee Members	Designation	Department
1	Mr. Ganesh Shinde	Functional Head	Network admin
2	Mr. Abhay S. Jadhav	Member	Computer
3	Mr. Prasad Kotkar	Member	Mechanical
4	Mrs. Laxmi Shinde	Member	Engg. Sciences

Campus and Facility Maintenance (Biogas, Green, Energy, STP, Fire fighting system, etc)

Sr.	Name of Committee Members	Designation	Department
1	Mr. Vaibhav Sawant	Functional Head	Civil
2	Mr. Anil Pawase	Member	Hostel Rector
3	Ms. Aishwarya Pawar	Member	Sports & PE
4	Mr. Narendra Kalbhor	Member	Civil
5	Mr. Rahul D. Tapkir	Member	Workshop
6	Mr. B. B. Khawale	Member	Workshop

Facility Audit (Biogas, Green, Energy, Fire fighting system, etc)

Sr.	Name of Committee Members	Designation	Department
1	Mrs. Leena A. Deshmukh	Functional Head	Civil
2	Ms. Punam Kokate	Member	Civil
3	Mr. Anil Pawase	Member	Hostel





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Purchase, DSR and Stock Verification, Furniture

Sr.	Name of Committee Members	Designation	Department
1	Mr. Naresh B. Dhamane	Functional Head	Mechanical
2	Mr. Sanjay A. Agrawal	Member	Computer
3	Mrs. Dhananjay J. Bonde	Member	Computer
4	Mrs. Manisha D. Bhise	Member	Civil
5	Mr. Vaibhav Sawant	Member	Civil
6	Mr. R. P. Dharmale	Member	Workshop
7	Mrs. Amita G. Pal	Member	Engg. Sciences
8	Mrs. Laxmi Shinde	Member	Engg. Sciences
9	Mr. Abhay S. Jadhav	Member	Computer
10	Mrs. Aishwarya Pawar	Member	Sports
11	Mr. Ganesh Shinde	Member	Network Admin
12	Mr. Uday R. Wankhede	Member	Office
13	Mr. Kishor C. Kale	Member	Office
14	Mr. Pankaj S. Thombare	Member	Mechanical
15	Mrs. Reena Kokane	Member	Library
16	Mr. Anil K. Pawase	Member	Hostel
17	Mr. S. L. Adsure	Member	Mechanical


Dr. Girish Allampallewar
Dean Administration




Dr. Rupesh V. Bhortake
Principal, MMIT

- All remaining committees are unchanged. Please refer previous order dated 16/10/2023

Copy to - all faculties and staff by email



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DTE Institute Code : 6203

Ref. No.: MMIT/Dean/2023-24/ 09

Date: 04/08/2023

OFFICE ORDER (Revised)

Functional Committees – Research & Industry Relations

As per this revised office order the following members are assigned responsibilities of following functional committees of our institution, under the Dean (Research & Industry Relations).

I. R&D and IPR CELL			
Sr. No.	Name of Committee Members	Designation	Department
1	Dr. R.V. Bhortake	Chairman	Principal
2	Mr. A. S. Bhanage	Functional Head	Mechanical /Mechatronics
3	Mr. Girish Degaonkar	Mentor	Assistant General Manager, BHAU COEP, Pune
4	Mrs. Janhavi Gunde	Industry Representative	Managing Director, CPS Pvt. Ltd., Pune
5	Mr. Ashish Sarode	Industry Representative	Founder and CEO, TechArtisan 3D Solution, Pune
6	Dr. Sushil Mishra	Member from Academics	IIT, Mumbai
7	Dr. S. S. Pardeshi	Member from Academics	COEP, Pune
8	Dr. Mrs. A. J. Joshi	Member	Mechanical /Mechatronics
9	Dr. M. G. Ghogre	Member	Mechanical /Mechatronics
10	Dr. S. G. Rathod	Member	Computer /AI&DS
11	Dr. Atul Khatri	Member	Civil
12	Dr. Umesh Moharil	Member	Engineering Science
13	Mr. A. K. Bhise	Member	Computer /AI&DS



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2. GRANT- QIP/AICTE/BCUD/DST/ARDB/ISRO

Sr. No.	Name of Committee Members	Designation	Department
1	Dr. Mrs. G. S. Yadav	Functional Head	Mechanical /Mechatronics
2	Dr. M. D. Salunke	Member	Computer /AI&DS
3	Mr. N. B. Dhamane	Member	Mechanical /Mechatronics
4	Dr. Mrs. P. S. Desai	Member	Engineering Science
5	Mrs. P. B. Kokate	Member	Civil

3. TRAINING & PLACEMENT

Sr. No.	Name of Committee Members	Designation	Department
1	Mr. P. D. Khambare	T&P Officer & Head	Training and Placement
2	Mrs. S. A. Kshirsagar	Member	Mechanical /Mechatronics
3	Mrs. S. K. Patil	Member	Computer /AI&DS
4	Mr. V. D. Rewaskar	Member	Computer /AI&DS
5	Mr. V. D. Sawant	Member	Civil
6	Mr. V. V. Kulkarni	Member	Mechanical /Mechatronics

4. MoU's & CONSULTANCY

Sr. No.	Name of Committee Members	Designation	Department
1	Mrs. L. A. Deshmukh	Functional Head	Civil
2	Dr. Mrs. A. J. Joshi	Member	Mechanical
3	Dr. M. G. Ghogre	Member	Mechatronics
4	Dr. Atul Khatri	Member	Civil
5	Dr. S. G. Rathod	Member	Computer
6	Mr. A. K. Bhise	Member	AI&DS
7	Dr. U. P. Moharil	Member	Engineering Science



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DTE Institute Code : 6203

5. INSTITUTION INNOVATION CELL (IIC)

Sr. No.	Name of Committee Members	Designation	Department
1	Mr. A. S. Bhanage	President	Mechanical /Mechatronics
2	Dr. Mrs. G. S. Yadav	Vice-President	Mechanical /Mechatronics
3	Ms. A. R. Ulhe	Convenor	Mechanical /Mechatronics
4	Dr. Mrs. P. S. Desai	IPR Activity Coordinator	Engineering Science
5	Mrs. R. A. Agrawal	ARIIA Coordinator	Computer /AI&DS
6	Mr. V. D. Sawant	Start-up Activity Coordinator	Civil
7	Dr. S. V. Mutalikdesai	Innovation Activity Coordinator	Mechanical /Mechatronics
8	Mrs. P. D. Shinde	YUKTI Coordinator	Civil
9	Mrs. R. S. Fegade	NISP Coordinator	Civil
10	Dr. G. L. Allampallewar	NIRF Coordinator	Mechanical /Mechatronics
11	Mrs. S. A. Kshirsagar	Internship Activity Coordinator	Computer /Mechatronics
12	Mr. Y. B. Dongare	Social Media Coordinator	Computer /AI&DS
13	Mrs. T. S. Bhoje	Member	Computer /AI&DS
14	Mr. Harshal Vaidya	Member	Engineering Science
15	Mr. S. S. Adsure	Member	Mechanical /Mechatronics
16	Mr. A. S. Jadhav	Member	Computer /AI&DS



