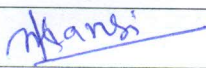
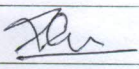
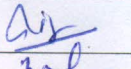
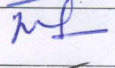
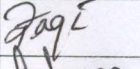
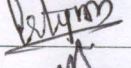
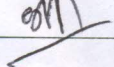


Date:	October 4, 2016
Coordinator:	Dr. Manasi Karkare
Time:	11.00am - 12.00 pm
Venue:	Board Room

<i>No.</i>	<i>Agenda & Discussions</i>
1.	<p>Handbook Signatures</p> <ul style="list-style-type: none"> • Every faculty should take the signature of their dept HOD on front page and from respective branch HOD on session plan of that subject after every 15 days. • Principal's signatures should be taken at the end of each month.
2.	<p>Syllabus completion report</p> <ul style="list-style-type: none"> • HOD should put their remark on syllabus completion report and should ask faculty their plan of extra lectures. Every faculty should conduct the minimum number of lectures mentioned in the syllabus. • HOD should sign, scan and send the above report properly signed to the Principal, me . Prof Sagar and office for record.
3.	<p>Internal test Result</p> <ul style="list-style-type: none"> • HOD should identify the subjects for conduction of preliminary examination on the basis of Internal test-I result. • The planning and execution of Prelims should be done within the Dept. The timetable of prelim should be communicated to the students by Oct 10, 2016. In case of Placement activity on the day of prelim Prelims can be cancelled/postponed at the last moment with the permission of the Principal. • Faculty is responsible for the result of their subject. HOD should monitor Test-I, Test-II and Prelim result of all subjects. • The effectiveness of the efforts taken by faculty between test I and test II should be reflected in test II result and should be recorded.
4	<p>Plan for extra lectures for diploma students</p> <ul style="list-style-type: none"> • HOD should prepare plan for extra lectures during internal test-II exam for other students and inform to the faculty involved in it.
5	<p>Schedule for Oral exam</p> <ul style="list-style-type: none"> • Faculty should send the schedule for oral exam to the respective branch HOD as well as their own HOD. HOD should inform this to their faculty. • Internal and external examiners should be available all the time during the conduction of exam i.e. oral examination should not be conducted in absence of internal or external examiner.

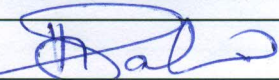
6	<p>Term Work</p> <ul style="list-style-type: none"> Faculty teaching theory should be responsible for assigning term work. He/She has to communicate with the faculty conducting practical or tutorial.
7	<p>Points to be discussed in the next meeting</p> <ul style="list-style-type: none"> Vacation of faculty depending on the requirement of the exam cell Subject distribution for next semester Discussion with Prof. Bobade regarding "Digital office" concept Matching PEO with mission and vision of the department Defaulter's list Internal test II result How to avoid mistakes in term work entry.



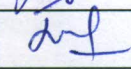


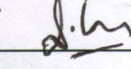

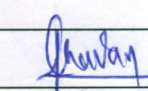
Convenor:	Dr. Manasi Karkare
Signature:	
Date:	05-10-2016

S. N.	Name of member	Department/ Designation	Office Phone number	Mobile number	e-mail id	Signature
1	Dr. Atul Kemkar	HOD EXTC	61082438	9819150392	hod_extc@ siesgst.ac.in	
2	Dr. Rizavana Shaikh	HOD CE	61082403	9819197014	hod_ce@ siesgst.ac.in	
3	Prof. Leena Ladge	HOD IT	61082405	9867801816	hod_it@ siesgst.ac.in	
4	Prof. Sagar Shejwalkar	HOD PPT	61082407	9930797514	hod_ppt@ siesgst.ac.in	
5	Prof. Katyayani	HOD BT		9833713967	hod_bt@ siesgst.ac.in	
6	Dr. Pradip Patil	HOD MECH	61082412	9869829395	hod_mech@ siesgst.ac.in	

Date:	April 25,2017
Principal	Dr. Vikram Patil
Time:	3.30pm - 5 pm
Venue:	Board Room

No.	Agenda & Discussions
1.	<p>LIC Visit</p> <p>Principal Sir informed about LIC visit to the campus on 29.4.17. He also told to check labs, stock registers ready and all faculty members should be available in the campus. If any faculty is absent he/she has to call Principal Sir from landline on Sir's mobile.</p>
2.	<p>Examination Preparation</p> <p>Sir told classroom on 3rd and 4th floor will be available for conduction of examination. Sumitra madam informed the need of fans in classroom as many classrooms have ventilation problem. So Principal sir, Kemkar sir, Manasi Madam and Leena madam will take round on 27.4.17 at 12 pm to check the status of each class room.</p>
3.	<p>Project guidance by the faculty</p> <p>Kemkar sir pointed out that faculty are not able to spare enough time to guide the projects of students because of busy schedule. Principal sir suggested that Moodle should be on Linux environment and Moodle should be used more effectively so that duplication of work can be avoided. Sir also informed that the appraisal forms should be modified and some weightage should be given to guiding projects and designing innovative experiments. Project guide should motivate students for publication.</p>
4	<p>Reduce paper consumption</p> <p>Viji madam informed that Management wants us to reduce the budget of stationary and she pointed out that more amount is spent on A4 size paper. Manasi madam suggested that each department should take an initiative to reduce paper consumption by 15 to 20%</p>
5	<p>Final Deafulter's list</p> <p>Principal sir informed to send final deafulter's list to attendance committee.</p>
6	<p>Lab Assistant Requirement</p> <p>Kemkar sir discussed the need of lab assistant for their dept. Manasi madam discussed the shortage of space for language lab as according to new AICTE guide lines there should be 100 PCs in language lab. Therefore one full time assistant is required for language lab. Principal sir said the space for language lab will be identified later.</p>

Academic Council Incharge	Principal Dr. Vikram Patil
Signature	
Overall Coordinator	Dr. Manasi Karkare
Signature:	
Date:	25.4.17

S. N.	Name of member	Department/ Designation	Office Phone number	Mobile number	e-mail id	Signature
1	Dr. Atul Kemkar	HOD EXTC	2404	981915312	atulkemkar@gsst.ac.in	
2	Dr. Rizavana Shaikh	HOD CE	2403	9889199014	hod-ce@gsst.ac.in	
3	Prof. Leena Ladge	HOD IT	2405	9867801816	hod-it@gsst.ac.in	
4	Prof. Sagar Shejwalkar	HOD PPT				
5	Prof. Katyayani	HOD BT	2445	983378767	katyayini@gsst.ac.in	
6	Dr. Pradip Patil	HOD MECH	2412	9869029395	hod-mech@gsst.ac.in	
7	Prof. Seema Khan	T&P I/C	2444	9969187466	training-incharge@gsst.ac.in	
8	Prof. Sumitra Padmanabhan	Student Council I/C	2453	9967011492	council_incharge@gsst.ac.in	
9	Prof. Ashwin Chavan	Exam Cell I/C	2410	9022682050	examcell_ic@gsst.ac.in	
10	Ms. Vijayalakshmi	Office	2402	9323619235	office_supt@gsst.ac.in	