

25.07.2022

Minutes No. 02, A.Y. 2022 - 2023

Minutes of Academic Advisory Committee meeting held on 20.07.2022 at 10.30 a.m. in the Board Room of the College.

Members Present:

1. Bro Shantilal Kujur - Director
2. Dr. Sincy George - Principal
3. Dr. Gautam Shah - HOD, EXTC
4. Dr. Kavita Sonawane - HOD, CMPN
5. Dr. Joanne Gomes - HOD, INFT
6. Dr. Poonam Hemnani - FE Coordinator
7. Dr. Hariprasad C - Dean Student Affairs
8. Dr. Kevin Noronha - Dean Academics
9. Dr. Uday Pandit Khot - R & D, Coordinator
10. Mr. Sunil Pansare - Incharge HOD, Mechanical
11. Mr. Wilson Pinto - Training and Placement Officer
12. Ms. Megha Fernandes - Incharge - Electrical

Dr. Deepak Jayaswal - Dean ME was granted leave of absence.

The members present, implored God's blessings and guidance before the beginning of the meeting.

On the onset Director appreciated staff members of INFT dept. and all other staff members involved in the preparation and execution of NBA visit of INFT dept. on 15.07.2022. He further told all the members to maintain the same teamwork for all upcoming events.

The meeting commenced as per the following agenda which was already circulated:

1. **FE exams and SE classes:**

Last date for FE exams was 18.07.2022 and the regular classes for Second year (SE) will begin from 25.07.2022. Timetable for SE is ready and displayed on ERP.

2. **NBA visit summary:**

Dr. Joanne briefed the members on the NBA visit for compliance of INFT dept. held on 15.07.2022. She told the members, the soft copy of all the documents prepared for any inspection NBA/NAAC should be kept on one PC of the department for easy access. Observation report was considered while checking the documents. BE degree certificate, ME certificate and Ph.D. certificate were checked of each faculty members.

3. **NAAC mock visit to dept:**

Mock visit of FE dept. is over. Schedule for visit of other depts:

Electrical Engineering - 21.07.2022

Mechanical Engineering - 22.07.2022

INFT / EXTC / CMPN Engineering - 27.07.2022 and 28.07.2022

There can be change in schedule due to LIC visit. Principal informed that she will be informing the changes based on the visit schedule.

Following details will be checked in the department criteria-wise:

**Criteria 4** - Department infrastructure and computer details

**Criteria 5** - Department placement details with student list, capacity building, seminars by alumni students.

**Criteria 6** - financial support received by faculty members (STTP, membership fees etc), STTP organised by dept. (hard copy), FDP / STTP attended by faculty members (soft copy), Quality initiatives taken for students and staff etc.

4. **Sun-boards and posters for NAAC visit:**

All the departments except for EXTC and Electrical have submitted their respective sun-boards to Dr. Kevin. Principal has asked HOD's to keep their presentation ready for NAAC visit as the dept will be selected randomly by the experts. Hard and soft copy of the required documents to be maintained by the departments. Infrastructure of the departments to be as per SSR submitted.

5. **Completed activities of academic calendar and upcoming activities:**

All the staff members to complete and file the session plan in course file. NBA, NAAC and LIC dates to be included in academic calendar.

6. **JEE examination / online classes:**

Our college will be centre for JEE examination - Phase 2 from 24<sup>th</sup> July 2022 to 28<sup>th</sup> July 2022. Labs from 3<sup>rd</sup> and 4<sup>th</sup> floor will be utilized for the conduct of the said examination. Hence during this period, SE students of INFT and CMPN branch will have only lectures from 9.00 a.m. to 3.00 p.m. TE/BE students labs can be accommodated in the labs on 6<sup>th</sup> floor and computer centre. One lecture per day will be taken by TPO during this period.

MHT - CET 2022 will be held in our college from 2<sup>nd</sup> August 2022 onwards.

7. **R & D Progress presentation status:**

All the faculty members who have undertaken R & D projects gave a presentation and submitted their progress report on 07.07.2022. Extension for completion of projects is given to some faculty members

8. Dr. Hariprasad - Dean Student Affairs informed that election for Student Council will be held on 29<sup>th</sup> July 2022. All HODs are required to depute two faculty members each and one room for the election process.

9. Principal attended 'Principal Meet' organised by University of Mumbai. University has proposed 'Honours and Minors' degree program in Engineering and Technology. Willingness for the same will be communicated to be university. Booklet for the same is sent to principal by the university.

The meeting concluded at 12.30 p.m.

  
Principal