ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
	01/07/2021	→ Do one MoU per staff for industrial visit, project sponcership, workshop, seminar etc. → Project sponcership – 25% projects → clear fee dues → API – SPPU – fill up.
		→Collection of 12th std. students data. →FE admission – photographs, achievments, distinguished alumni. → All staff members prepare a research proposal. → Consulting – try to get it.
	4/09/21	→ Teacher's day celebration on 6/9/21 (Monday). → Mode of conduction – online. → Subject – constitution of India. → Attendance link & recording- APK&SBJ → Anchoring – KSW & prepare agenda.

K.S. Warke

Name & Sign of Course Teacher

Prof. D.D. Pukale

Name & Sign of H.O.D.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
		→ Introduction of speaker – VDK → Vote of thanks. → Saraswati Vandana - KSS. → Message & link for prog. - IDI&ND → Guest – Mr. Sonawane Sir → flyer preparation – SAP.
		→ Conduct unit test on 2 units for SE, TE, BE students. → Conduct exam online & prepare MCQs on 2 units.
	10/9/2021	→ BE marksheet distribution will start from Monday onwards. → Zensar training – 40 girls selected from TE. → Redevelopment of campus

K.S. Warke

Name & Sign of Course Teacher

Prof. D.D. Pukale

Name & Sign of H.O.D.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
	18/9/2021	→ Honor course – IOT, data structure & Artificial Intelligence & m/c learning. → Conduct a audit course – Co-GFM → Assign faculty for audit course → Update a notice board. → Insem Exam – 2 units for TE
		– 3 units for BE → Prepare question bank per unit 30 questions & provide it to students. → Prepare AICTE proposals.
	13/10/2021	– for TE & BE conduct Insem Exam till 29th Oct-21 in online mode. – TE 2019 pattern – syllabus – 2 units – 30 parks. – BE 2015 pattern – syllabus – 3 units – 30 marks. → Insem exam conduction – 23/10/21 to 29/10/21

K. S. Warke

Name & Sign of Course Teacher

Prof. D. D. Pukale

Name & Sign of H.O.D.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
		36 questions- 18 questions per unit for TE. Time - 45 minutes. 36 questions - 12 questions per unit for BE. - Time - 45 minutes. - Confirm the roll call list from student section in office. - Insem exam conduction - after lecture.
	20/11/21 22/11/21	→ ATAL FDP on mlc learning is scheduled from 8th Nov to 12th Nov. → Conduct BE mock oral before 30/11/21 → Practical exam preparation → UT-II for TE & BE - 22th to 26th Nov. - Do co-po mapping & attainment - Take UT-2 for SE students on unit 4 & 5.
	26/11/21	- 1st prize college magzine 2020 - 3rd prize -college magzine 2019 NAAC & NBA - webinar on co-po-mapping & attainment.

K. S. Inlarke

Name & Sign of Course Teacher

Prof. D. D. Pukale

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1	9/7/22	1) Preparation of lecture, Lab, classroom. 2) Preparation of Roll call list, course file. 3) Installation of s/w in Lab. 4) Finalization of all responsibility.
2	20/8/22	1) Syllabus coverage ← Theory, practical 2) Attendance Record Preparation. at the end of each month. 3) NBA. 4) NAAC.
3	19/11/22	1) Project Exam - 23 NOV 22. 2) SE unit Test-II - 28, 29, 30 NOV 22 3) Internship details.

Name & Sign of Course Teacher
(Yerugade K.D)

Name & Sign of H.O.D.
(Prof. D.D.Pukale)

MEETING RECORD

As per format

Sr No | Name of candidate (As per marksheet) | PRN NO | ABC ID 123-456-789-101112 etc.

Sr. No.	Date of Meeting	Points Discussed
4	11/10/22	3) Academic Credit A/c - HEP 2022 - Last 20 Oct 22 ABC ID Generate = 12 digit NO www.Abc.gov.in - Signup → मेरा पहचान → mobile no.(aadhar Link) → OTP → Form → college & Add. details (जो आहे ती) → submit → 12 digit id NO generate. 123-456-789-101112 - Congn
5	17/10/22 (Principal)	1) Exam form - 30 oct 22 → 21/10/22 2) Audit course & Elective course offline mode - Fee challen. Doc - last year marksheet - Fee challen - I-card renewal.
6	13/10/22	1) UT-I & UT-II: SE - 17, 18 & 19/22 2) UT-II - TE & BE - 31, 1, 2 Nov 22 (406) 3) Practical, submission, Audit course Audit - 4, 5, 6 (TE & BE) Mock - 31, 1, 2, 3. 4) Seminar - 28, 29/22 5) Syllabus - coverage.

