

**MET's Institute of Engineering
Bhujbal Knowledge City
Department of Computer Engineering**

Date: 03/03/2017

Academic Assessment and Quality Improvement Committee (AAQIC) Meeting

Venue: Conference Room

Time: 3.00 pm

A meeting of Academic Assessment and Quality Improvement Committee was conducted on 3rd March 2017 at 3.00 pm in Conference Room. Following members of the committee and faculty were present for the meeting:

SN	NAME	Designation
1	Dr. V. P. Wani	Principal
2	Dr. R. S. Tiwari	Committee Member
3	Dr. S. S. Sane	Committee Member
4	Dr. S. V. Gumaste	Committee Member
5	Dr. M U. Kharat	Committee Member
6	Prof. P. M. Yawalkar	Committee Member
7	Prof. V. B. More	Faculty Member
8	Prof A. R. Ugale	Faculty Member
9	Prof. Shailendra Vidhate	Faculty Member
10	Prof Ravi Aher	Faculty Member
11	Prof Vaibhav Dabhade	Faculty Member
12	Prof Rekha Chaudhari	Faculty Member
13	Prof Madhuri Shinde	Faculty Member
14	Prof Samadhan Jadhav	Faculty Member
15	Prof Sunita Borse	Faculty Member
16	Prof. Amol Gosavi	Faculty Member
17	Prof Tushar Patil	Faculty Member
18	Prof. P. B. Deore	Faculty Member

Agenda:

1. Analysis of End-Semester results of FE, SE, TE, BE for the first semester examinations.
2. Analysis and corrective actions for results of Phase 1 Online Examinations of FE, SE conducted during current semester.
3. Analysis and corrective actions for results of Class Tests conducted during current semester.
4. Preparation for In-Semester Examination of TE, BE and completion of syllabus.
5. Achievements of various course outcomes as defined for various courses.
6. Analysis and corrective actions for Students' Feedback during current semester.
7. Discussion on progress evaluation of BE Projects and confirming new format of Project Workbook.
8. Any other point.

Minutes:

Principal, Dr. V. P. Wani requested Dr R. S. Tiwari to chair the meeting.

At the start of meeting, HOD, Dr. M. U. Kharat welcomed all the members of AAQIC, faculty and read out the agenda of meeting

Principal Dr. V P. Wani , shared views and focused on various aspects like methodology adopted for teaching, results, expert suggestions and their implementation. He also gave stress on need to perform academic audit at regular intervals. He further suggested to focus specifically on numerical and theoretical problems that supports to achieve overall academic improvement. He appreciated the activity. He further suggested that faculty members should plan for giving inputs beyond academics in fulfilling the Program objectives.

Agenda Point #1 Analysis of End-Semester results of FE, SE, TE, BE for the first semester examinations.

Result analysis of FE, SE, TE, BE for End-Semester examinations of first semester were shared among committee members.

Against the poor result of Design and analysis of algorithms Dr. S. S. Sane, focused on the out of syllabus questions asked in the examination and suggested that students must write question number in their answer sheets even though they cannot solve such questions. This will get benefit to them if questions asked are out of syllabus. He also appreciated the results of subjects like DAA, TOC, Microprocessor, since overall results for the same subjects at University level are comparatively low and give guidelines for further improvements.

Dr. M. U. Kharat informed that department had organized expert lecture for subjects like DAA, DMTA that helped in providing extra inputs to the students.

Agenda Point#2 Analysis and corrective actions for results of Phase 1 Online Examinations of FE, SE conducted during current semester.

Dr. M. U . Kharat informed about the Online Phase-I results of FE, SE and the relevant corrective actions planned in accordance of the results subject wise.

Dr. S.S.Sane and all committee members have gone through the planned actions for their execution.

Dr. R. S. Tiwari suggested to send letter to University for asking to declare End Semester results Subject wise too which will help in understanding the overall results at University Level for each individual subject.

Agenda Point#3 Analysis and corrective actions for results of Class Tests conducted during current semester.