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6. ENTREPRENEURSHIP & INNOVATION CELL (MEIC)

Sr. No.	Name of Committee Members	Designation	Department
1	Mr. A. S. Bhanage	Functional Head	Mechanical /Mechatronics
2	Dr. Yogendra Patil	Member	Computer /AI&DS
3	Mr. V. D. Sawant	Member	Civil
4	Ms. A. R. Ulhe	Member	Mechanical /Mechatronics
5	Mr. Harshal Vaidya	Member	Engineering Science

7. CENTRE OF EXCELLENCE / MCIII

Sr. No.	Name of Committee Members	Designation	Department
1	Mr. E. D. Kurhe	Functional Head	Mechanical /Mechatronics
2	Dr. B. D. Patil	Member	Mechanical /Mechatronics
3	Mrs. Leena Deshmukh	Member	Civil
4	Mrs. D. J. Bonde	Member	Computer /AI&DS
5	Mrs. S. S. Patil	Member	Mechanical /Mechatronics

8. INDUSTRY INSTITUTE INTERACTION

Sr. No.	Name of Committee Members	Designation	Department
1	Mr. S. A. Agrawal	Functional Head	Computer /AI&DS
2	Dr. B. D. Patil	Member	Mechanical /Mechatronics
3	Mr. S. S. Chaudhari	Member	Computer /AI&DS
4	Mrs. P. D. Shinde	Member	Civil
5	Mr. S. V. Golande	Member	Mechanical /Mechatronics
6	Mr. A. G. Darekar	Member	Engineering Science



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9. PROFESSIONAL BODY MEMBERSHIP

Sr. No.	Name of Committee Members	Designation	Department
1	Mr. R. P. Polas	Functional Head	Mechanical/Mechatronics
2	Mrs. M. D. Bhise	Member	Civil / Engineering Science
3	Mrs. D. J. Bonde	Member	Computer /AI&DS
4	Ms. U. R. Ulhe	Member	Mechanical/Mechatronics
5	Mrs. Reena Kokane	Member	Library

10. INTERNSHIP

Sr. No.	Name of Committee Members	Designation	Department
1	Mrs. Shalaka A. Kshirsagar	Functional Head	Computer/Mechatronics
2	Mr. S. S. Chaudhari	Member	Computer /AI&DS
3	Mr. V. V. Kulkarni	Member	Mechanical/Mechatronics
4	Mr. V. V. Chavan	Member	Computer /AI&DS
5	Mr. M. R. Gandhile	Member	Civil


Prof. A. S. Bhanage
Dean, R&IR


Dr. R. V. Bhortake
Principal

Copy for information and necessary action to:

1. Central office, MM Mandal, Pune - 04
2. All Heads of Departments & Deans
3. All concerned teaching and non-teaching-staff



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Lohgaon, Pune-411047.

Ref. No.: MMIT/Dean/2023-24/ 11

Date: 01/06/2023

OFFICE ORDER

Functional Committees - Student Affairs

As per this revised office order the following members are assigned responsibilities of respective functional committees of our institution, under the Dean (Student Affairs).

1. Anti Ragging Committee

Sr.	Name of Committee Members	Designation	Department
1	<i>Prof. Dr. R.V. Bhortake</i>	<i>Functional Head</i>	<i>Principal</i>
2	Prof. S.S.More	Member	HOD, Mechanical Engg.
3	Prof. S.G.Rathod	Member	HOD, Computer Engg.
4	Dr. Brian Tucker	Member	Medical Practitioner
5	Mr. Gopal Khandve	Member	Police Administrator
6	Mr. Santosh Shaligram	Member	Journalist
7	Dr. Mrs. Sunita More	Member	Social Worker
8	Mr. Nitin J. Shinde	Member	Business
9	Mr. Pankaj Thombare	Member	Technical Assistant
10	Virach Kulkarni	Student Member	TE Civil
11	Aishwarya Mawal	Student Member	BE Mechatronics
12	Kureshi Mohammad	Student Member	BE Mech
13	Anushka Mhaske	Student Member	BE Comp



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2. Anti Ragging Squad

Sr.	Name of Committee Members	Designation	Department
1	<i>Prof. E.D.Kurhe</i>	<i>Functional Head</i>	Dean, Student Affairs
2	Prof. Dr.U.P.Mohhri	Member	Engineering Science
3	Prof. Dr. Anjali Joshi	Member	Mechanical/Mechx
4	Prof. S. A. Agrawal	Member	Computer / AI & DS
5	Dr. M.G.Ghogare	Member	Mechatronics
7	Prof. Kokate Punam	Member	Civil Engineering
6	Mr. Uday Wankhede	Member	Admin Office
8	Mr. A. K. Pawase	Member	Rector (Boy's Hostel)
9	Mrs. Suman P. Yesane	Member	Rector (Girl's Hostel)

3. Hostel

Sr.	Name of Committee Members	Designation	Department
1	<i>Mr. A.K.Pawase</i>	<i>Functional Head</i>	<i>Rector (Boy's Hostel)</i>
2	Mrs. Suman P. Yesane	Member	<i>Rector (Girl's Hostel)</i>
3	Mr. Anil Darekar	Member	Engineering Science
4	Mrs. Rohini Mahale	Member	Computer Engineering
5	Mr. Baba Khawale	Member	Workshop
6	Deesha Dhabale	Student Member	SE Comp
7	Kajal Khandare	Student Member	TE Civil
8	Tushar Sonkusale	Student Member	TE Mech
9	Divya Khatode	Student Member	TE Mechatronics
10	Vaibhav Bhirud	Student Member	TE Comp



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4. Mess and Canteen

<i>Sr.</i>	<i>Name of Committee Members</i>	<i>Designation</i>	<i>Department</i>
1	<i>Dr.Sachin Mutalikdesai</i>	<i>Functional Head</i>	Mechanical/Mechx
2	Mr. A. K. Pawase	Member	Rector (Boy's Hostel)
3	Mrs. Suman P. Yesane	Member	<i>Rector (Girl's Hostel)</i>
4	Mrs. Reena Kokane	Member	Library
5	Mr. Vaibhav. D. Rewaskar	Member	Comp/AIDS Engineering
6	Mr. Pankaj Thombare	Member	Mechanical/Mechx
7	Mr.G.B.Madure	Member	Workshop
8	Akansha S. Sawant	Student Member	SE Comp
9	Kalyani Ramayane	Student Member	FE AIDS
10	Abhay Shitole	Student Member	SE Comp
11	Om Gujar	Student Member	SE Comp

