

Department of Industrial and Production Engineering

MEETING OF THE DQAC

(MINUTES OF THE MEETING)

18.12.2020

The meeting of Departmental Quality Assurance Committee is held on December 2020.

DECEMBER 2020

Agenda of the meeting is as below:

1. Adoption of online teaching techniques
2. Process of continuous evaluation of students during the semester.
3. Rubrics of evaluating UG Projects and laboratory practicals.
4. Student Feedback report.
5. Any other item with the permission of the chair.

During the Meeting following points were discussed and resolved:

1. Committee discussed ^{and decided} on the immediate adoption of online teaching techniques along with implementation of training programs for all the faculties of the department.
2. Procedures to be followed for the assignment, mid-term, and end-sem. assessment of all the students were discussed in detail. ^{and were finalized.}
3. The rubrics of evaluating UG Projects and all practical laboratory sessions were discussed and adapted.
4. Student Feedback of each subject semester wise shall be collected and the required modifications to be made by the concerned faculties.
5. ^{It was decided that} All the necessary subscriptions or license necessary for effective online teaching to be bought by the department in consultation with the institute authorities on an immediate basis.

The meeting ended with the vote of thanks to the chair.

It was decided that - the