Dr. M. U. Kharat circulated analysis and corrective actions for results of Class Tests conducted during current semester carried out for SE, TE, and BE students.

Committee members confirmed the assessment, results and corrective actions for the improvements Dr. S.S.Sane sought the information of elective subjects being offered to the students.

Dr. M. U. Kharat informed that Cyber Security, Data Mining Techniques and Applications, Pervasive Computing, and Mobile Applications are electives offered by the department depending on students enrolment.

Dr. S. S. Sane, Dr Tiwari and Dr Gumaste assessed the quality of the questions asked in the test examinations.

Prof S.C. Vidhate informed that University question papers are referred for preparation of Unit Test question papers. Also questions are set as per the expected course outcomes and coverage of syllabus.

Prof. R.P.Aher informed to the committee about conduction of online Mock examination. Faculties upload multiple choice questions of their subjects and students are appearing for the test. This has been carried out for Ist and IInd year students.

Dr. S. S. Sane pointed that students' habit of reading is reducing day by day, they do not devote much time for reading the books. He suggested that subject teacher should prepare 50 – 100 questions and donate MCQs for the University question bank regularly without repetition of the questions.

Agenda Point#4 Preparation for In-Semester Examination of TE, BE and completion of syllabus

Dr. M. U. Kharat asked faculties about syllabus completion as per desired portion of In-semester examinations. Almost all faculties replied with the completion of 3 units.

Dr. S. S. Sane informed that at least 4 units must be completed before in-sem examination, since less time remain for completion of rest of the syllabus after in-semester examination. Various activities are carried out during this semester, like training and placement activity, institute level programs, department level programs, that consumes much of the teaching time. Therefore, maximum syllabus coverage is to be done before in-sem examination. Dr Gumaste also insisted on the completion of major portion of the syllabus before In-sem examination.

Agenda Point#5 Achievements of various course outcomes as defined for various courses.

Course outcome documents are shared among committee members. These documents are prepared by the faculties for their respective subjects. Committee members assessed the documents and verified course outcome attainment.

Agenda Point#6 Analysis and corrective actions for Students' Feedback during current semester.

Students feedback are shared among committee members. Dr. S. S. Sane, Dr Gumaste suggested to redraft point no. 10 from feedback question i.e. friendliness of faculty with students for making the subject easier and clearing the doubts.

Dr. S.V.Gumaste suggested that feedback can be collected repeatedly within short span to take corrective actions within the same semester.

Dr. M.U.Kharat informed to the committee that feedback is collected two times, mid sem feedback and end-sem feedback. Corrective actions are suggested and conveyed to the faculty for improvement and respective actions.

Dr. M.U.Kharat informed that we consider feedback of only those students for analysis those have 65% attendance and above. Dr.S.S. Sane suggested to consider feedback of those students only who have 75% attendance and above

Agenda Point#7 Discussion on progress evaluation of BE Projects and confirming new format of Project Workbook.

Dr. M.U.Kharat circulated new Project Evaluation format to the committee for suggestions corrections. With this format dept organizes project evaluation phase-I and phase-II which helps to assess individual and team-performance in terms of marks. Evaluation is based on total 60 marks.

Academic Audit Process

Prof P.M.Yawalkar read out the processes and mentioned parameters of audit process. Total lectures targeted and conducted, total experiments targeted and conducted, syllabus coverage, parents communication, feedback analysis, in-sem and end-sem result analysis, and any other parameter that committee would like to suggest.

Dr.S.S.Sane suggested that the total lectures conducted must be in uniform, moderate nature and should not be in skewed.

