

## **REPORT ON PAQIC MEETING – IV**

Academic Year 2025–26 (EVEN Semester)

The PAQIC Meeting–IV was conducted on 29<sup>th</sup> December 2025 at 2:30 p.m. in offline mode under the chairmanship of Prof. S. N. Deshpande (HOD). The meeting was organized to review academic and administrative preparedness as per the PAQIC Checklist–IV.

The meeting was attended by faculty members holding various academic, administrative, and coordination responsibilities, including NBA/PAQIC coordination, academic coordination, NAAC/AQAR, examination, training and placement, project coordination, mentoring, R&D, NPTEL, and class advising. All invited members were present.

The primary agenda of the meeting was the discussion and verification of documents submitted as per the PAQIC Checklist–IV. The meeting commenced with an address outlining the agenda and objectives.

During the meeting, required documents including CO statements, CIE assessment instruments, action plans for bright and slow learners, and syllabus gap reports were discussed

All lesson and lab plans were reviewed. Formatting and content corrections were suggested. Most faculty members resubmitted corrected documents on 2<sup>nd</sup> January 2026

Class-wise and faculty-wise timetables were reviewed and finalized. Individual timetables were distributed

The academic calendar covering academics, events, workshops, VAP, club activities, industrial visits, meetings, and assessments was discussed. Corrections will be completed and submitted on 5/01/2026. The workload allocation sheet submitted then verified and approved. Additional faculty requirements for pending workload will be communicated to higher authorities

The subject allocation sheet and faculty choice list were reviewed. Subject allocations were verified and approved by the committee.

Elective subjects were discussed based on feasibility and finalized. The elective list will be displayed by class teachers which are published on 9th January 2026.

Topics for value-added courses were discussed. The department T&P Coordinator will finalize the topics in consultation with the T&P In-charge at the earliest.

New, obsolete, and consumable equipment were reviewed. Observed that the stock register is updated. Also lab equipment condition and testing reports were reviewed.

The mentor–mentee list and meeting schedule were reviewed. The Mentor–Mentee form will be modified.

Office orders and SOPs for various coordinators were discussed and then officially nominated by the HOD. The annual departmental budget was reviewed and approved by the HOD.

The meeting concluded successfully with detailed review and verification of academic and administrative processes under PAQIC requirements. Responsibilities were assigned, corrections were noted, and deadlines were established to ensure smooth execution of academic activities, proper documentation, and effective departmental coordination.

**PAQIC In-Charge**

**Dr. Sanjay B Patil**

**HOD**

**Prof. S. N. Deshpande**