

Minutes of meeting

24/7/23

All department co-ordinators are informed that BE classes must be started from 6th July 2023. So submit time table, load distribution of your department till 11th July 2023.

1) According to timetable all staff members must submit teaching plan till 22nd July 2023. nit

2) All subject teachers must keep record of lecture & practical. It will be checked by principal sir. or

3) For lectures & practical attendance will be taken according to following given format for every lecture & practical google form must be filled by students within 5 to 10 min. after lecture & practical.

4) All class-teachers will provide provision name list of students with roll call list

5) TAs co-ordinator divide TAs batches & submit distribution list.

Academic co-ordinator
Dr. M. P. Borwade

Principal
Dr. R. V. Patil

1) Dr. S. A. Patil

2) Prof. S. B. Kamble

3) Prof. M. P. Panware

4) Prof. A. V. Dumbre - sh

5) Dr. S. Harshikar

6) Prof. A. B. Gadewar

Minutes of meetings

5/8/23

- ① Academic co-ordinator meeting will be every saturday at 11:30 am sheduled
- ② feedback from last meeting has been taken
- ③ check weekly report of lecture & practical.
- ④ from 6th July 23 SE started,
from 7th Aug 23 SE, TE class get started.
- ⑤ All co-ordinator requested to send their timetable for BE from 6th July 23.
SE from 7th Aug TE }
along with workload distribution
- ⑥ finalize teaching plan format.
- ⑦ TGS system must be maintained.

Academic Co-ordinator
Dr. M.P. Borawake

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- 1) Dr. S.A. Patil
- 2) Prof. S.B. Kamble
- 3) Prof. M.P. Ranaware

- 4) Prof. A.V. Dumbre
- 5) Prof. D.B. Kulkarni
- 6) Prof. A.B. Gadewar

Minutes of meeting

19/8/23

- ① feedback for last meeting
- ② submission of teaching plan
- ③ preparation of department portfolio
- ④ format for unitwise theory assignments
- ⑤ after completion of unit give assignments to the students in given format
- ⑥ Unitwise notes & PPTs must be uploaded
- ⑦ for preparation of assignments use bloom taxonomy and consider CO & PO
- ⑧ attendance of students of preparation of lab manual for each subject given in format
- ⑨ prepare time-table, question bank submit to the department. exam in charge
- ⑩ from 26th september 2023 Mock exam for BE class.
- ⑪ Action plan for seminar & webinar from each staff.

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- 1) Dr. S.A. Patil
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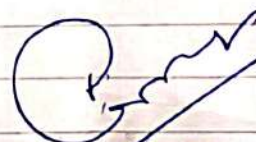
- 4) Prof. A.V. Dumbre
- 5) Prof. Dr. D. S. Kumbhar
- 6) Prof. A.B. Gadewar

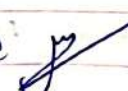
Minutes of Meeting

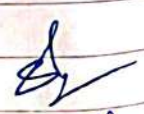
21/9/23

- 1) On 26 Sept 2023 all B.E subject teacher keep record of lect./pr, subject file, lab manual will check by principal sir.
- 2) According mock exam of SE, TE subject teacher must keep all record of their own subject. It will be checked by sir.
- 3) All staff keep their subject related PPT & notes ready. It will be uploaded on moodle for given date.
- 4) Finalization of parameter in department portfolio.
- 5) Keep alumni meet for different batches 2015-2022
- 6) After allotment of T&S batch arrange meeting online. for student & get problems from students & parents.
- 7) Try to arrange webinar on saturday.


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Minutes of Meeting

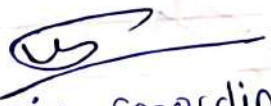
16/09/23

- 1] feedback for last meeting
- 2] BE class : Mock exam conduction report has been taken from each department for fail student subject teacher will take retest on individual level
- 3] prepare timetable, exam paper for mock exam of SE, TE class

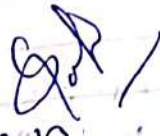
Unit I = 20 question
II = 20 - 41 -

All documents must be according to university pattern & must be submit on or before 24th sept 2021.

- 4] After mock exam keep parent meet.
- 5] conduct TAs meeting ~~from~~ in the next week. submit report to departmental co-ordinator in given format.
- 6] ~~or~~ Arrange guest lectures on advanced.
- 7] Take Alumni meeting branch wise.


