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Minutes of meeting held on 28-01-2016

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Sir / Madam,

A meeting of all the teaching staff members of this institute was arranged on 28-01-2016 at 3-00 pm in the Conference Hall of Admin. Building to discuss various issues related to teaching activities and how to make them more effective. All the staff members except those deputed for PhD (Shri. M.R. Bongulwar and Smt. K.V. Thakur) and Shri. B.A. Patil (on duty to DTE Office) were present for the meeting. After detailed discussion about the current status of academic activities, the following instructions have been given to all concerned –

All HoDs have been instructed to

- a) Carefully go through and scrutinize all the papers before forwarding them to Office for necessary action.
- b) Share their experience and knowledge with their sub ordinates for day to day academic and departmental work.
- c) Submit copy of departmental time table copy to the Principal immediately.
- d) Make sure that all the teachers record the contents covered by them during the lectures and practicals on attendance sheets.
- e) Paste class room time table on doors of class rooms with signature of HoD immediately.
- f) Paste laboratory time table, list of practicals conducted in that laboratory (in both semesters), safety instructions in each laboratory with signature of Laboratory in charge and HoD immediately.
- g) Make sure that all journals are signed by faculty in charge and HoD. (Signature of Principal is not necessary, except for Project Work). Also make sure that all the journals / term work record is punched after acceptance of submission / after completion of oral examination.
- h) Make sure that the practical record of students is assessed progressively (before conduct of next practical).
- i) Display attendance record of the students in their department at least twice every month.
- j) Arrange expert lectures of industry persons in their department at least twice every month.

k) Maintain cleanliness and hygiene in the department.

l) Make sure that the students attend classes during and after online examinations / mid semester examinations for at least half day during the time do not have to appear for their examination. If they do not attend, take disciplinary action against them.

m) Instruct visiting faculty members to observe above points and also monitor their teaching from time to time to make sure that they perform well.

n) Arrange industrial visits, study tours etc. well before the term end (preferably in Feb. 2016), and not at the fag end of the term.

o) Forward extra load bills and visiting faculty bills to the Office only after thoroughly checking actual conduct of classes as claimed.

p) Make sure that students wear uniforms except on Wednesdays, otherwise not to allow them for classes.

All teaching staff members have been instructed to

a) Prepare laboratory manual for the subject for which they are taking practicals in this semester, before 29-02-2016. Details required in the laboratory manual have been explained to them during the meeting.

b) Prepare laboratory manual for the subject which they will teach in the next semester, before going on summer vacation.

c) Prepare course file for the theory subject for which they are teaching in this semester, before 29-02-2016. Details required in the course file have been explained to them during the meeting.

d) Prepare course file for the theory subject which they will teach in the next semester, before going on summer vacation.

Dr. N.P. Futane, I/C Training and Placement Officer has been instructed to send college brochure and student data to maximum industries at the earliest, thereby increasing placement efforts.

Shri. U.S. Kakde, HoD, App. Science department is instructed to ensure that all the FE students take part in sports activities as per time table and if they do not attend, take disciplinary action against them. He is also instructed to make Libreria Software(in the library) functional at the earliest and to plan for NSS activities in the next academic year.

Shri. A.A. Uplap, I/C Workshop Superintendent has been instructed to prepare workshop manual before 29-02-2016. He is also instructed to give theoretical guidance to the students himself during the practicals and demonstrations.

It has been also decided to devise a feedback form for teachers, to be used from next academic year.

All are informed to note the above and act accordingly.

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