5. Sports & Gym.

<i>Sr.</i>	<i>Name of Committee Members</i>	<i>Designation</i>	<i>Department</i>
1	<i>Miss. Aishwarya Pawar</i>	<i>Functional Head</i>	<i>Sports</i>
2	Dr. Praful Kumar Ganti	Student Member	Engineering Science
3	Mr.Yogesh Govindrao Diggikar	Student Member	Engineering Science
4	Mr. Rahul Tapkir	Member	Workshop
5	Shivam Devkar	Student Member	BE Comp
6	Pawaar Abhijeet	Student Member	BE Civil
7	Vikhe Vaishnavi	Student Member	TE Comp



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6. Technical Events

Sr.	Name of Committee Members	Designation	Department
1	Mr. Swapnil Choudhary	<i>Functional Head</i>	<i>Computer / AI & DS</i>
2	Dr. B.D.Patil	Member	Mechanical
3	Miss. Appurva Ulhe	Member	Mechx
5	Mrs. Kokate Punam B.	Member	Civil Engineering
6	Mr.Mukesh Sharma	Member	Engineering Science
7	Snehal Thorat	Student Member	TE AI&DS
8	Ved Dodwadkar	Student Member	TE Computer
9	Saniya Mulla	Students Member	BE Mechanical
10	Nagargoje Ashish	Student Member	TE Comp
11	Pratiksha Alhat	Student Member	SE Comp
12	Dongre Satvik	Students Member	TE Mechanical

7. Extra Curricular Activities

Sr. No.	Name of Committee Members	Designation	Department
1	Mr. Anil Darekar	<i>Functional Head</i>	<i>Engineering Science</i>
2	Mrs.Pranjali Deshmukh	Member	Computer / AI & DS
3	Mrs.M.D.Bhise	Member	Engineering Science & Civil
4	Ms.Shalaka Khsirsagar	Member	Mechx Engineering
5	Mr.Pankaj Thombare	Member	Mechanical/Mechx
6	Mr.Harshal Vaidya	Member	Engineering Science
7	Ms.Yamini Warkey	Member	Computer / AI & DS
8	Ms. Fegade Reshma Shantaram	Member	Civil Department
9	Anupam Pandey	Students Member	BE Computer
10	Simran Kalote	Students Member	BE Computer
11	Pratham Salunke	Students Member	BE Mechanical
12	Mansi koli	Students Member	TE Civil
13	Girija Takale	Students Member	SE AI & DS



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8. Magazine, Brochure & News Letter

Sr.	Name of Committee Members	Designation	Department
1	Mrs. Reena Kokane	Functional Head	Library
2	Mrs. D.J.Bonde	Member	Computer / AI & DS
3	Mrs. Prajakta Shinde	Member	Civil
4	Mr. N.B. Dhamane	Member	Mechanical/Mechx
5	Ms. Aiswarya Pawar	Member	Sports
6	Mr.Yogesh Diggikar	Member	Engineering Science
7	Nagargoje Ashish	Student Member	TE Comp
8	Pratiksha Alhat	Student Member	SE Comp

9. Student Welfare and Development (SDO)

Sr. No.	Name of Committee Members	Designation	Department
1	Mrs.T.S.Bhoye	Student Development Officer	Computer / AI & DS
2	Mr.D.M. Bhoge	Member	Mechanical/Mechx
3	Dr.Mrs.A.G.Pal	Member	Engg.Science & Civil
4	Mrs.Shinde Prajakta D.	Member	Civil Engineering
5	Mrs. R. R. Paralkar	Member	Library
9	Ms. Sonali Patil	Member	Mechx
10	Ms. Rucha Agrawal	Member	AI & DS
11	Vaibhav Gajbhaye	Student Member	BE Civil
12	Prathamesh Deshmukh	Student Member	BE Mechx
13	Ashutosh Dalvi	Student Member	TE AI & DS
13	Shruti Vedpathak	Student Member	TE Comp



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10. Alumni

Sr.	Name of Committee Members	Designation	Department
1	<i>Mrs. D. J. Bonde</i>	<i>Functional Head</i>	<i>Computer / AI & DS</i>
2	Mr. D.P.Yesane	Member	Mechanical/Mechx
3	Mr.Gadakh Kishor	Member	Office
4	Mrs. L. P. Shinde	Member	Engg. Science
5	Mr. Vaibhav Sawant	Member	Civil Engineering
6	Mr. Nanaso Gadhave	Member	Alumni
7	Mr. Ajay Kalbhor	Alumni Secretary	Alumni
8	Mr. Ganesh Acharya	Alumni Treasurer	Alumni
9	Mr. Pardip Magar	Student Member	Alumni
10	Mr. Ganesh Dhamdhere	Student Member	Alumni
11	Mr. Akshay Jalali	Student Member	Alumni

11. NSS

Sr.	Name of Committee Members	Designation	Department
1	<i>Mr. Rohit P. Polas</i>	<i>Program Officer</i>	<i>Mechanical</i>
2	Mrs. Manisha D. Bhise	Co-ordinator	Civil Engineering
3	Dr. Amita G.Pal	Co-ordinator	Engineering Science/Civil
4	Mr. Golande Shashikant	Co-ordinator	Mechx
5	Mrs. Pranjali Deshmukh	Co-ordinator	Computer / AI & DS
6	Mr.Vikas Chavan	Co-ordinator	Computer / AI & DS
7	Sakshi Bhor	Student member	BE Comp
8	Mayur Bhagwat	Student member	BE Mechx
9	Harshal Naikwadi	Student member	TE Mech



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12. Scholarship & Fees Collection

Sr.	Name of Committee Members	Designation	Department
1	Dr. G. L. Allampallewar	Functional Head	Mechanical/Mechx
2	Dr.U.P.Mohril	Member	Engineering Science
3	Dr. Anjali Joshi	Member	Mechanical Engineering
4	Dr. M.G. Ghogre	Member	Mechx Engineering
5	Dr .S.G. Rathod	Member	Computer Engineering
6	Dr.A.P. Khatri	Member	Civil Engineering
7	Mr. Bhise A.K.	Member	AI & DS

13. Student Progression

Sr.	Name of Committee Members	Designation	Department
1	Mr. N. B. Dhamane	Functional Head	Mechanical
2	Mrs. Jagtap Mrunal S.	Member	Computer/AIDS
3	Mr. Vaibhav Sawant	Member	Civil
4	Dr.Sonali Patil	Member	Mechatronics
5	Mr. Kishor Gadakh	Member	Admin Office
6	Mr. Santosh Gund	Member	Admin Office

**Dean,
Student Affairs**

Principal

Copy for information and necessary action to:

1. Central office, MM Mandal, Pune – 04
2. All Heads of Departments
3. All Deans
4. All concerned staff
5. Administrative office
6. NAAC Cell.

Ref. No.MMIT/Admin/Alumni/2023-24/527

Date: 16.02.2024

Alumni Meet-2024

Office Order

All the faculties are hereby informed that the **Alumni Meet-2024** is scheduled on **23rd Feb 2024 at 11:00 am**. For the same following committee members will work for smooth functioning of the event.