Academic co-ordinator


Principal
Dr. R.V. Patil

Dr. S.A. Patil 
Prof. ~~S. B. Kulkarni~~
Prof. M.P. Ranaware 

4] Prof. A.V. Dumbre 
5] Prof. ~~S. S. Hirolikar~~
6] Prof. A. B. Gadpwar. 

Minutes of meeting.

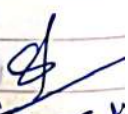
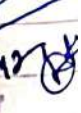
7/10/23

- ① feedback for last meeting has taken.
- ② mock examination of all department conducted successfully.
- ③ check all paper & display the result.
- ④ Get feedback from absent students.
- ⑤ check assignment submit report.
- ⑥ keep orientation bridge course for TE, BE.
- ⑦ Give instruction to the student's about Semindr & intership.


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- 6) Prof A.B. Gadewar

Minutes of meeting

8/10/23

Department portfolio done by all department

Discussion about moodle, all subject teacher must upload subject material.

class teacher will give roll no to each student's, display roll call list.

submit MCS to CEO according to pattern has given.

SPPU examination will be going on. so preparation of that exam.

feedback for last meeting has taken

Subject teacher must upload subject material.

class teacher will create parent group. so that parent awareness will be there according regarding their child.

SAR finalization.


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3) Prof. M. P. Randaware

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5) Prof. Dr. D. S. Heisolikar

6) Prof. A. B. Gadpwar

minutes of meeting

4/11/23

- ① feedback was taken from the last meeting
- ② Some research work has been done by staff
- ③ All the lab incharges were informed to conduct smoothly all the experiments.
- ④ Preparation of question bank is to be done by each staff member.
- ⑤ Students are also encouraged to conduct seminars / workshops related to placement activities.
- ⑥ Action plan for seminar/webinar from each staff.
- ⑦ Submit question bank to department exam incharge.
- ⑧ For lectures & practical attendance will be taken according to given format for carry lecture & practical google form must be filled by students within 5-10 min. after lecture.

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6) Prof. A.B. Gadewar

Minutes of meeting

28/11/20

- 1) feedback was taken from the last meeting.
- 2) give instruction to students about publication of paper.
- 3) question bank has prepared by all departments.
- 4) give instructions about seminar / project report writing.
- 5) conduction of T & P activities.
- 6) keep guest lecture about GRE examination.
- 7) SAR must be submitted by each staff.


Academic co-ordinator
Dr M. P. Borwale

- 1) Dr. S. A. Patil
- 2) Prof S. B. Kamble
- 3) Prof M. P. Borwale

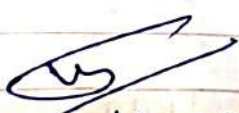


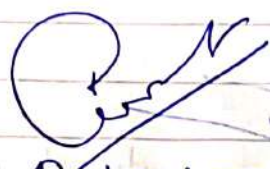
Principal
Dr P. V. Patil

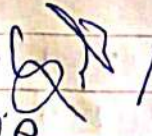
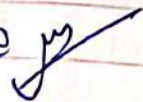
- 1) Prof A. V. Dumbre
- 2) Prof. Dr. D. S. Kurolikar
- 3) Prof A. B. Gadewar

21/12/23

- ① Feedback was taken from the last meeting
- ② All staff & student's must do registration for different courses of NPTEL
- ③ Preparation of college calendar according to SPPU guidelines.
- ④ As SPPU instructions fill all marks online
- ⑤ Prepare the course file as per given format
- ⑥ Discussion about the paper publication in IEEE / Scopus Journal Conference.
- ⑦ To reduce the gap between industry & student's keep guest lect / industry visit.


Academic coordinator
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- 5) Prof. Dr. D.S. Hirolikar 
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23/12/23

- ① feedback was taken from the last meeting
- ② submission of project report / internship report. submit format to students.
- ③ Action plan for guest lect / webinar for next semester.
- ④ BE students must be published their research work in vac care / scopus / IEEE conference.
- ⑤ submit the load distribution for next sem from each department
- ⑥ college calendar must be prepared as per sppu commencement
- ⑦ feedback link must be given to student before examination


