

**" TSSM'S "**

**PADAMBHOOSHAN VASANTDADA PATIL INSTITUTE OF TECHNOLOGY**

S.N. 33/22 , Near. Chandni Chowk ,Opp. Athashree Project, Pirangut Road, Bavdhan , Pune 411 021.

Approved By AICTE and Affiliated To SPPU Pune DTE Code : 6122

Accredited By NAAC With "A" Grade

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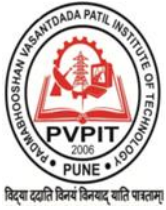
**Minutes of Meeting**

**Date: 20/03/2023**

**Internal Quality Assurance Cell (IQAC)**

The Principal took a close look at the presentations prepared by all the HoDs. These presentations were based on activities during previous academic year. Following points were discussed in the IQAC meeting:

- Generic presentation in line with NAAC guidelines should be prepared and always kept ready with last five years database.
- Certain standard protocols to be followed while writing an email.
- All notice formats to be kept uniform.
- Uniformity in file tags. For e.g., Year tags to appear top side and other element tags to be kept vertically downwards.
- For each department, one specific colour to be followed in the slides.
- Personal file of every faculty is the departmental property. It should be gradually updated.
- While preparing any presentations, target audience and their evaluation intensions are to be understood and taken care of.
- Always consider IQAC objectives and NAAC evaluation parameters.
- Time allotted for the presentation should be strictly followed.
- There should be uniformity in each slide heading and the contents.
- Do not use many colours and animations in the presentation. It increases overall size of the presentation.
- There should not be many font variations.
- In every slide, there should not be considerable empty space.
- Maximum contents should not be kept in a single slide.
- Departmental vision and mission statements should be in line with the institutional vision and mission.
- Slide contents or figure visibility should be clear.



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- The presentation sequence should be like departmental data should appear first, then faculty related data and lastly student data should be kept.
- Corrective and preventive actions should be rigorously discussed.
- In the point such as department at a glance, all entities in the department should be addressed.
- Student's names should be written in the slides instead of faculty names.
- There should be proper justification about new subject's introduction in the syllabus at the place of old subjects.
- Departmental academic/curriculum execution flowchart if shown, may add value to the presentation or report.
- MoU related information should be given with minute details.
- Difference in between innovations and best practices is needed to be clearly understood by all the entities.
- SWOC analysis should appear before perspective plan. There should be mapping in between these two.
- AMC Part-A and Part-B to be completed for previous academic years and get signed by AMC members.