Committee	Name of the Staff
Stage & Decoration	Mr. Sawant Vaibhav
	Mr. Dharmale Rajesh P.
	Mr. Narendra R. Kalbhor
	Mr. Babasaheb Khavale
	Mr. G. B. Madure
	Mr. Mohite Laxman K.
Photography	Mr. Shaikh Nisar Salim
	Mr. Dhamane Naresh
Refreshment	Dr. Sachin Mutalikdesai
	Dr. Patil Sonali S.
	Mr. Bhoge Dhananjay M.
	Mr. Suhas Ramdas K.
	Mr. Mayur R. Gandhile
Mailing & Contact to Alumni	Mr. Ganesh D. Shinde
	Mr. D. P. Yesane
	Mrs. D.J. Bonde
	Mr. Sawant Vaibhav
Registration & Feedback	Ms. Yamini Warke
	Ms. Pranjakta Shinde
	Mr. Adsure
	Mr. Rahul Tapkir
	Mr. Prasad Kotkar


Functional Head Alumni

CC:

1. All HoDs & Section Heads




Principal
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DTE Institute Code : 6203

Ref.No.MMIT/Adm/2023-24/533

Date: 21.02.2024

OFFICE CIRCULAR

Subject: Anubhuti-2024..

All teaching and non-teaching staff members and students are informed that on the occasion of **Anubhuti-2024**, the reporting timings to college for 22nd and 23rd February 2024 will be as follows:-

Date	Event	Reporting time	Remark
22 nd February 2024	Art Exhibition, Funfair & DJ Night	11.00 am	No one will leave the campus till the conclusion of all programs
23 rd February 2024	Alumni Meet & Cultural Night	11.00 am	



Dr. Rupesh V. Bhortake
Principal
Marathwada Mitra Mandal's
Institute of Technology,
Lohgaon, Pune-47

Copy to:

1. All HODs for information and circulation among staff members
2. Main Notice Board
3. Office copy

विद्युतीकरण व व्यवस्था	विद्युतीकरण करें की मरामत करेग की मारी करी के मारी	विद्युतीकरण करी के (1) करण विद्युती करी - (2) का मारी करण-करा मरामत विद्युती करण करी के मारी करी करे व्यवस्था	करण विद्युती- करण करे	मरामत विद्युती- करण करे	"करण" के मारी मरामत करण- करण करे	विद्युती करण	मरामत करण- करण करे
1	2	3	4	5	6	7	8
			करे	करे	करे		
Asst. Prof. full time in Mech. Eng. Ad-hoc (1800-2300)			PPS 15000	APF 6000		04/10 2012	
Asst. Prof. full time in Mech. Eng. Ad-hoc (1800-2300)			PPS 15000	APF 6000		03/06 2012	
Asst. Prof. full time Electrical Ad-hoc (1800-2300)			PPS 15000	APF 6000			

गौर त मी c इत्यादि कारण-कारण विद्युतीकरण करी के मारी	विद्युतीकरण करण	विद्युतीकरण करण (मरामत करण- करण करे)	मरामत करण- करण करे (1. 2. 3 करे)	मरामत करण- करण करे (1. 2. 3 करे)	मरामत करण- करण करे (1. 2. 3 करे)
1	2	3	4	5	6
	04/10 2012				Appointed as Asst. Prof. in Mech. Eng. vide order no. 101101/1011/A/AST/ 004-14/787 dated 29/03/2012
					Principal Maharaja G. K. G. College Institute of Technology Lafayette, Pune-41
	03/06 2012				Appointed as Asst. Prof. in Mech. Eng. vide order no. 101101/1011/A/AST/ 1012-30/553 dated 01/06/2012
					Principal Maharaja G. K. G. College Institute of Technology Lafayette, Pune-41
					Appointed as Asst. Prof. in Electrical vide order no. 101101/1011/A/AST/ 2012-30/523 dated 23/06/2012
					Principal Maharaja G. K. G. College Institute of Technology Lafayette, Pune-41

SAMPLE SERVICE BOOK



MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah /523 Dated 06/01/1967

Registration Under Bombay Public Trust Act 1950-F-338(P) Dated 19/01/1967

Tel : 020-25665320, 8149032328 | Telefax : 020 -25653039

E-mail : mmandal67@gmail.com

Shivajirao D. Ganage, President

Bhausahab G. Jadhav, Exe President

Kishor H. Mungale, Secretary

'वेदं ब्रह्मणे विद्मः'

MMM/MMIT/APNT/2023-24/587

Date 31.05.2023

To,

Dr. Mutalikdesai Sachin Vyasrao

Flat No A/14, Ekvishwa Complex, Satavwadi,

Hadapsar, Pune-411028

Subject:- Appointment for the post of Assistant Professor in Mechanical Engineering Department at Marathwada Mitra Mandal's Institute of Technology, Lohgaon, Pune - 411 047.

In response to your application to our advertisement in daily Sakal, Loksatta and Indian Express dated 20/04/2023 and the subsequent interview conducted by Local Selection Committee, we are pleased to appoint you on the post of **Assistant Professor in Mechanical Engineering Department** in Marathwada Mitra Mandal's Institute of Technology, Lohgaon, Pune 411 047 on purely fixed term basis and importantly on the following clear-cut background and terms and conditions.

BACKGROUND IN BRIEF OF YOUR APPOINTMENT

1. It is to be noted that the Marathwada Mitra Mandal's Institute of Technology (MMIT), is located at Lohgaon, Pune is totally non-grantable in nature and as such, it has to sustain on its own resources.
2. While making any recruitment of teaching faculty category, College is under legal compulsion to follow the roster sanctioned by the Savitribai Phule Pune University / Assistant Commissioner B. C. Cell and accordingly, it has to recruit the appropriate candidate of appropriate category that too as approved by the University Selection Committee.
3. However, no candidate on the above said post, which is reserved for Open / reserved category, has been selected for MMIT till date by the University Selection Committee
4. Due to the aforesaid situation, if the recruitment is not made by the MMIT on the above said post against the post of Associate Professor / Professor, which is reserved for Open / reserved category, not only the college but even the students will also suffer huge irreparable loss and prejudice.
5. Hence, to avoid any such unwarranted situation / loss / prejudice, College is compelled to make your present appointment on tenure basis i.e. for the academic year 2023-24 and more specifically for the period starting from **01/06/2023 or date of your joining to 30/05/2024** or appointment of suitable candidate by University Selection Committee on this prescribed post / category.
6. If, prior to the tenure mentioned in this Appointment Order, you have worked for the MMIT, your such employment being on the aforesaid background, cannot be treated as a permanent employment and / or you are not entitled to claim any benefit, including the benefit of permanency, out of the same. In short, this order shall supersede all other previous appointment orders, if any, issued to you by the Trust and / or by the College.

