Shiksha Mandal's

Bajaj Institute of Technology, Wardha
(Affiliated to DBATU, Lonere, Raigad, Maharashtra)

SM/BITWARDHA/IQAC/22-23   **Date: 24/08/2022**

Sub: Minutes of meeting

This is with reference to above mentioned subject, a meeting with all IQAC team members, is conducted **today at 4:30 pm**.

Agenda of the meeting: Academic planning and execution ODD Sem 22-23

All IQAC committee members attended the meeting.

Following points were discussed:

- It is directed by the IQAC Chairman that; department must offer all the electives mentioned in the syllabus. Department must record the choices of the electives through google form well in advance and the department shall offer elective/s for minimum 10 recorded responses.

- Apart from regular teaching load (Th +Pr +Tu), VAP, Add-on and GATE lectures load shall be included in the individual faculty members load from next semester.

- Review of GAP analysis and domain wise activity planning and mapping shall be done.

- IQAC Chairman has suggested that faculty members must be motivated to attend FDPs and department should organize FDP on regular basis. He also asked to form ISTE chapter at the earliest.

- It is also finalized in the meeting that **Academic Calendar** of the department must have planning of following activities from next semester.

    1. GAP analysis, Action Plan preparation and status report submission
    2. Domain wise analysis and mapping
    3. Indirect PO Attainment and Mapping
    4. Display of TT and Submission of Teaching Plans
    5. CA-I and CA-II (Theory and Practical) Assessment & Evaluation
    6. Doubt Clearing Sessions before MSE
    7. MSE /Submission or uploading of QP of MSE
    8. Parents Teacher Meet/Feedback and Attainment
    9. Course Exit Survey

10. Library Week

11. Expert Lectures. Industrial visits/ VAP and Add-on

12. Syllabus Coverage Report

13. List of defaulter students / Provisional Detention list (Monthly)

14. ESE (Theory and Practical)

15. Academic Audit

The meeting ended with vote of thanks to all the IQAC members.

IQAC Coordinator
Prepared by

Dr. Narendra Kanhe
Principal & Chairman-IQAC
Approved by