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- 6) Prof. A. B. Gadpwar

Minutes of meeting

6/1/24

- ① feedback was taken from the last meeting conducted.
- ② commencement of the new academic sem 2023-2024
- ③ college calendars were distributed for new academic year 2023-2024-~~2024~~
- ④ faculties were supposed to fill the attendance sheet of previous semester (sem I) and has to be upload on attendance boards.
- ⑤ students were advised to complete their remaining assignments and submit to class teachers
- ⑥ faculties were supposed to attend faculty workshop (fow) conducted by different colleges to introduce the 2019 pattern
- ⑦ submit the term work at end of sem


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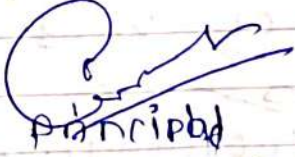
1) Dr. S.A. Patil 
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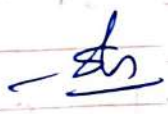
2011/24

- ① Feedback was taken from the last meeting conducted.
- ② As the faculties have attended fow related to it.
- ③ 5 PPU exams are conducted for TE & BE.
- ④ on-line portal for filling the marks is opened and all faculties are supposed to fill the marks before the end-date.
- ⑤ Faculties have go for paper checking in their CAP centres.
- ⑥ Faculties were supposed to submit the (fow) participation certificates for college / departmental record.
- ⑦ BE students must publish paper in UGC care list according to rules & regulations or as per the norms.


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Principal
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- 1) Dr. S. A. Patil 
- 2) Prof S. B. Kamble
- 3) Prof M. P. Rangware 

- 4) Prof A. V. Kamble 
- 5) Dr. D. S. Hirolikar 
- 6) Prof A. B. Gadewar

minutes of meeting

3/2/24

- ① feedback was taken from last meeting conducted
- ② There is commencement of TE & BE in month of January & SE will be commence from mid of february
- ③ All the faculties are supposed to provide the load distr to respective academic co-ordinators of their department
- ④ There should be a master time-table and all department co-ordinators are required to submit their portfolios.
- ⑤ There should be Tas period in each year
- ⑥ There should be seperate time-table for lab
- ⑦ A copy of personal time-table has be maintained in course file.
- ⑧ All the faculties have to finish co-po attainment sheet of all subjects for the year 2023-2024

Academic coordinator
Dr. M. P. Borawake

Principal
Dr. RV. Patil

1) Dr. SA. Patil

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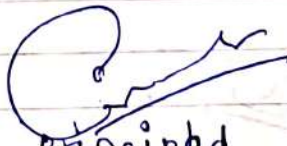
6) Prof. A. B. Chaware

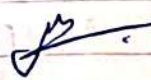
Minutes of meeting

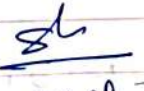
17/12/24

- ① Feedback was taken from last meeting conducted.
- ② As faculties have attended faculty orientation workshops. they have submit their participation certificates in respective departmental file for record purpose.
- ③ There will be commencement of second year students classes.
- ④ All the faculties were assigned their TAs timetable.
- ⑤ They should be calling of students those who were absent.
- ⑥ Seminar co-ordinators have to submit the topic from the students.
- ⑦ Faculties were asked to join NPTEL courses in their respective field.


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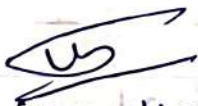
- 1) Dr S. A. Patil 
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- 3) Prof M. P. Borawate 

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Minutes of Meeting

2/3/24

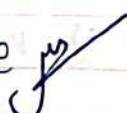
- ① feedback was take from the last meeting conducted
- ② All lab incharges were supposed to conduct the practicals smoothly
- ③ Mock IN-SEM has to be conducted for TE & BE students.
- ④ After the mock exam keep the parent teacher meeting
- ⑤ display the monthly attendance of SE, TE & BE should be done & students are called
- ⑥ monthly attendance is display on notice board.
- ⑦ continuous evaluation / assessment - has to be done for students.
- ⑧ course-file should be ready as per the format -
- ⑨ prepare the mock INSEM question-paper for BE for UNIT 1, 2, 3
- ⑩ It should be conduct all assignments from students.


