

Minutes of the Meetings

Held on 3/10/2020

As part of the Monitoring Mechanism of Internal Quality Assurance Cell (IQAC), a meeting was organized at the Top Management Level for discussion and finalizing various academic related Agenda regarding the ensuing academic session and ongoing pandemic scenario.

The list of officials present in the meeting is attached.

The following decisions were taken:

Sl no	Activities	Decision Taken	Responsibility	Remarks
1	Academic Calendar for 2020-21	Tentative Academic Calendar to be made as per broad guidelines of AICTE	Dean (Academic)	
2	Preparation of course plan	Course file to be made week wise instead of Day wise	All Teaching faculty	25/10/2020
3	Recasting of supporting staff requirement in view of pandemic			
4	Micro project allocation	Micro project allocation/ Student Centric Activities allocation to be done	All Teaching faculty	21/10/2020
5	Status of online classes and related issues	<ul style="list-style-type: none">• Status of Online classes to be updated in Google Form shared by Academic Cell by all Faculty members.• Academic Cell to share the department wise Google form details with respective HoDs for reviewing the content coverage at Faculty Level.	-All Teaching faculty -Dean(Academic)	24/10/2020
6	Issues / status on summer 2020-MSBTE/PU examination (including OTO students)	Completed		
7	Infrastructural development plan	Requirements have been placed by		The last date of

	from TEQIP fund	individual departments. Departments may submit their requisition through proper channel to TEQIP		submission is 24/20/2020
8	Infrastructure development for online live classes (dept wise)	NO(RUSA) to share the status for digitalization infrastructure under the grant received for the same		
9	Staff development plan during pandemic (Participation and webinar) Reimbursement plan	<ul style="list-style-type: none"> • Reimbursement of the course/training fee shall be done to faculty members on successful completion FDPs organized by Govt. Organizations/Central Universities/INIs/Central Research labs or Reputed Industries. • In such case, where training fee is involved, prior approval should be taken in file through proper channel. 		
10	Plan/status of diploma V Sem industrial training (I-scheme)	Online trainings on Future Skills to be conducted by the faculties who have undergone such training through NASSCOM under Train the Trainer concept. 1. Sh. Rajnish – Robotics 2. Sh. Sukhvinder Singh – Cyber Security 3. Ms. Ranjan Bala Sahu- Data Science 4. Sh. R. Mohan - Robotics	The respective Fac. Members (Trainers) are advised to finalize content modules/batch of students and a structured plan for conducting the training in online mode by 31/10/2020	The period of these trainings shall be considered for AICTE mandatory internship for the students.
11	Modalities on conduct of Capstone project in V sem (Dip)	Departments should finalize the list of projects of V sem/ VII Sem	HoDs/ Respective Project Coordinators By 25/10/2020	
12	Review of formation of academic coordinator and academic member	Department wise Meeting with Academic Coordinators and Project	PA to Principal	

	for various program	Coordinator along with HoD to be planned with Principal within 1 st week of Nov 2020		
13	Update of students' marks entry in SIS and result analysis there on.	Communication through Dean(Acad) to be sent to concerned faculty members for subjects where students results is less than 50%	SIS Admin / MR to capture the details of Results	
14	Decision on Progressive Assessment (Th&Pr) marks in view of present pandemic situation for this semester	<ul style="list-style-type: none"> Progressive Assessments Theory (Unit Tests) shall be conducted online through Google Forms for both B.Tech / Diploma with mapping of COs and Blooms Taxonomy. Progressive Assessments Practical (P1/P2) shall be conducted once contact classes start. 	MR/ IQAC Coordinator to prepare the centralized Time Table	<p>Progressive Assessments Theory – 27-31st Oct 2020 (2nd Year onwards) 1st week of Nov (For 1st Year)</p> <p>Once contact classes start, students shall be largely engaged in practical/ analytical subjects. Online mode of teaching shall continue for descriptive subjects.</p>
15	Students Subject Registration	<p>Subject Registration shall be done by the students online through Google Form.</p> <p>For Board/University Registration- Respective Academic Coordinator shall send the registration link to all students.</p>	<p>Shri. Sunil</p> <p>Students to send Screenshots to their respective academic Coordinator as proof.</p>	
16	Remuneration for back paper MCQ type question paper setting of	To be disbursed as per MSBTE norms		

	MSBTE exam			
17	Identification of alternate LAC room or extension of present LAC room by one span towards the open space.	Separate LAC room to be identified		
18	Status of admission process for the session 2020-21 and subsequent activities action plan viz: counseling, induction progetc	Counseling in progress		
19	NBA	NBA Coordinator to convene a meeting at Principal Level with all departments for reviewing progress of NBA activities.	5/11/2020	
20	Implementation of I Scheme in HM from this session	HoD(HM) to submit the status		
21	Emphasis on more online teaching and development of course material	Faculties should adapt themselves to blended mode of teaching. Departments should submit a plan online content generation once the digital infrastructure is in place.		
22	Induction Programme	Structured Plan for Induction Programme to be submitted by 24/10/2020	Dean(SA) & Ms. Alka Singh	
23	Formation of Students Council	Election process to be planned online	Dean(SA)	