

Minutes of meeting

The meeting of Internal Quality Assurance Committee of the institute was held on 29/10/2021, at 11:30 AM in the Room No. 103, Admin building.

Agenda 1:

Interested industry experts should be replaced/reformed in place of existing experts because of less response.

Agenda 2:

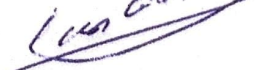
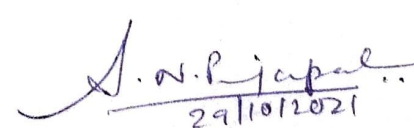

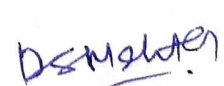
Academic inspection of various department

- In the mid of the semester IQAC along with HoD will inspect the department teaching-learning process, student attendance muster, lesson planning, laboratory planning, practical list, tutorial list, assignment, lecture notes/materials (tentatively in Dec -2021)
- Progress on industry institute linkages, MoUs/Placement/industry visit/trainings
- Action taken for weak/less attendance students
- Mid semester/previous semester result analysis
- Rubrics for assessment should be predefined

Agenda 3:

Convert feedback system in the form of Courses in which student assessment of teachers may be introduced and the action taken on student feedback (As computer department did) should be documented

Following members were present in today's meeting

1. Prof. A.G.Kunte (Production Department) 
2. Prof. (Dr.) A.N.Prajapati (Mechanical Department) - 
29/10/2021
3. Prof. V.G.Patel (IT Department) - 
29/10/21
4. Prof. (Dr.) Digant S. Mehta (Mechanical Department) - 
5. Prof. (Dr.) Parth B. Trivedi (General/Mathematics Department) - 