OTHER TERMS AND CONDITIONS OF YOUR EMPLOYMENT SHALL BE AS FOLLOWS.

1. You will be paid gross salary of **Rs. 82,307/- (Rs. Eighty-Two Thousand Three Hundred Seven Only)** in the **Vth pay scale of Rs.15600-39100, Pay in Pay band 23950 + AGP of Rs. 6000/-**. You will also get the benefit of the Employees Provident Fund and Miscellaneous provisions Act 1952. Besides this you will not be entitled to any other monetary or otherwise benefits, which are available to other employee(s) / staff of the



College / Trust or would be made available to them in future. The payment of your salary shall be subject to deduction of Income Tax payable in regard with the IT schedule and all other statutory deductions.

2. As mentioned in the background clause herein above, your Appointment on the aforesaid post is made for a fixed Term starting from **01/06/2023 or date of your joining to 30/05/2024**. Thereafter, the same shall stand automatically concluded. In that case, you shall not be entitled to any notice or notice pay in lieu thereof from the College / Trust. Due to this, you shall not be entitled to claim permanency / permanency benefit for yourself from the College / Trust.
3. You are appointed as an Assistant Professor against the vacancy of Professor / Associate Professor in the category of Open / reserved approved by the Savitribai Phule Pune University, in Marathwada Mitra Mandal's Institute of Technology, Lohgaon Pune- 411 047 (MMIT) on full time basis.
4. During the tenure of this appointment, your employment will be governed as per the rules and regulations laid down by the College from time to time.
5. Your appointment is subject to the minimum number of students and the workload prescribed for your aforesaid post also subject to Court case if any. In such case, your appointment will be terminated with immediate effect.
6. Except made admissible expressly in writing, you will not be entitled to get any benefit, which is presently made available and / or will made available in future, to the other permanently employed / similarly place teaching and / or non-teaching employees of the College.
7. You shall produce all the original copies and submit certificate true copies of the relevant testimonials such as School Leaving Certificate, Marksheet, Degree Certificates, Experience Certificate (if any), Discharge / Relieving Certificate (if applicable), Last pay certificate (if any), Cast and Validity Certificate (if applicable), Non-creamy layer Certificate (if applicable), Change of Name Certificate (if applicable), Two passport size photograph, Copy of PAN Card, Copy of Bank Pass-book etc, at the time of joining to your duties to College / Institute. So also you will have to submit your fitness certificate from the registered medical practitioner within one month from the date of your joining failing which the College shall be free to make adverse inference against you in this regard.
8. The Appointment and continuation of your employment in the College shall be subject to you being physically and mentally fit. As and when required, you shall undergo specific and / or general Medical Examination from the Registered Medical Practitioner, specified by the College in this regard.
9. After joining, you should shift near to the Institute. In case of change in your residential address, during the course of your employment in the College, it will be your duty to intimate the new address in writing, to the Principal within fortnight from such change and shall also ensure to get the said change so recorded in the Personal file.
10. You will have to remain present for all working days as per College timing and work wholeheartedly for the development of the College as per the instructions given to you by any higher Authorities. Due to exigencies of work, you may be required to remain present on any holiday(s), Sunday(s) and even during the period of vacation.
11. You will not accept any contribution and will not associate yourself with any fund raising or collection whether in cash or in any kind, in pursuance or any subject whatsoever, or accept or demand any subscription





MARATHWADA MITRA MANDAL, PUNE

202/A, Dnyanesh Chyavanada, Pune - 411004

Registration Under Societies Registration Act 1860 (Mah. 2023) Filed 06/01/1967

Registration Under Bombay Public Trust Act 1909 (Mah. 1909) Filed 19/11/1967

Tel: 020 25661310, 6146614128 | Website: 020 25661310

E-mail: marmandal07@gmail.com

Shriajitran D. Sarange, President

Manojkumar G. Jadhav, Exe President

Rishabh H. Manjale, Secretary

contribution, from anyone connected or interested with the College / Institute either as parents, students or guardians

12. You will neither prepare any book or books or paper including guest papers for the purpose of publications without a prior permission written permission of the Principal of the College nor you will assist anybody either directly or indirectly in the publications of any such books / works, etc.
13. Similarly, you will not canvas for any publication or any publishing house of book seller unless as permitted by the Principal.
14. You will not enter into any monetary transaction with any student or his parents or guardians or otherwise and shall not misuse your positions in whatsoever capacity for personal gains in any manner.
15. You will not practice or incite any student, other employees of the college to practice caste communalism or untouchability or cause and / or incite to be caused any other person to damage the property of the College or encourage or incite any student, teacher or any member of the staff to behave in a disorderly manner in the premises of the College.
16. You will not accept or permit any member of your family or any other person or representative to accept any gift including free transport, lodging or any other service or any pecuniary advantage / benefit from any student, parent / guardian or any such student or other person with whom you may come into contact by virtue of your employment in the college.
17. You will not conduct or engage yourself in any private Tuition or in Private Coaching classes. If found guilty of this clause, your employment shall be liable to termination forthwith that too without any notice or any pay in lieu thereof.
18. For administrative purpose, your service shall be liable to be transferred from any department or branches and / or from one College to another, being run by Marathwada Mitra Mandal, Pune purely at the sole discretion of Management of College.
19. During the tenure of your present employment, if you choose to resign for whatsoever reason, you will be under legal obligation to give one month's notice in writing to the College or will have to pay one month's salary in lieu thereof. However, it will be the discretion of the College to accept one month's salary as stated herein above and relieve you from the employment or require you to undergo one month's notice period. However, in case of termination of your employment for the appropriate grounds the College will either give you one month's clear notice in writing or will pay you one month' salary in lieu thereof.
20. In case of an illegal and unauthorized absence on the duty for the period of seven or more consecutive days or if you overstay the sanctioned leave, the college shall draw a presumption within its sole discretion that you have no interest to further perform your duties and as such have abandoned the employment on your own accord. Thereafter, your services shall stand automatically concluded. In that case, you shall be liable to pay on month salary to the College in lieu of notice as per Clause No.19 herein above.
21. You will be whole time employee of the College and shall not without the permission of the Management engage yourself in any work profession or employment either honorary or otherwise during the stipulated period of your employment in the College.
22. You will not undertake any testing, consultancy, R&D work without the prior approval of the Management/competent authority.



23. You will not register for any Ph.D./NET/SET/Degree/Diploma/Certificate or other course without the prior permission of the Management/competent authority.
24. You will adhere all the rules and regulations either existing or amended or extended from time to time by the College and shall carry out all the lawful orders / instructions given to you by the College in connection with the day to day discharge of your duties.
25. During the tenure of your appointment under this order, if an appropriate and approved candidate of the said post reserved for **Open / OBC / SC / ST / VJ(A) / NT(B) / NT(C) / NT(D) / PH / Ladies Candidate** Category will be made available by the University Selection Committee; your current appointment will automatically come to an end on joining of such candidate. In that case, no notice or notice pay as contemplated under Clause No. 19 herein above shall be payable to you.
26. It is to be noted that you will be free to appear for interview before the University Selection Committee, if you so desire.

