Minutes of the First Parent's Forum Meeting of Instrumentation Engineering Department of Vishwakarma Institute of Technology, Pune held on Sunday, 9th October 2016

Meeting No. : VIT/Instru/PF/2016-17/01 Date : 09-10-2016

Venue : Room No. 4207

The First meeting of the Parent's Forum of Instrumentation Engineering Department of Vishwakarma Institute of Technology, Pune was held on Sunday, 9th October 2016 at 10.30am in Room No. 4207 of the department.

The following members were present:

- Parent's Forum member : 16 (The List is attached)
- Department Faculty and Non-Teaching Staff Members: 13 (The List is attached)

The following members conveyed the inability to attend the meeting. (The list is attached)

The Parent's Forum considered the following items on the agenda :

1. Welcome speech by Head of department
2. Department activities in the Academic Year 2015-16
3. Summer Internship and Semester-Long Internship initiatives for the students
4. Interaction with Parents
5. Any other point deemed appropriate for discussion

Following points were discussed and passed:

Item- 1 : Welcome speech by Head of department

Prof. Dr. Shilpa Sondkar, Head of Instrumentation Engineering Department, extended a warm welcome to all the members of the Parent's Forum.
She informed the Honorable members about need of formation and role of Parent's Forum in the development of department, institute and students at large.
The members of Parent's Forum and Faculty-Staff of the department formally introduced themselves.
The members appreciated the efforts taken by Institute in the formation of Parent's Forum.

Item- 2 : Department activities in the Academic Year 2015-16

Prof. Dr. Shilpa Sondkar, Head of Instrumentation Engineering Department, presented various department activities in academic year 2015-16.
Her Department presentation was including Vision and Mission of Institute, Vision and Mission of Department, PEO, PO, PSO of undergraduate programme, Institute and Department in brief, Overview on Curriculum development process, Outcome based Assessment, Feedback of students, Audits – ISO

Quality Management Systems and Academic, Internship activities, Industry Visits, Department Achievements and Activities Planned.

The members of Parent's Forum appreciated and expressed satisfaction on the efforts taken by the department in various Academic, Co-curricular and Extra-curricular activities.

Item- 3 : Summer Internship and Semester-Long Internship Initiatives for the students

Prof. Dr. Shilpa Sondkar, Head of Instrumentation Engineering Department, presented to the members of Parent's Forum, the idea of Summer Internship and Semester-long internship initiatives taken by the department for the benefit of the students.

Following points were suggested by the members of Parent's Forum :

1) Internship for all students must be compulsory.
   Department faculty shared the institute plan of post-internship assessment which will carry the credits. This will motivate students for doing internship in the vacations.

2) Few members of Parents Forum suggested to verify the technical relevance of the work given to students in the internship.
   Department faculty shared the updates about internship activity that department has internal guides, internship co-ordinator to verify the technical relevance of the work given to the students and also have in-semester assessment schemes in place. The members appreciated and expressed satisfaction on the same.

3) Some members of Parent's Forum are ready to introduce industries for internship to the students. This was well appreciated by the department faculty and will have an action plan for the same.

Item- 4 : Interaction to the Parents

Prof. Dr. Shilpa Sondkar, Head of Instrumentation Engineering Department, appeal to the members of Parent's Forum about their expectations from the department for the betterment of students.

Following points were suggested by the members of Parent's Forum :

1) Department should take initiative to arrange visit to Technical Exhibitions for all students.
   Department faculty shared the updates in this regard and well accepted this suggestion and decided to take positive efforts for the same.

2) Practical orientation should be emphasized.
   Department faculty shared the updates about department-industry interaction and well accepted this suggestion and decided to take positive efforts for the same.

3) Awareness of how various departments of industry work should be given to the students.
   Such kind of awareness is already executed at second year level inviting guest lecture from Industry.
   Department faculty decided to arrange more such lectures in future.

4) Visits to industries relevant to the courses being taught should be conducted.
Department faculty shared the updates about industry visits. The Members discussed technical issues expressed satisfaction. The members are ready to introduce industries for Industry Visit / Sponsored Projects. This was well appreciated by the department faculty and will have an action plan for the same.

5) Overview of Job Opportunity in different sectors should be made aware to the students.
Department faculty shared the involvement of Alumni for such overviews. Parents also shown interest for such interaction which was highly appreciated by the department faculty and will have an action plan for the same.

6) Inculcate technical research paper reading habit among the students.
Department faculty shared the updates of Seminar work activities which are going on for third year students. The Members expressed satisfaction on the efforts taken by the department.

7) Few Members shown their interest in engaging some Guest lectures or Expert lectures which was highly appreciated by the department faculty and will have an action plan for the same.

8) Few Parents have shown interest to arrange industrial visits in the field of Biomedical Instrumentation. The members also ready to offer some mini / major projects to the students. This was well appreciated by the department faculty and will have an action plan for the same.

The members of Parents Forum appreciated the initiatives taken by department faculty and extended support and best wishes for the successful implementation.

The meeting concluded with a vote of thanks by Dr. Shilpa Sondkar, Head of Department.

Prof. (Dr.) Shilpa Sondkar
Head of Department