

<b>Date:</b>	March 03, 2016
<b>Convener:</b>	Dr. Alka Mahajan
<b>Time:</b>	11:00 am – 12:00 pm
<b>Venue:</b>	Principal Board Room

No.	<i>Agenda &amp; Discussions</i>
1.	<p><b>Regarding 2<sup>nd</sup> Defaulter List</b> 21<sup>st</sup> March 2016 the pre-final defaulter list should be displayed without fail. Students with less than 75% attendance, should undergo properly planned academic punishment. Department should strictly follow the procedures throughout.</p>
2.	<p><b>Faculty to follow and setting a culture amongst students</b> It I observed that faculty follow a lenient approach in implementing set procedures and guidelines. This is creating a ‘careless approach’ and mindset amongst students. Faculty to ensure that discipline in all respects is maintained. HODs to follow up every deviation strictly.</p>
3.	<p><b>Taking cognizance for Failures in Test-I conducted in Feb, 2016</b> Subject In-charge should follow up with all failures in Test-I in their subjects. Subject in-charge should take responsibility to conduct a mock test and track its performance. Action taken up by faculty to be recorded. HOD should ask individual faculty and report to be submitted to Principal. Follow-up is essential. Student should stay back and finish this activity from 4:30 pm to 5:30 pm. Faculty should track their performance till Test-2 and a final report should be generated and to be forwarded to Principal. Interest should be developed amongst students and irrespective of the quality it is responsibility of faculty to motivate them to score minimum passing marks.</p>
4.	<p><b>Review of Syllabus &amp; planning for Prelim Exam for this semester</b> All HOD should take a review for syllabus completion for Theory/Practicals/Orals etc. and should inform to Principal &amp; Dean Academics immediately. Prelims will be conducted for first year students and submission and permission to appear for practical/oral exam will be subject to clearing the prelim. If, need be a special batch be formed for such failure students later. Dean F.E to strictly follow up on this. Prelims will be conducted and the above procedure followed for 2-3 critical subjects for second and third year students.</p>
5.	<p><b>Change in submission date</b> A few changes in the academic calendar in view of the decision to conduct prelims, will be communicated by the Dean Academics. Date for <b>final submission is April 12, 2016.</b> <b>Test 2 for higher classes will commence from April 4, 2016.</b></p>
6.	<p><b>Planning for Oral/Practical Examinations</b></p>

	As per dates suggested by Dean Academics the practical and oral examination planning should start as soon as possible (considering the changes in the academic calendar).
<b>No.</b>	<b>Agenda &amp; Discussions</b>
7	<p><b>List of Examiners to Exam cell &amp; Submission of mark sheets</b></p> <p>A list of 5 external examiners names per subject should be forwarded to Exam Cell from all departments who are willing to come for moderations.</p> <p>Entry in the term work/practical/oral marksheets should be filled properly and any errors should be avoided. It is suggested that the term work for a particular class should be filled together by all subject faculty. Due care should be taken for provisional and dropout students</p> <p>Verification with office and exam cell for any issues of candidates of drop out cases/fee payment/detained should be duly verified during the submission and post submission while forwarding internal marks to exam cell.</p>
8.	<p><b>Submission</b></p> <p>Centralized submission should be conducted.</p>
9.	<p><b>Tie Saree Day</b></p> <p>Postpone to April 4, 2016</p>
10.	<p><b>HOD to warn final year students</b></p> <p>Warning by HOD should be given to final year students that no special days should be celebrated on working days. Faculty should not accept any such deviation.</p>
11.	<p><b>Seminar by Central Training Institute, SIES</b></p> <p>A session on Innovations in TLP will be conducted tomorrow at 3-5 pm in SIESCOOMS. HOD/senior faculty member should attend the same</p>
12.	<p><b>Vacation Slots</b></p> <p>Vacation slots were proposed by Dean Academics and the finalized slots are attached herewith. There will be no change in the same and faculty should come for evaluation or any other work when required without fail.</p>
13.	<p><b>Planning for June,2016</b></p> <p>Since departments are getting 1 full month in June 2016 proper planning should be done for STTP, Workshops, FDP etc. Also this time will be utilized for preparing for NAAC as well as NBA application</p>
14.	<p><b>Suggestions regarding 2 batches of Senior Supervisor</b></p> <p>From the total 16 members of HOD &amp; senior faculty, Dean Academics suggested that a team of 8 members from them will take up JS duties while the remaining will perform SS duties. The roles will be swapped in the next semester and can be continued in the similar way.</p>
15.	<p><b>Aptitude Test for First Year should be discontinued</b></p>



