

SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY, MANAGEMENT & GRAMOTHAN
Department of Electronics & Communication Engineering

Minutes of DPAQIC Meeting

Date: 5/1/2019

Venue: HoD office

Time: 1:30-2:30pm

Attendees:

1. Dr. Monika Mathur
2. Dr. Mukesh Arora.
3. Dr. P K Jain.
4. Dr. Rukhsar Zafar.
5. Dr. Swati Arora.
6. Mr. Lalit Kr. Lata.
7. Mr. Sunil Lakhawat
8. Ms. Manju Chaudhary.
9. Ms. Namrata Joshi.
10. Ms. Rajini Idiwai.

The following points were discussed in the meeting:

Teaching learning process :

In order to streamline the teaching learning process following points was discussed

- Course file checking : A committee for checking of the course file of the subjects of the upcoming semester was constituted, it is as following:
Dr. P K Jain
Dr. Rukhsar zafar.
Dr. Monika Mathur
Dr. Swati Arora
- The course files must be checked at least twice in a month.
- Faculties were advised to instruct as much possible topics of the subjects aligned with practical experiments for the better understanding of the topic.
- For hard topics of the subjects it was suggested to use ppts or some demonstrative model so that better understating can be developed.
- Faculties should include day to day life example in the subjects so that student can understand and memorize the topic easily.

- In labs students must be encouraged to come in extra time and practice new experiment.
- Faculties should give regular assignments so that he can judge the performance of the student in time and take action for the same.
- Remedial and make-up classes may be conducted if required.
- Batch Councillor should keep a close eye on the attendance of the students. Batch councillor must start taking desired actions as the attendance of any student starts falling below 75%
- The syllabus of the subject must get completed on time and in accordance with the course plan.

Approved by:

HOD ECE



DPAQIC Convenor



Prepared By:

Sunil Lakhawat

