



Date & Time: 6/06/2020, 11:00 AM

Conducted By: HOD, IT

Venue: Virtual meeting through MS Teams

### Minutes of Meeting

- Agenda:**
1. Discussion on Process for CO, PO, PSO Mapping and Attainment
  2. Discussion on GAP Identification
  3. BE projects and research in teaching learning
  4. Academics update and student development

A meeting was conducted by Dr. Preeti Patil, HOD, IT along with Department Advisory Board (DAB) regarding the mentioned points in agenda.

Points discussed in the meeting are:

1. Dr. Preeti Patil, HOD IT extended a warm welcome to all team members and urged to have rare discussion on agenda and to give valuable inputs for institutional development.
2. Dr. A. J. Patankar has invited to all the Board members and introduced by giving brief outline of their expertise and experience.
3. Mr. Hemant Kumar suggested that curriculum gap analysis helps teachers to identify where students may be lacking important information or skills. So the department should have the process for Gap Identification.
4. Mr. Anuj Jajoo, discussed that there is huge gap between theoretical and practical knowledge observed in engineering graduates. The students are not able to apply their theoretical concepts while working in the industries.
5. Mrs. Arati Gaikwad, Program Coordinator and Mrs. Amita Jajoo, NBA Coordinator, explained the Process for CO, PO, PSO Mapping and Attainment.
6. for the PO-PSO Attainment Assessment:

Assessment tools are categorized into direct and indirect methods to assess the Program Outcomes and Program Specific Outcomes.

- a) **Direct Assessment Method:** Direct assessment methods exhibit the students understanding and a skill required for the course and evaluates their performances through the Continuous Assessment Tests, In-Semester and End-Semester Examinations, Practical Assignments and Classroom Assignments etc. These methods provide a sampling of what students know and/or can do and provide strong evidence of their learning curve.

b) **Indirect Assessment Method:** Indirect attainment level of PO & PSO is determined based on the student exit surveys, employer surveys, co-curricular activities, extracurricular activities etc. After identifying gaps in CO-PO-PSO mapping for most of the courses, activities like Expert lectures, Alumni sessions, NPTEL video streaming, etc. are conducted. After each activity students provide feedback on the questions mapped with POs and PSOs.

7. for CO Attainment:

Two ways were finalized to calculate CO Attainment

- a) **Internal Assessment:** based on Unit Test 1, Unit Test 2, Unit Test 3, Prelims, and Assignments etc.
- b) **External Assessment:** based on SPPU Insem and Endsem Examination

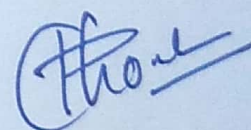
8. For Gap Identification:

- a. Review current curriculum content and identify the skills and knowledge students should have by the end of their studies.
- b. Compare this to the student's actual skills and knowledge.
- c. Identify any gaps that exist between the two.

9. Dr. Arti Dixit stressed on the importance of research in teaching-learning process.

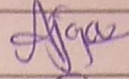
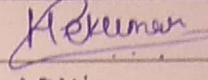
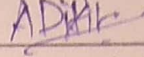
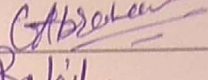
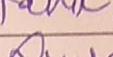
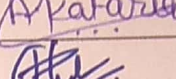
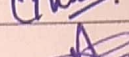
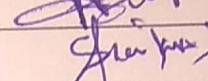
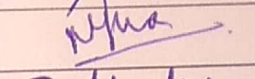
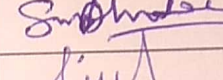

10. Dr. Preeti Patil has elaborated the importance of Vision & Mission of the department and mentioned the points related to Vision & Mission statements & said that department Mission should be in sync with Mission of Institute.

8. Meeting ended with vote of thanks



Dr. Preeti Patil

HOD (IT)

Sr. No	Name of Members	Sign
1	Mr.Anuj Jajoo	
2	Mr.Hemant Kumar	
3	Dr.Arti Dixit	
4	Dr.Gibi Abraham	
5	Mr.Rahil Shaikh	
6	Mr.Alok Kataria	
7	Dr.Preeti Patil	
8	Mr.A.J.Patankar	
9	Mrs.A.S.Gaikwad	
10	Ms.Nidhi Jha	
11	Mr.Shubham Davate	
12	Mr.Shreyansh Ankhedhar	