

D. Y. Patil College of Engineering, Akurdi, Pune -44.
Department of Artificial Intelligence & Data Science

Date: 02/11/2022

Minutes of Meeting

On November 1st, 2022, Dr. Vinayak Kottawar Head of Department have conducted a meeting with Mr. Pratik Chopade, Programme coordinator, and all PAQIC Team. 03:15 pm to 4.00 pm for PAQIC Team setup.

The points discussed are:

1. Roles and Responsibilities
2. Moderator
3. Activities for Faculty members

Details:

With an aim to formulate systematic approach and planning for program-level assessment, the Department of Mechanical Engineering has formulated the Program Assessment & Quality Improvement committee.

1. Roles and Responsibilities:

- 1.1 Mr. Pratik Chopade will prepare the OBE related processes & formats. Other PAQIC team members also contribute to finalize these formats with their different ideas.
- 1.2 Ms. Pranita Chaudhary will prepare document for roles and responsibilities for each portfolio and other PAQIC team members also contribute to finalize it.
- 1.3 Infrastructure requirements handling and Office order preparation will be done by Dr. Bhagyashree Tingare.
- 1.4 Research & Development related activities will be handled by Dr. Yogeshwari Mahajan.
- 1.5 Portfolio Audit will be done by Ms. Pranita Chaudhary and Dr. Bhagyashree Tingare.
- 1.6 Academics will be monitored by Mr. Pratik Chopade.





2. Moderator:

- 2.1 For checking the quality of exam papers, each subject faculties have to get paper checked by Industry person as a external Moderator. The same industry person can contribute for Expert lectures or other trainings sessions.
- 2.2 There will be internal moderator for checking the quality of the questions mentioned in the exam papers.

3. Initiatives to improve Cohesiveness in department :

- 3.1 **Birthday** celebration of all faculty members.
- 3.2 **Appreciation Certificate** by considering their academics results, feedbacks and research oriented contribution.
- 3.3 **Faculty Orientation Program** for newly joined faculty.
- 3.4 **Extension activities** like tree plantation, cloth donataion, food donation, etc.
- 3.5 **Shram Pratishthan Activity** at the starting or ending of the semester.

PAQIC Team

Sr. No.	Name of Faculty Member	Signature
1	Dr. Vinayak Kottawar	
2	Dr. Yogeshwari Mahajan	
3	Dr. Bhagyashree Tingare	
4	Mr. Pratik Chopade	
5	Ms. Pranita Chaudhary	