

SUMMARY REPORT ON PAQIC MEETING – I

Academic Year 2025–26 (Odd Semester)

The PAQIC Meeting–I for the Academic Year 2025–26 (Odd Semester) was conducted on 28th June 2025 from 2:00 p.m. to 3:30 p.m. in online mode, under the chairmanship of Prof. Sonali Deshpande, Head of the Department. The meeting was organized to review academic preparedness and documentation as per the PAQIC Meeting–I Checklist.

All designated PAQIC committee members and faculty representatives were present. The meeting commenced with discussion on the PAQIC Meeting–I Checklist, outlining the documentation and academic planning requirements for the commencement of the semester.

The committee reviewed the documents submitted as per the checklist and identified certain gaps requiring corrective action. It was observed that remedial lecture slots were missing in class-wise timetables, and room numbers were absent in faculty-wise timetables. The Time Table In-charge was instructed to incorporate the same.

The committee emphasized the need for submission of hard copies of elective subject choices and a detailed schedule of value-added courses with PO mapping. Additionally, the semester start checklist documents, maintenance and laboratory records, and mentor allocation details for SE students were reviewed.

It was resolved that:

Timetable corrections including room numbers and remedial lecture slots would be completed.

Elective subject choice forms would be submitted in hard copy.

Value-added course schedules with PO mapping would be prepared and submitted.

Action plans for bright and slow learners and identification of syllabus gaps would be carried out.

Maintenance and laboratory documents would be submitted by the concerned in-charge.

Mentor allocation for SE students would be completed and scheduled in the academic calendar.

All verified documents, including SOPs, office orders, and budget documents, would be systematically filed in a separate PAQIC 2025–26 file.

The meeting concluded with a clear roadmap for academic planning, documentation, and quality assurance activities for the Odd Semester, ensuring readiness for subsequent PAQIC reviews.

PAQIC Coordinator

Prof. Sarita Khedikar
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Head of Department

Prof. S. N.