In case, the above terms and condition of your employment are acceptable to you in totally, please return the Copy of this Order after endorsing your signatures on the same in token of your acceptance, and to make commitments to represent yourself for the duty immediately or within 3 days from the receipts thereof.




Executive President
Marathwada Mitra Mandal, Pune

DECLARATION

I, the undersigned **Dr.Mutalikdesai Sachin Vyasrao** have read and understood the background of my appointment and all the terms and conditions, I accept the Appointment with all its terms and conditions mentioned herein above in totally after assimilating them in their proper perspective and undertake to abide to the same.


Place : Pune

Signature : Desai

Date : _____

Name : Mutalikdesai sachin v.

Witness:

Signature: 

Name: Sachin V. Desai

Copy forwarded for information to:

1. The Principal
Marathwada Mitra Mandal's
Institute of Technology, Lohgaon
Pune - 411 047.
2. Service file of **Dr. Mutalikdesai Sachin Vyasrao**



Policy Document

Funds Mobilization and Optimal Utilization of Resources

The institution has mechanism to monitor effective use of funds received from various sources viz., fees, scholarships, consultancies, conduction of competitive examinations of State and Central Government etc. The following procedure is adopted for utilization of resources.

- **Planning:** The Head of the department and section heads calls a departmental meeting to finalize the annual budget. The individual faculties are invited to propose requirements with supporting documents.
- **Budget Formulation:** An annual budget of the department is prepared and forwarded by all HOD’s to the Principal for his/her consent. The Principal review the budget of all departments and asked Administrative office to prepare consolidated budget of the institution and then forwarded to the Management committee for its final approval.
- **Allocation:** The Management Coordination Committee reviews the proposed budget received from the Head of the Institution and then allocates the budget as per necessity of proposed expenses. If there is no incongruity, then the budget is sanctioned and funds are released.
- **Expenses:** Funds are utilized for the development of laboratories, procurement of books, national / international journals, staff salary, development and maintenance activities. In case any additional funds are required for unplanned activities like attending seminars / workshops / conferences / technical competitions, then the concerned faculty has to prepare a note stating the details of the importance with supporting documents. In exceptional cases, the concerned faculty may require to give a presentation to authorities before sanctioning the funds as per requirement. The concerned person is instructed to produce a detailed report for the utilization of funds. Thereafter, the note is forwarded to Principal through HOD for the consideration and approval by the Principal. Looking to the importance of the requirement, Principal forwards the note to the Management for its final

approval. Once the approval is received from the Management, Principal directs the HOD for the utilization of requested fund.

- **Audit:** The Accounts section of Administrative office verifies the expenses carried out under various institutional / departmental activities from supporting documents and give their remarks for the final settlement of the account. Internal and external audits are carried out by the Chartered Accountant at regular intervals to ensure a proper utilization of the funds as per their allocation.

The policy for funds mobilization and optimal utilization of resources for Marathwada Mitra Mandal's Institute of Technology, Lohgaon is approved by the Management of Marathwada Mitra Mandal, Pune.

Principal
MMIT, Lohgaon, Pune



PDB ENGINEERS

All Types OF Engineering Educational Equipments Supply, Servicing And Maintenance.
Address- Pune Nashik Highway, Jay Ganesh Samrajya Square, Sahyog Colony No 2, Bhosari 39
Email: pdbengineers2017@gmail.com Contact- +917020920362, 8605683754
www.pdbengineers.com

Bill No-38/23-24

Tax Invoice

Date: 25/08/2023

To,
The Principal
Marathwada Mitra Mandal
Institute Of Technology
Lohgaon Pune

GST No: 27AAATM9698N1Z1

Sr No	Item Description	Quantity	HSN	Unit Price	Total Price
1	Ice Plant Test Rig Maintenance a) Multipoint digital b) temperature indicator c) Temperature sensors	01	90230010	4100.00	4100.00
				Total	4100.00
				S GST 9%	369.00
				C GST 9%	369.00
				Sub Total	4838.00

Account Details

GST No: 27AAUFP7787K1Z0
A/C NAME: PDB ENGINEERS
BANK NAME- JALGAON PEOPLE CO OP BANK LTD.
A/C NO: 01701116000034
IFSC- JPCB0000017



For PDB ENGINEERS
(Authorized Signatory)

MMIT, Lohgaon
GST Inward No.: Aug-23-1054
GST Bill Date: 25-08-23
Bill Recd Date: 01-09-23

"Techno-Social Excellence"

Marathwada Mitramandal's Institute of Technology

Lohgaon, Pune- 411047

Accredited with 'A' Grade by NAAC

Ref: MMIT/Mech/23-24/03

Date:-17/07/2023

Submitted:

Subject: Request grant for sanctioning amount for maintenance work in HVAC lab

Respected Sir,

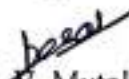
With reference to above subject, we would like to inform you that, we need to do maintenance work for Ice Plant Test Rig equipment. For that purpose we request you to sanction an amount of Rs. 4838.00 /-(approximately) will be required as per details below.

Sr. No.	Expenditure Head	Per Unit Price	Qty	Amount in Rs
1.	Ice Plant Test Rig Maintenance a) Multipoint digital temperature indicator b) Temperature sensors	4100	01	4100.00
Total Amount				4100.00
GST (18 %)				738.00
Total Amount Including GST				4838.00

The total amount required for this work will be Rs 4838.00 /- (Four Thousand Eight Hundred Thirty Eight Rupees only)

So it is request to you sir, please grant us Rs 4838.00 /-for maintenance work as mentioned above.

Thanking you.


Dr. S. V. Mutalikdesai
Lab In-charge


HOD
Department of Mechanical Engineering


Principal,
MMIT



PDB ENGINEERS

All Types OF Engineering Educational Equipments Supply, Servicing And Maintenance.
Address- Jai Ganesh Samrajya Square, Pune-Nasik Highway, Sahayog Colony No 2,
Bhosari MIDC, Pune 39
Email: pdbengineers2017@gmail.com Contact- 91 8605683754/7020988449

Quot ref no: pdb/831

Quotation

Date: 10/07/2023

To,
The Principal,
Marathwada Mitra Mandal's Institute of Technology, Pune

Sr No	Item Description	QTY	Unit Price	Total Price
1	Ice Plant Test Rig Maintenance a) Multipoint digital temperature indicator b) Temperature sensors	01	4100.00	4100.00
			Total	4100.00
			GST 18%	738.00
			Sub Total	4838.00

TERMS AND CONDITIONS

Equipment's Offered Are of Reputed Make	
Prices	: Ex-Works Pune Maharashtra India
Delivery	: Within 3 to 4 weeks from the date of your technically and Commercially confirmed order duly signed by you and Accepted by us.
Packing & Forwarding	: Nil
I&C-Demonstration	: Nil
Sales Tax (GST)18 %	: Extra , S GST 9% , C GST 9%
GSTIN/UIN.	: 27AAUFP7787K1Z0
PAN.IT.NO.	: AAUFP7787K
Terms of Payment	: 80% Advance, 10% Against Delivery & Balance 10% after Installation & Demonstration.

