Ref No: VI/IQAC/NOTICE/19-20/1   Date:08.07.2019

IQAC Meeting Notice

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

Date: 10.07.2019   Time: 2:00 pm   Venue: Board Room

Agenda:

1. Introduction to Engineering Design and Innovation course.
2. Faculty Appraisal
3. Inclusion of "Group Discussion" and "Group Presentation" in curriculum.
4. TLP, structures & methodologies of operations and learning outcomes.

Dr. Vijay Gaikwad
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: 12.07.2019

Minutes of IQAC Meeting Held on 10.07.2019

S.N.	Agenda Point	Details of Discussions and Conclusion	Action Plan (Responsibility and Target Date)	Remarks if any
1.	Introduction to Engineering Design and Innovation course	Dean of R&I discussed on "Introduction to Engineering Design and Innovation" course equips students with creative problem-solving skills, practical design experience, and the ability to innovate, aligning them with industry demands.	Dean of R&I, Dean of Academics are instructed to form a committee of experienced faculty to design the course syllabus. Define learning objectives, topics, and modules that cover fundamental design principles and innovation concepts till 20th July 2019.	
2.	Faculty Appraisal	Dean QA presented the faculty appraisal policy for AY 2019-20 and appraisal review was given for the AY 2018-19	HODs are given responsibility to mentor and encourage faculty members who have not crossed the benchmarks to improve their research outcomes.	
3.	Inclusion of "Group Discussion" and "Group Presentation" in curriculum	Group Discussions encourage students to analyze, evaluate, and articulate their ideas effectively.	Every course coordinator should describe how "Group Discussion" and "Group Presentation" components will be integrated into relevant courses.	
		Group Presentations help students develop confidence in addressing an audience.	Dean of Academics should share the criteria for evaluating both group discussions and presentations till 25th July 2019.	
4.	TLP, 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 academic outputs.	

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