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5) Dr. D. S. Hisholikar 

6) Prof A. B. Gadewar 

Minutes of meeting

23/3/24

- ① feedback was taken from last meeting conducted
- ② N.A.A.C. per from recently visited the campus & hence discussion & issues related to NAAC were discussed
- ③ It was to display monthly attendance of SE, TE & BT on (01/04/24)
- ④ Honor courses Mock EXAMINATION was conducted
- ⑤ SPPU In-semester examination was conducted between 18/03/24 to 23/03/24
- ⑥ On 25/03/24, Holiday was declared on account of Holi
- ⑦ On 18/03/24 conduct parent meet (online/offline)


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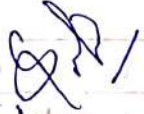
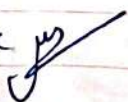
6/4/24

Minutes of Meeting

- ① feedback was taken from the conduction of last meeting.
- ② as per discussion in last month, parent meet (online/offline) has to be taken last week. at 16/03/2024.
- ③ It all teachers were guided about the syllabus completion till 27/04/24
- ④ for TE & BE syllabus completion date was 26/04/2024 & for SE syllabus completion till 27/04/2024
- ⑤ There should be session for doubt dealing for all students those who wish to do.
- ⑥ all faculties / TAs class teacher have to keep ready weekly report of LR/P for SE, TE, BE with sign.
- ⑦ all practicals have to be finished on time.


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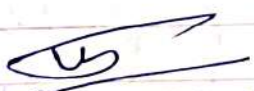
1) Dr. S. A. Patil 
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5) Prof. A. B. Gadewar
6) Dr. D. Steirlikar 

Minutes of Meeting

20/4/24

- ① Feedback was taken from the conduction of last meeting for
- ② As per the discussion in last month, parent meet online & offline has to be conducted on 25/04/24.
- ③ It all the batches were guided the syllabus completion till 27/04/24 for second year students.
- ④ Teacher have submit the date regarding syllabus completion
- ⑤ Some changes in the time table has to be made in order to cover the remaining syllabus.


Academic coordinator
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- 5) Prof. A. B. Gadewar
- 6) Dr. D. S. Hirolikar



4/5/24

Minutes of meeting

- ① feedback was taken - from the conduction of last meeting
- ② provisional detention list were displayed on notice board for SE, TE & BE students till 14/05/2025
- ③ submission of homework has to be done for 02/05/2024 to 7/05/2024 for SE students
- ③ students have to prepare as well as submit their second phase project / seminar / internship report / Audit course (if Applicable) for TE & BE students till 04/05/2024 for second year.
- ④ students feedback (online) has to be taken
- ⑤ Lab incharges / subject teachers need to install softwares in the labs.


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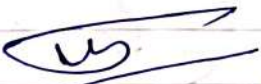
- 1) Dr. S.A. Patil 
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- 6) Dr. D.S. Hirolikar 

Minutes of meeting

25/5/24

- ① feedback was taken from the conduction of last meeting
- ② student feedback has to be taken
- ③ There should be display final attendance for TE-BE students on 10/05/24
- ④ For SE students on 25/05/24
- ④ There should be end of semester
- ⑤ There should be display final detention list on 20/05/24 for second year students.
- ⑥ Mock online theory SE 13/05/24 to 18/05/24.
- ⑦ 1


Academic Coordinator
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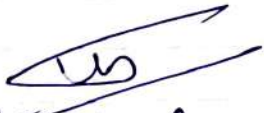

Principal
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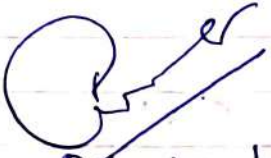
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|--|---|
| 1) Dr. S.A. Patil  | 4) Prof A.V. Dumbre  |
| 2) Prof S.B. Kamble  | 5) Prof A.B. Gadewar. |
| 3) Prof. M.P. Ranaware  | 6) Dr. D.S. Hirolikar  |

8/6/24

Minutes of meeting

- ① feedback was taken from last meeting conducted
- ② Syllabus completion was over all the classes
- ③ submission of second phase project/seminar internship. repeat all audit course was done for TE & BE and submission SE scheduled on 20/05/24 completed
- ④ Mock end sem time-table has to be prepared it was scheduled from done
- ⑤ Practical lab should be equipped with all the set-up related to practical & experimental kits. has to be arranged is to be needed in end for smooth conduction and sppu practical examination


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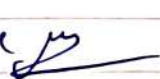
Minutes of Meeting

22-6-24

- ① feedback was taken from last meeting conducted
- ② class-teachers were informed to display the attendance list for detention list on notice board.
- ③ Undertaking form has to be collected from students of SE, TE, BE.
- ④ Exam co-ordinators were informed to prepare SPPU online practical or oral exam.
- ⑤ conduction repeat as well as bill format should be prepared in advance for smooth conduction of practical oral exam.


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