**MINUTES OF MEETING**  
HODs Meeting

<b>Principal</b>	Dr. Alka A. Mahajan
<b>Signature:</b>	<i>Alka Mahajan</i>
<b>Date:</b>	03-03-2016


<b>Date:</b>	January 01, 2016
<b>Convenor:</b>	Dr. Alka A. Mahajan
<b>Time:</b>	10:00 am - 11:30 am
<b>Venue:</b>	GST Auditorium

<b>No.</b>	<b>Agenda &amp; Discussions</b>
1.	<p><b>New Year Greetings &amp; Introduction of New faculty members</b></p> <p>The Principal wished all a Very Happy New Year 2016. Newly joined faculty members introduced themselves and were welcomed in the SIES family.</p>
2.	<p><b>Appreciation for activities related to previous semester</b></p> <p>The Principal appreciated the response to the appeal by the Hon. President and expressed her gratitude for the voluntary contribution from all faculty and staff members towards Chennai relief fund.</p> <p>She congratulated and appreciated all faculty members for the timely and successful completion of all activities and initiatives taken during the previous semester.</p> <p>She appreciated that the CAP was conducted in a timely and systematic way. And thanked all faculty members for their contribution in internal &amp; external CAP.</p> <p>She appreciated the initiative taken by Mr. Vijay Songire in conducting spoken English classes for non-teaching staff and the wholehearted participation by the staff.</p> <p>The Principal acknowledged the voluntary contribution of Prof Tagalpallewar, Prof Kemkar, Ms. Sumitra Padmanabhan, Ms. Monika Sharma, Mr. Sagar Shejwalkar, Mr Prasad Iyer, Dr. Manasi, to name a few in bettering the system and Ms Vijayalakshmi and all the office staff along with many more.</p>
3.	<p><b>Achievement in Avishkar 2015</b></p> <p>SIES GST bagged the 1<sup>st</sup> (EXTC Engg) &amp; 2<sup>nd</sup> positions (IT Engg) in Avishkar Project competition at University level and will represent University of Mumbai at the state level. GST is now the only institute representing UoM. She acknowledged the efforts taken by Prof Kadu in coordinating this event. Efforts by all the faculty coordinators are noted with appreciation. She also remembered the contribution of Prof. Pawar in initiating the activity in college.</p>
4.	<p><b>ISR Project 'Beacon'</b></p> <p>The Principal informed all about the GST ISR initiative 'Beacon' and shared the current status of enrollment and action plan for implementation. She noted with appreciation the immense contribution of Prof Tagalpallewar, Mr. Kamlakar Gaikwad, Mr. Vijay Songire, Ms. Sumitra Padmanabhan, Dr. Manasi Karkare, Mr Panchal and all the other coordinators.</p>

5.	<p><b>Academic Calendar</b></p> <p>The Academic Calendar is finalized and will be received in the departments from the Dean's office.</p>
6.	<p><b>Student Attendance</b></p> <p>Reporting of defaulters should be regular and timely to the Principal and parents. Starting this semester there will be only two defaulter lists.</p> <p>It is decided to grant a fixed 10-15% relaxation for extracurricular/council activities based on the information given by the council incharge. Under no circumstances will a student have attendance below 55-60% including medical grounds.</p>
7.	<p><b>Updated Roll lists</b></p> <p>All faculty members to use the updated &amp; verified roll lists provided by the office. Drop out students/students joining this term should be tracked. Each faculty should have information of students having internal KT's/ students barred from practical exam etc and ensure that they are tracked at appropriate time. HODs to coordinate with the exam cell at all times for information.</p>
8.	<p><b>Examinations &amp; Evaluation</b></p> <ul style="list-style-type: none"> <li>- For internal tests, solution and marking scheme must be displayed immediately after the test. The same must be submitted to the HOD along with the question paper.</li> <li>- It has come to notice that practical exam papers are not evaluated properly. A marking scheme for the same will be communicated by the dean and must be strictly followed.</li> <li>- Biased evaluation will invite strict disciplinary action.</li> <li>- Solution and marking scheme must be submitted in the exam cell before evaluating theory papers. This is to avoid unnecessary interactions with the moderators. All faculty members to take paper correction seriously and with due care.</li> <li>- Term work distribution as given in the syllabus/ institute guidelines must be strictly followed as applicable.</li> <li>- It should be ensured that the external examiner signs the filled in mark sheet before leaving. Similarly as an external examiner in other colleges, faculty should not sign on blank mark sheets and ensure that all norms of conduction of an exam are followed.</li> <li>- Any deviation from the above set norms will invite disciplinary action.</li> </ul>
9.	<p><b>Assignments to Students</b></p> <p>It was once again emphasized by the Principal that more relevant, apt and innovative assignments should be given to students. The learning objectives should be in sync with the assignment questions with proper mapping of the cognitive levels.</p> <p>It is observed that students are burdened with too many routine assignments and instances of biased assessment have come to notice. Assignments are given and assessed at the last</p>

