Ref No: VI/IQAC/NOTICE/18-19/1   Date:06.07.2018

IQAC Meeting Notice

All members are requested to attend the IQAC meeting as per following details.

Date: 09.07.2018   Time: 2:00 pm   Venue: Board Room

Agenda:

1. Semester long internships
2. Design of Home Assignments
3. Faculty Appraisal
4. Inclusion of Engineering Design and Development (EDD) projects and Course Projects.
5. Teaching Learning Process, structures & methodologies of operations andlearning outcomes.

Dr. Ashutosh Marathe
Dean Quality Assurance
Dean-Quality Assurance
Vishwakarma Institute of Technology,
Pune-411037.

To,
1. Director
2. All Deans
3. All HODs
4. IQAC Members

Date: 11.07.2018

Minutes of IQAC Meeting Held on 09.07.2018

S.N.	Agenda Point	Details of Discussions and Conclusion	Action Plan (Responsibility and Target Date)	Remarks if any
1.	Semester long internships	All HODs discussed how internships can expose students to interdisciplinary work environments, expanding their horizons.	The Dean Industry Relations ought to give students a list of companies so students can gain experience of working in such a environment where their technical skills will be enhanced till 30th July 2018.	
2.	Design of Home Assignments	Dean of Academics discussed that home assignments provide students with opportunities to practice and apply concepts learned in class and working on assignments outside of class allows students to delve deeper into subjects.	Every HOD should ask the subject teachers to design home assignments and get it done from students within the stipulated time.	
3.	Faculty Appraisal	Dean QA presented the faculty appraisal policy for AY 2018-19 and appraisal review was shown for AY 2017-18	HODs will take rigorous follow up regarding the appraisal policy. HODs and research coordinators will encourage and arrange the training programs to improve research outputs.	

4.	Inclusion of Engineering Design and Development (EDD) projects and Course Projects.	Dean of academics and all HODs agreed on EDD projects and course projects allow students to apply theoretical concepts in real-world scenarios. These projects provide a platform for students to come up with creative and innovative solutions.	Every project coordinator asked to include EDD projects based on real world applications. It will not be course specific. Students are free to choose any innovative area for EDD project. Every course coordinator asked to include course project for respective course and motivate students to choose the topics based on recent technology.	
5.	Teaching Learning Process, structures & methodologies of operations and learning outcomes.	HODs presented the syllabus structure and plan of execution focusing on the academic growth of students.	HODs will take follow up for the execution of academics as per the scheduled plan and encourage students and faculty for better outcomes.	

Dean Quality Assurance

Director