We hope our systems meet your requirement & we will be given a chance to supply our equipments in your esteemed college.

We are sincerely waiting for your positive reply & valuable purchase order to the earliest date. Thanking you,


For, PDB ENGINEERS

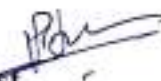


SERVICE REPORT

Heating Ventilation & Air Conditioning

Sr No	Name of Equipment	Qty.	Unit	Remarks
1	Ice Plant Test Rig Maintenance a) Multipoint digital temperature indicator b) Temperature sensors	1	1	1. Multipoint digital temperature indicator is replaced 2. Temperature sensors is checked and replaced and connections are set up as per requirement 3. Demonstration of Set up is taken in presence of lab incharge and lab assistant. Test Rig is found to be ok and working as per requirement.


Lab Incharge
Dr. S.V. Mutalikatesai


Lab Asst.
P.S. Thombare


24/08/2023
HOD



"Techno-Social Excellence"
Marathwada Mitra Mandal's
INSTITUTE OF TECHNOLOGY (MMIT)
Lohgaon, Pune - 411 047

Date: / / 2023

To,
The Chief Manager,
HDFC Bank,
Mayur Colony Branch, Kothrud,
Pune - 411 029.



Sub: Payment To Various Suppliers from MMIT

Dear Sir,

We are sending herewith a Cheque No. 002487 dated 02/09/2023 for
Rs.1,16089/- (Rupees One Lakh(s) Sixteen Thousand Eighty Nine Only)
towards Payment for Various Expenses for College

Sr. No.	Party Name	Bank Name	Branch	IFSC Code	Bank Account No.	Total Rs.
1	SIDDHA KALA FABRICATION	Janaseva Sahakari Bank Ltd	Warje	JANA0000011	11021001638	31860.00
2	AKASH ADVERTISING	Canara Bank	Bibwewadi	CNRB0001882	3406201000021	32431.00
3	PDB ENGINEERS	The Jalgaon Peoples Co-op Bank	Pimpri	JPCB0000017	01701116000034	15477.00
4	MOUNTAIN WATERCARE TECHNOLOGIES	Bank Of Baroda	Sanghvi	BARB0SANGHV	41970200000257	8331.00
5	DATTATRAY SHANKAR CHORGHE	Canara Bank	Lohegaon	CNRB0000220	0220101064386	1390.00
6	SUBHASH GULABRAO RATHOD	Bank of India	Koregaon Park	BKID0000512	051210310000002	23600.00
7	COEP'S BHAI INSTITUTE OF INNOVATION, ENTREPRENEURSHIP AND LEADERSHIP	State Bank Of India	College of Engineering Shivaji Nagar	SBIN0010431	37374129991	3000.00
Total Bill Rs.						116089.00

You are requested to transfer the above said amount from our S.B. A/c No. 50100106677517 to respective accouts of the party as per the details given above.

Thanking you,

Yours truly

VP Mohan
2/9/23

Treasurer Secretary Exe. President
Marathwada Mitra Mandal's
Institute of Technology Lohgaon

P. L. Manurthe



M.M.M. Institute of Technology 2022-23
S. No. 35, Plot No. 5/6, Lohgaon, Pune
State Name : Maharashtra, Code : 27
E-Mail : principal@mmit.edu.in

Date : 2-Sep-23
Time : 12:32

Voucher No. : 140
Dated : 2-Sep-23

Payment Voucher

HDFC BANK A/C NO 50100106677517

Cheque # 0

Title and Narration	Debit	Credit
SIDDHA KALA FABRICATION	31,860.00	
AKASH AD'S	32,431.00	
PDB ENGINEERS	10,639.00	
DB ENGINEERS	4,838.00	
MOUNTAIN WATERCARE TECHNOLOGIES	8,331.00	
GURUDATTA NEWSPAPER AGENCY	1,390.00	
EDUSKILLS	23,600.00	
REMUNERATION TO GUEST LECTURER A/C	3,000.00	
HDFC BANK A/C NO 50100106677517		1,16,089.00

Payment Remarks: CH NO. 002487 PAYMENT TO VARIOUS SUPPLIERS A/G BILL SIDDHA KALA FABRICATION, AKASH ADVERTISING, PDB ENGINEERS, MOUNTAIN WATERCARE TECHNOLOGIES, GURUDATTA NEWSPAPER AGENCY (BATTI BAY SHANKAR CHERKE), EDUSKILLS (SUSRAJ GULMAD BATHOD), GRESH DEGAONWAR (GUEST LECTURE REMU)

Created By : MMIT

Checked By : 

Approved By : 
21/9/23

Received By : _____

aid INR One Lakh Sixteen Thousand Eighty Nine Only.

1,16,089.00



"Techno - Social Excellence"

Marathwada Mitramandal's Institute of Technology (MMIT)

Accredited with "A" Grade by NAAC

Survey No. 35, Vadgaon Shinde Road, Lohgaon, Pune - 411 047

Approved by AICTE, New Delhi, Recognised by DTE, M.S.Mumbai, Affiliated to Savitribai Phule Pune University

Email : principal@mmit.edu.in

Website : www.mmit.edu.in

Tel No. : +91 7447786623 / +91 7447786624

DTE Institute Code : 6203



Ref. No.: MMIT/GB Meeting/2023-24

Date: 05/02/2024

Submitted:

Subject: Regarding Governing Body Meeting

Respected Sir,

All GB & EC members are requested to attend Governing Body Meeting (GB) meeting of Marathwada Mitramandal's Institute of Technology, Lohgaon, Pune on **Monday, 12 Feb 2024 at 12:30 pm at MMIT Lohgaon.**

Agenda for **Governing Body Meeting** is

1. To read & confirm the Minutes of the Previous meeting held on 20 Sept 2023
2. To discuss the students application submitted for Fees Concession
3. To discuss the budget of Admission Activities for A. Y. 2024-25
4. To discuss about the advance payment to purchase the Robot sorting System, for Mechatronics Engineering students
5. To discuss the E-Yantra Lab for Mechatronics & Mechanical Engineering in association with IIT Bombay
6. To discuss the purchase of 3D Printer for Mechanical Engineering
7. Installation of Drip Irrigation system in the campus
8. Students Complaints about Dr. Manjula Alloli faculty of Mathematics
9. To discuss about the application received from the faculties who have recently completed their PhD
10. Any other point with the permission of the chairperson


Principal
MMIT, Lohgaon

To,
Hon. Executive President,
Marathwada Mitra Mandal,
Pune-411004.