	<p>minute. Every faculty member should have a proper assignment submission plan followed strictly. Explanation would be called for from the faculty for any deviation from the above. Faculty members should follow the assignment norms set in the university syllabus.</p>
10.	<p><b>Revised Session Plan &amp; Syllabus Completion</b></p> <p>All session plans should be in revised format. The PEO's and mapping of course outcomes should be followed diligently. Active learning exercises must be planned and implemented, at least one per unit. Test papers/ assignments must reflect active learning strategy.</p> <p>Faculty should ensure 100% completion of syllabus. All the planned lectures should be conducted and extra taken if required.</p>
11.	<p><b>Accountability of Term Work Marks</b></p> <p>Faculty should verify the calculations done on Moodle and keep a track of the same.</p>
12.	<p><b>Special Initiatives for coming Semester</b></p> <ul style="list-style-type: none"> <li>- SIES GST is now a authorized NPTEL study center. It will be mandatory for every final year student to complete at least one course of their choice as a term work requirement. A slot has been allotted in the time table for NPTEL.</li> <li>- Aptitude test / technical test guidance through one lecture per week has also been included in the timetable. Giving at least two aptitude tests per semester will be a mandatory term work requirement for all students except final years.</li> </ul>
13.	<p>It is observed that faculty/staff members do not <b>deposit keys</b> in the office. Lab / cabin keys must be handed over to the office without fail.</p>
14.	<p><b>Absence at Management organized Programs</b></p> <p>It is mandatory to attend all events organized by the management. Absence will be treated as LWP.</p>
15.	<p><b>Reduction in Vacation Days</b></p> <p>The summer vacation will be for 30 days &amp; winter vacations for 20 days. Faculty should utilize the time in doing extra-curricular/research related activity after end of semester.</p>
16.	<p><b>College Timing &amp; Leave Rules</b></p> <p>For teaching staff 9:00 am to 5:00 pm &amp; non-teaching staff 8:45 am to 5:30 pm. Leave application forms will be signed by Principal <u>only after 4 pm.</u></p> <p>It is observed that faculty /staff inform of absence very casually at the last moment to the HOD or colleague. Alternative arrangements must be made and communicated to the HOD in advance by the faculty taking any kind of leave. The missed lecture must be taken immediately. Failure to adhere to these norms will be treated as LWP.</p> <p>Further, leave applications must be filled in completely, no section left blank. Incomplete forms without signature of HOD will not be accepted.</p>