Any other point:

Dr. R.S.Tiwari suggested that in Teaching Learning process, there are various problems faced by teachers. He further asked problems faced by dept teachers during class conduction:
 Prof Samadhan Jadhav informed that there is lack of motivation in learning process. They are only exam oriented. Students are psychologically and emotionally weak. Students are not focused. Not relaxed, not stable.
 Prof P.M.Yawalkar informed that there is casual approach of students towards teaching and learning.
 Prof R.P.Aher informed that students are not reading reference books suggested in syllabus. They refers local publishers book.
 Prof Madhuri Shinde informed that faculties have to give instructions repetitively.
 Dr. S.V.Gumaste added that communication and writing language of students is poor and need to improve..
 Dr. S.S.Sane added there is no problem in students, only challenge in ourselves.
 Prof. S.C.Vidhate pointed that somehow faculty are syllabus completion oriented, target oriented to work completion during time frame.

Dr. R.S.Tiwari pointed that cognitive way can be used in teaching learning to inculcate reasoning ability among students. In the class conduction, amount of knowledge delivered must be absorbed by the students. Use of various alternative teaching methods will help students to understand the topic easily.
 Dr. S.S.Sane suggested asking open ended questions in assessment to promote out of the box thinking where answers are not easily available. Very few students can solve such questions. He also suggested for collecting questions asked in different Universities for subjects to be incorporated in assessment activities.
 Faculties must appear for GATE/NET/SET examination at least once. These are very much challenging.
 Dr.S.V.Gumaste suggested that when explaining concept in class, try to incorporate and explain with more real time examples. It will help to clear concept easily.

Vote of Thanks

Prof P.M.Yawalkar , summarized with review and confirmation of the above mentioned points. He further delivered vote of thanks and assured committee to improve academics as per suggestions provided during the meeting

M. U. Kharat
 Dr. M. U. Kharat
 HOD

SN	NAME	Signature	SN	NAME	Signature
1	Dr. V. P. Wani	<i>[Signature]</i>	10	Prof Ravi Aher	<i>[Signature]</i>
2	Dr. R. S. Tiwari	<i>[Signature]</i>	11	Prof Vaibhav Dabhade	<i>[Signature]</i>
3	Dr. S. S. Sane	<i>[Signature]</i>	12	Prof Rekha Chaudhari	<i>[Signature]</i>
4	Dr. S. V. Gumaste	<i>[Signature]</i>	13	Prof Madhuri Shinde	<i>[Signature]</i>
5	Dr. M U. Kharat	<i>[Signature]</i>	14	Prof Samadhan Jadhav	<i>[Signature]</i>
6	Prof. P. M. Yawalkar	<i>[Signature]</i>	15	Prof Sunita Borse	<i>[Signature]</i>
7	Prof. V. B. More	<i>[Signature]</i>	16	Prof. Amol Gosavi	<i>[Signature]</i>
8	Prof A. R. Ugale	<i>[Signature]</i>	17	Prof Tushar Patil	<i>[Signature]</i>
9	Prof. Shailendra Vidhate	<i>[Signature]</i>	18	Prof. P. B. Deore	<i>[Signature]</i>

Circulation amongst all present and Absent members :

Prof. V. R. Khandare *[Signature]*
 Mr. A. S. Kale - *[Signature]*
 4-4

Mr. A. S. Choudhary *[Signature]*

Attendance for AACIC meeting conducted
on 3/3/2017 at 3:00 pm.

Name	Signature
1) Dr. S.S. Sane	S.S. Sane
2) Dr. S.V. Gurnambe	S.V. Gurnambe
3) Mr. R.S. Tiwari	R.S. Tiwari
4) Dr. M. V. Khasat	
5) P. M. Pawalkar	P. M. Pawalkar
6) V B mose	
7) T. G. Patil	T. G. Patil
8) P. B. Devre	
9) A. J. Gosavi	A. J. Gosavi
10) Asst Prof J. M. Jadhav	J. M. Jadhav
11) R. V. Chaudhari	R. V. Chaudhari
12) S. B. Borse	S. B. Borse
13) V. D. Dabhade	V. D. Dabhade
14) S. C. Vidhate	S. C. Vidhate
15) A. R. Ugale	A. R. Ugale
16) M. V. Shinde	M. V. Shinde
17) R. P. Aher	R. P. Aher 3/3/17