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Date 28 APR 2016

**Circular**

**Sub. : Minutes of meeting held on 27-04-2016**

A meeting of all the HoDs and In charge Officers was held at 4 pm on 27-04-2016 in the Conference Hall to discuss various issues. Following staff members were present for the meeting –

- 1) Prof. S.V. Joshi, I/C Principal
- 2) Dr. R.M. Warkhedkar, HoD, Mech. Engg.
- 3) Dr. S.V. Karmare, Coordinator, LIC visit
- 4) Shri. U.S. Kakde, HoD, App. Science and Library In charge
- 5) Dr. D.R. Pangavane, HoD, Auto. Engg. and College Exam. Officer
- 6) Dr. P.B. Daigavane, HoD, Civil Engg.
- 7) Shri. D.J. Pareira, HoD, Comp. Engg. and Gymkhana In charge
- 8) Shri. N.M. Karajangi, Asst. Prof. Instru. and Control Engg.
- 9) Shri. G.R. Phule, HoD, E & TC Engg.
- 10) Dr. N.P. Futane, In charge TPO

After detailed discussion, the following decisions have been taken.

**1) Tentative academic calendar for the year 2016-17**

It has been decided that the tentative academic calendar will be as below –

Sr. No.	Activity	Tentative date
1	Commencement of classes for first term – SE/TE/BE	13-06-2016
2	Commencement of classes for first term – FE	01-08-2016
3	Conclusion of teaching for first term – SE/TE/BE	07-10-2016
4	Conclusion of teaching for first term – FE	05-11-2016
5	Commencement of teaching for second term – FE/SE/TE/BE	13-12-2016
6	Annual sports week for 2016-17 (Combat 2016-17)	26 to 31-12-2016
7	Annual technical event for 2016-17 (Abinitio 2016-17)	2 to 3-01-2017
8	Annual social gathering for 2016-17 (Resonance 2016-17)	6 to 07-01-2017
9	Conclusion of teaching for second term – FE/SE/TE/BE	01-04-2017

All the HoDs, in charge officers, students, and Members of Student Council are informed to note the above and plan activities accordingly.

**2) It was decided that various responsibilities are entrusted with teachers as detailed below –**

- A) **Admissions activity in charge** – Dr. S.V. Karmare, Asso. Prof. of Mech. Engg. (CAS)
- B) **Time Table Committee In charge** – Shri. U.S. Kakde, Asso. Prof., Physics (CAS) – He should convene meeting for making master time table for all departments and master time table for class rooms. All HoDs should send their representative for this meeting. Shri. U.S. Kakde should also work as Coordinator for Earn and Learn Scheme.

C) **Coordinator, Abinitio 2016-17** – Dr. D.R. Pangavane, Prof. of Auto. Engg. – He should plan for a national level event this year. He should also work as **NBA Coordinator** and take preliminary steps for NBA accreditation of courses run at this institute. He should also arrange counselling session for **prevention of ragging activity** and also arrange to display posters about prevention of ragging activity in the campus.

D) **In charge, Annual Social Gathering, 2016-17** – Dr. R.M. Warkhedkar, Asso. Prof. of Mech. Engg. (CAS). He should also take up activities such as **NSS, Student Cooperative Store**, etc..

E) **Coordinator, TATA Samarth Scholarship** – Shri. U.S. Kakde, Asso. Prof., Physics (CAS) – He should deal with the selection process and all other related work.

F) **Land Acquisition** – Dr. P.B. Daigavane, Asso. Prof. of Civil Engg., (CAS) – He is informed to have continuous follow up with the concerned authorities.

G) **Gymkhana In charge** – Shri. D. J. Pareira, Asst. Prof. of Comp. Engg. He should also keep institute website updated from time to time.

H) **Annual Magazine 2016-17** – Shri. B.A. Patil, Asst. Prof. of Mech. Engg. should work as magazine In charge for the year 2016-17.

I) **Training and Placement** – Dr. N.P. Futane, Asst. Prof. of E & TC Engg. and In charge TPO is hereby informed to visit different industries and take all necessary steps for increasing placement of our students. He should also work as Coordinator for CSR activities taken up on our campus by M/s TCS Ltd.

**3) Academics** – It has been decided that all HoDs should arrange minimum 2 expert sessions per month in their department from renowned industry experts. All teachers should maintain attendance record for lectures as well as practicals scrupulously and strictly in the format prepared by our institute only. Monthly attendance of students should be displayed on the departmental notice board without fail. Parents should be informed about poor attendance of their wards. All teachers should mention the topic covered every day in their daily attendance record. Method of progressive assessment should be followed strictly. Industrial visits and study tours should be arranged mid way during the semester and not at the end. Visiting faculty members should be selected strictly on the basis of merit alone, judged by their past performance and / or interview / demonstrative lecture. HoDs are also informed to monitor the teaching activity of visiting staff members from time to time. Shri. A.A. Uplap, In charge Workshop Superintendent is hereby informed to make sure that workshop practicals start immediately after start of every term.

All HoDs, In charge Officers and Coordinators are also informed to take into consideration the delay in getting government approvals for purchases, and therefore begin their activity planning accordingly by leaving sufficient time for the approval process.

  
(Prof. S.V. Joshi)  
I/C Principal

o/c  
Govt. College of Engg. and Research,  
Avasari Khurd

Copy to

- 1) General Notice Board
- 2) HoD- Mech. / Auto. / E & TC / Civil / Comp./ Instru. / App. Science / Workshop - They are informed to bring the contents of this circular to the notice of teaching and non teaching staff in their department.
- 3) HoD- Mech. / Auto. / E & TC / Civil / Comp./ Instru. / App. Science / Workshop – for display on their departmental notice board.