17.	<p><b>Rules for Late Coming, Early Leaving &amp; Absence during Campus Hours</b></p> <p>The norms regarding this remain the same and are repeated here for information.</p> <p>Early leaving or late coming should be compensated by coming early / staying late on the same day itself.</p> <p>No faculty/staff should leave the campus during college hours. Faculty should inform the HOD, Principal and OS before leaving the campus for any personal work. They can leave only for a maximum of 2 hours with prior permission and punching in the biometric, limited to once a month.</p> <p>Without informing and taking permission of the concerned authority it is unethical to leave during campus hours and will be viewed seriously.</p>
18.	<p><b>Academic Audit</b></p> <p>Starting this year, an academic audit will be conducted initially by an internal committee and then by an externally constituted committee at the end of every term. Review of teaching, feedback, extracurricular / co-curricular activities, research will be conducted in this audit.</p>
19.	<p>The Principal advised faculty from making loose comments in class regarding feedback, lack of interest in teaching a subject, repercussions of indiscipline in class etc. Avoid creating undesirable/awkward situations.</p> <p>It is reported that a few faculty cover 40-45% of syllabus on PPTs and through student seminars, resort to superficial coverage of syllabus, or only dictate notes. Faculty to strictly desist from such methods.</p>
20.	<p><b>Current and Upcoming Events</b></p> <p>The Principal noted with appreciation the smooth conduction of the industrial visit to Jaipur and the contribution of faculty members and student coordinators towards it. Also the ongoing NSS camp is proceeding smoothly and the faculty /staff voluntarily participating are highly appreciated. Some of the upcoming events -</p> <ul style="list-style-type: none"> <li>* Orientation Program for Beacon on Jan 1, 20016 at 3pm.</li> <li>* Alumni Meet is organized on Jan 2, 2016 at 6:00 pm</li> <li>* Job Fair by the PPT department in Feb'2016</li> <li>* Tatva-Moksha-Lakshya along with Impressions is scheduled on Feb 24-26, 2016.</li> </ul>
	<p>It is heartening to see a few faculty members take different initiatives to better the system. It is hoped that their tribe increases.</p>


<b>Principal</b>	Dr. Alka A. Mahajan
<b>Signature:</b>	 1.1.2016

<b>Date:</b>	October 09, 2015
<b>Convener:</b>	Dr. Alka A. Mahajan
<b>Time:</b>	09:05am – 09:50am
<b>Venue:</b>	Board Room

<b>No.</b>	<b>Agenda &amp; Discussions</b>
1.	<p><b>Regarding University circular of Project examination</b></p> <p>As per the recent University circular, the project exams must be conducted only after the list of examiners is approved by the University. Therefore the departments should try to get the approvals from BoS chairman and only then conduct the exams.</p>
2.	<p><b>Subject Allocation and faculty requirement for First Half 2016</b></p> <p>The subject allocation for first half 2016, must be done as per the regular format after obtaining the subject choices from faculty members. Subject allotment to be finalized on or before Oct 20, 2015.</p> <p>The details of faculty requirement for first half of 2016, must also be given to the Principal. HODs are asked to identify two faculty members from the department who have sound knowledge of LOs, COs and their mapping.</p>
3.	<p><b>NBA application process</b></p> <p>The NBA application has to be prepared by departments in Summer 2016. Faculties should be informed that the summer vacations may be cut short in order to prepare for NBA.</p>
4.	<p><b>TW/OR/PR marks</b></p> <p>Faculty members to be cautioned about verifying &amp; filling up carefully the TW/OR/PR marks before they are submitted in exam cell. This must be done to avoid mistakes.</p>
5.	<p>It is observed that some students caught using mobile phones are randomly excused by faculty/staff attendants by asking student to submit apology letter.</p> <p>The Principal instructed that there should be no deviation from set disciplinary norms. On finding mobile being used, without asking or waiting for explanations, I-card and phone should be taken and handed over to concerned HOD without fail.</p> <p>Further it is observed that there is an increase in students not wearing I-cards so also some of the faculty/staff members. HODs to ensure compliance.</p>
6.	<p><b>Aptitude Test Initiatives</b></p> <p>The activity of conducting Aptitude tests would be started from next semester for all the students. Two- three faculty members per department must be identified who can be given training, if required, to train students. This activity will be scheduled during CC/LIB hours in the timetable and at least two aptitude tests would be made compulsory in a semester.</p>
7.	<p><b>Institute Social Responsibility</b></p> <p>HODs are informed to discuss with faculty members in the department meeting to spread a</p>



	<p>word in their surrounding such as domestic help whose children can be trained for six to one year course on a few job oriented trades like carpentry, electrician, plumber, tailoring etc. Spoken English, basic knowledge of Computers, Mathematics, Banking etc would also be taught. They would be facilitated to get internships /jobs in the industry.</p> <p>Dr. Manasi Karkare has been requested to make the basic structure of the course of three months duration on spoken English, math and any other.</p>
8.	<p><b>Lunch arrangement during OR/PR exams</b></p> <p>The HODs are requested to submit the lunch requirement during OR/PR exams to Ms. Vijaylakshmi in the office. Office will communicate daily requirement to the canteen for regular meals. There would be no special arrangement.</p>

<b>Principal</b>	Dr. Alka A. Mahajan
<b>Signature:</b>	
<b>Date:</b>	09-10-2015