"Techno - Social Excellence"

Marathwada Mitramandal's Institute of Technology (MMIT)

Accredited with "A" Grade by NAAC

Survey No. 35, Vadgaon Shinde Road, Lohgaon, Pune - 411 047

Approved by AICTE, New Delhi, Recognised by DTE, M.S.Mumbai, Affiliated to Savitribai Phule Pune University

Email : principal@mmit.edu.in

Website : www.mmit.edu.in

Tel No. : +91 7447786623 / +91 7447786624



DTE Institute Code : 6203

ATTENDANCE OF GOVERNING BODY MEETING

Day, Date and Time of Meeting: - Monday, 12 Feb 2024 at 12:30 pm.

Venue: Marathwada Mitra Mandal Institute of Technology, Lohgaon Pune 411047

S.N.	Name of Committee Members	Designation	Sign
1	Shri. S. D. Ganage	President- MMM & GB Chairman	— AB —
2	Prin. Bhausahab G. Jadhav	Exec. President- MMM & GB Member	
3	Shri. Bhausahab Deshmukh	Dy. Exec. President- MMM & GB Member	
4	Shri. Kishor H. Mugale	Secretary- MMM & GB Member	— AB —
5	Shri. Annasaheb S. Pawar	Treasurer- MMM & GB Member	
6	Shri. Tej P. Niwalikar	Invitee, EC Member, MMM	
7	Shri Ravindra Patil	GB Member (Industry- TATA Motors)	
8	Dr. Shrikant B. Patil	GB Member (Education-COEP)	
9	Dr. Mrs. Sunita More	GB Member (Social Services)	— AB —
10	Dr R K Jain	GB Member (University Nominee))	— AB —
11	Dr Vinod Mohitkar	GB Member DTE Nominee	— AB —
12	Dr C. Y. Patil	GB Member Sate Govt. Nominee	
13	Dr. Umesh Moharil	Faculty- MMIT & GB Member	
14	Dr. Subhash Rathod	Faculty- MMIT & GB Member	
15	Dr. Mukesh Ghogare	Faculty- MMIT & Invitee	
16	Dr. Anjali Joshi	Faculty- MMIT & Invitee	
17	Mr. Anil Pawase	Rector- MMIT Boy's Hostel & Invitee	
18	Dr. Rupesh V. Bhortake	Principal- MMIT & GB Member Secretary	



"Techno - Social Excellence"

Marathwada Mitramandal's Institute of Technology (MMIT)

Accredited with "A" Grade by NAAC

Survey No. 35, Vadgaon Shinde Road, Lohgaon, Pune - 411 047

Approved by AICTE, New Delhi, Recognised by DTE, M.S.Mumbai, Affiliated to Savitribai Phule Pune University

Email: principal@mmit.edu.in

Website: www.mmit.edu.in

Tel No: +91 7447786623 / +91 7447786624



DTE Institute Code : 6203

Ref. No.: MMIT/CDC Meeting/2023-24

Date: 05/02/2024

Submitted:

Subject: Regarding College Development Committee Meeting

Respected Sir,

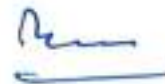
All CDC & EC members are requested to attend College Development Committee (CDC) meeting of Marathwada Mitramandal's Institute of Technology, Lohgaon, Pune on **Monday, 12 Feb 2024 at 11:00 am at MMIT Lohgaon.**

Agenda for **College Development Committee** Meeting is

1. To read & confirm the minutes of the meeting held on 20 Sept 2023
2. To discuss the students application submitted for Fees Concession
3. To discuss the budget of Admission Activities for A. Y. 2024-25
4. To discuss about the advance payment to purchase the Robot sorting System, for Mechatronics Engineering students
5. To discuss the E-Yantra Lab for Mechatronics & Mechanical Engineering in association with IIT Bombay
6. To discuss the purchase of 3D Printer for Mechanical Engineering
7. To sanction budget for Maintenance work of Reynolds Apparatus, Bernoulli's Apparatus and Metacentric Height Apparatus of fluid Mechanics Lab
8. To renew the Online Teaching & Learning tool (Google Meet)
9. To revise rates of water supplier Mr. Khandve as per his demand
10. To purchase UPS Battery
11. Installation of Drip Irrigation system in the campus
12. Students Complaints about Dr. Manjula Alloli faculty of Mathematics
13. To discuss about the application received from the faculties who have recently completed their PhD
14. To discuss about the continuation of appointment order of existing Electrician
15. Any other point with the permission of the chairperson


Principal
MMIT, Lohgaon





To,
Hon. Executive President,
Marathwada Mitra Mandal,
Pune-411004.



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ATTENDANCE OF COLLEGE DEVELOPMENT COMMITTEE MEETING

Day, Date and Time of Meeting:- Monday, 12 Feb 2024 at 11:00 am.

Venue: Marathwada Mitra Mandal Institute of Technology, Lohgaon Pune 411047

S.N.	Name of Committee Member	Designation	Signature
1	Prin. B. G. Jadhav	Chairman CDC & Exec. President- MMM	
2	Shri. K. H. Mungale	Secretary CDC & Secretary-MMM	— AB —
3	Shri. Bhausaheb Deshmukh	Invitee, Dy. Exe. President, MMM	
4	Shri. Annasaheb Pawar	Invitee, Treasurer, MMM	
5	Shri. Tej P. Niwalikar	Invitee, EC Member, MMM	
6	Dr. Umesh Moharil	Member CDC (HoD)	
7	Dr. Anjali Joshi	Member CDC (Teacher)	
8	Dr. Subhash G. Rathod	Member CDC (Teacher)	
9	Dr. Atul Khatri	Member CDC (Teacher)	
10	Dr. Mukesh Ghogare	Member CDC (Teacher)	
11	Shri. Ashish Bhise	Member CDC (Teacher)	
12	Mr. Anil Pawase	Invitee (Rector)	
13	Ms. Aishwarya Pawar	Invitee (Director, Physical Education)	
14	Mr. Pankaj Khambare	Invitee (TPO)	
15	Shri. Uday R. Wankhede	Member CDC (Non Teaching Staff)	
16	Shri Ravindra Patil	Local Member CDC (Industry)	
17	Dr. Shrikant B. Patil	Local Member CDC (Education)	
18	Dr. Mrs. Sunita More	Local Member CDC (Social Services)	— AB —
19	Shri. Rishikesh Shinde	Local Member CDC (Alumni)	
20	Dr. Meghana Yeshwante	Member CDC (IQAC Coordinator)	— AB —
21	Mr. Ajay Birajdar	Member CDC, (Student representative)	— AB —
22	Ms. Anjali Rathod	Member CDC, (Student representative)	
23	Dr. Rupesh V. Bhortake	Member Secretary CDC (Principal)	