

Minutes of the meeting

Meeting Purpose:	Discussion on reframing the formats
Meeting Date:	08/12/2022
Meeting Time:	10:00 a.m. to 12:30 p. m.
Meeting Location:	IQAC CELL
Meeting Facilitator:	[Prof. S.Beatrice, IQAC coordinator]
Agenda of the meeting:	Discussion on reframing the formats
Attendees:	<ol style="list-style-type: none"> 1. Prof. Beatrice S. 2. Prof. Nitin Ahire 3. Prof. Lalita Moharkar 4. Prof. Madhura S. 5. Prof. Meena Ugale 6. Prof. Jaychand Upadhyay 7. Dr. Vaishali Gaikwad 8. Prof. Sushama Khanvilkar 9. Dr. Bhagyashree Chari
Absentees:	<ol style="list-style-type: none"> 1. Prof. Martina Rodrigues 2. Prof. Yashonanda Maurya
Minutes Prepared By:	Dr. Bhagyashree Chari

Discussion: The following points were discussed.

Sr. no.	Point for discussion	Discussion taken place
1	Course file indexing	<ol style="list-style-type: none"> a) Prof. Meena Ugale suggested their course file indexing which has been rearranged after suggestions given by Prof. Mahadevan. b) Dr. Vaishali Gaikwad suggested to prepare unique format for each & every subpart of course file and after discussion the responsibilities are given to the below staff members. Dr. Vaishali Gaikwad: Part 2 Prof. Madhura S. : Part 3 Prof. Martina R. : Part 4 Prof. Beatrice and Prof. Lalita M: Part5 and Part6
2	Major project Indexing & Mini project Indexing along with Synopsis/Report format and logbook	<p>Prof. Meena suggested each and every mini project/major project should be mapped with program outcomes and the same needs to be written in the project report by the students.</p> <p>Note: University guidelines need to be followed and project coordinators/ Guides strictly verify the same.</p>

3	Internal assessment Question paper format	All members accepted the existing format of Question paper which consists of COs and BT Levels. The same needs to be shared with the students. Students also should be aware of the level of Bloom's Taxonomy and the degree of difficulty of question paper.
4	Assignment format	Prof. Madhura suggested that, even on assignment papers, the Course outcomes and BT levels should be mentioned. No need to prepare separate student copy.
5	Lab manual format with PO mapping	With the suggestions given by Prof. Mahadevan and the common format will be prepared by Prof. Chhaya Dhavale. First week of January 2023, the lab manual format will be shared by Dean Academics .
6	Best project policy	a) This policy shall be framed by Project coordinators along with the respective department HOD and finally it should be shared with the IQAC for final approval.
		b) Deadline for this is 20 th December 2022.
		c) Prof. Suvarna will coordinate with other coordinators (Ms. Madhura, Ms. Lalita & Mr. Omprakash Yadav) with the help of HoDs decides the final policy.
7	Mentoring policy	a) Same sequence can be followed earlier: Introduction, SWOT Analysis, Listening to grievances of the students and relaying them ahead, various tasks based on skill building can be given.
		b) A mentoring booklet is to be prepared for each student which can be maintained by the mentors and then passed to the higher semesters as the students move on.
		c) Reference from EXTC department's mentoring booklet can be taken and the mentoring process can be centralized and same can be followed for all departments.
		d) Mentors can try to find the qualities in their mentees and assign tasks to develop those.
		e) The coordinators from Each departments are as mentioned below: EXTC: Prof. Tejal Deshpande IT: Prof. Jaya Jeswani CE: Prof. Nilambari ASH: Prof. Viren Deshpande
		Deadline for the preparation of Mentoring booklet is 20 th December, 2022. Prof. Viren Deshpande will coordinate with other coordinators and decides the final policy.

8	Activity/Events report formats to be mapped with POs	<p>a) Events/Activities should be mapped with POs.</p> <p>b) The existing event report format was not appropriate as per NBA committee. It has to be reframed including XIE header, COs, POs, and other details.</p> <p>c) The guest lecture report has to be prepared along with the impact analysis. The impact analysis can be shown in the form of graphs/ pie charts, etc. The guest lecture report should be accompanied with one page biodata of the speaker.</p> <p>d) Prof. Sushama Khanvilkar has taken responsibility.</p>
9	Teaching Learning innovation methods	Seminar, role play and flip classroom, etc., can be used as innovative method by all the teachers. The record of the same needs to be maintained in the course file.
10	Feedback of all Stakeholders (Students, Parents, Faculty, Alumni and Employer)	<p>a) From AY 2022 – 23, all feedback forms are to be reframed and data needs to be centrally available. It should be confidential. No name of the student or parent or teacher should be there in the forms.</p> <p>b) XIE header should be there on each form.</p> <p>c) Program exit survey form should consist of Pos and should be taken from B. E. students from each department.</p> <p>d) All feedback analysis should be done meticulously without any lacuna in the calculation. Parameters should be clearly mentioned in the graphs/pie - diagrams as applicable.</p> <p>e) Dr.Bhagyashree Chari has taken responsibility of all stakeholders' feedback.</p> <p>f) All HoDs & Class teachers provide Program Exit Survey format.</p>
11	Auditing format (Internal & External)	<p>a) All agreed upon that there is no change required in the format.</p> <p>b) Prof. Meena suggested that, from this year AY 22-23, the internal auditor can be chosen from the other department. It is not essential to have intradepartmental auditor, rather, Inter – departmental auditor for conducting internal audit.</p> <p>c) The internal auditor needs to sign on the front page along with some remarks.</p> <p>d) No need of academic review forms I/II.</p>
12	Direct Assessment Weightage in CO attainment calculation	The proposition to change the DA weightage from 60-40 to 30 – 70 should be followed from the academic year 2022 – 23. Here, 30 % weightage is given to internal assessment and 70% weightage is given to MU examination marks.

13	Fast Learner's and Slow learners identification and assessment	<p>Current format of identification of slow and fast learners was approved will be continued. ie) Previous year result marks (for SE/TE/BE), CET score (for FE) 50%; IAT marks (for all) 25% and teacher's observation on behavior of the student in class (for all) 25% are the criteria for selection.</p> <p>Advanced experiments or open ended experiments can be assigned to the advanced learners and a few assignments can be given to the slow learners and output of the same is to be recorded in the course file</p>
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All the documents need to submitted to Mr. Nitin Ahire , Dean Academics.

Dean of academics will prepare the process flowcharts (Points related to NBA Critreria II such as Teaching Learning Process, Audit, Feedback, Mentoring, etc.,).

He needs to submit to IQAC by 5th January 2023.

Final decisions will be taken by Chairperson, IQAC.

The meeting ended on a formal note of gratitude.

**-Sd-
IQAC coordinator**