Name & Sign of Course Teacher
(Yerugade K.D)

Name & Sign of H.O.D.
(Prof. D.D. Pukale)

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
7	17/10/2022 (Principal)	1) Admission 2022 - review of phone calls & update - FE, SE, TE 2) TE, BE - 5 NOV 2022 Term end. 3) 1 to 5 NOV - Mock PR / submission.
8		4) Attendance Record - Defaulter list to call parents. 5) SPPU OR/PR - Tentative 10th NOV-22. 6) AQAR - 4th Dec - 31 - 2022
9		7) NBA - Prequalifier SAR - 20th NOV 22 8) AR - 15th NOV 22

Name & Sign of Course Teacher
(Prof. Yesugade K.D)

Name & Sign of H.O.D.
(Prof. D.D Pukale)

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1	16/1/2021	→ sem II commencement 4/1. → Prior Exam of SEM I at the end of sem II. → TW sheet finalization → final attendance monitoring G → 8th & 13th Jan NSS activity → Animal adapth donation amou
2	23/1/2021	→ Art circle Innaugaratn activit → GK Test on 7th Jan → GFM fee collection. → NBA prequalifier. → Newsletter release
3	30/1/2021	→ FE4 DSE admission form submission → seminar at 4 pm. → ~~college time~~ 8:15am onwards → Higher education & off campus placement data collection. → feedback activity.

Name & Sign of Course Teacher
Prof KD Mahajan

Name & Sign of H.O.D.
Prof Dr SR Patil

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
4	3/2/21	→ Admission Review 20-21 → Admission related visits. → Fees updates GFM → MOU review. → online lectures sem II - →
5	13/2/21	
6	20/2/21	→ Extra lectures for DSE → Sem I uni. exam in march MCQ. → NPTEL courses for SE TE BE → Audit course final. → Project topic review. → Training program.
7	27/2/21	→ Exam form filling last date extended 28/2 → Att. record upto 28/2 by GFM → 25 MCQs Question bank per unit conduct mock test. → Env Saience sem I SE subject → Project review presentn → "Marathi Bhasha Gaurav Din celebr

Name & Sign of Course Teacher

Prof KD Mahajan

Name & Sign of H.O.D.

Prof Dr SR Patil

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
8	6/3/2021	→ Sclorashiр form submission update → Att. record upto feb 28, 21 must be completed. → Lab Inchaige of resp. labs to conduct meetings & consoltancy.
9	13/3/21	→ Question banks per subject. → MOU last date 13 April 21.
10	20/3/21	→ Exam PR1OR1TW1Insem & Endsem of oct Nov to be conducted in April. → Endsem 50 marks - 60 questions → 100% syllabus - SE TE BE. → FE & ME 70% syllabus.
11	27/3/21	PR1OR exam sem I & sem II immediately. → Timetable displayed on SPPU website 25 March 21. → No Photocopy & Revaln for this exam → BIL exam to be conducted → Screenshots to be taken

Name & Sign of Course Teacher

Prof KD Mahajan

Name & Sign of H.O.D.

Prof Dr SR Patil

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
12	3/4/21	→ IW marks ready as per format → Insem marks ready → SEM II study material (Th & Pr → Honour course syllabus completion.
13	10/4/21	→ SPPU marks entry.
14	17/4/21	→ ARB completion → update BOD profile → Work from Home sheet to be update → Prior/project exam after endsem. → MOU
15	24/-4-/21	→ Vaccination status. → 10 may program discussion → Attendance mandatory. → Internal examiner to record proof of exam.
15	8/5/21	→ Exam TT. → FE admission database submit.

Name & Sign of Course Teacher

Prof K D Mahajan

Name & Sign of H.O.D.

Prof Dr SR Patil

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1	19/06/2021	- Vaccine dose for employees. on 21/6/21 - Yoga day 21/6/21 - TW compilation - ~~The~~ New TE 2019 syllabus - Internship 4 to 6 weeks for TE Stds.
2	23/07/2021	- Marks uploading - Sponsered projects for BE - NBA preparation - API approval 2021 & 19-20
3	5/8/2021	- 2nd sem SE 2020-21 commencement 6/8/2021 - Thy for sponsord projet. - BE 2020-21 Result ~~on~~ declared - TE ——— .

Yadav A.P.
Name & Sign of Course Teacher

Dr. S.R. Patil
Name & Sign of H.O.D.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
4	1/10/2021	- Starts of matlab - Insem exam - consultancy - Term completion - projects requirements.
5	13/10/2021	- circular from SPPU - Complete Insem exam before 29 oct. - TE syllabus - 1st 2 units. - 18 questions/unit Total 36 question. - Academic calender preparation.
6	25/10/2021	- Secretary participant meeting - ATAL FDP - Grant received for 3 proposals from AICTE. - Modroob sanctioned. - Review of ATAL FDP committee.

Name & Sign of Course Teacher

Dr. S.R. Patil
Name & Sign of H.O.D.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
7	27/10/2021	- GFM meeting - offline conduction of college. - Vaccination 2 dose completion - offline & online hybrid mode - ~~स्वतंत्र युवा अभियान~~.
8	16/11/2021	- Review of syllabus coverage. - Permend activities - FDP ATAL Review - modRob grant - Internship for TE students.
9	22/12/2021	- Practical exam of TE, BE & SE - Schedule preparation. - TW marks completion. - preparation of attendance record by GFM - admission CAP Round II review.

Name & Sign of Course Teacher

Dr. S. R. Patil

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1.	24/1/22	. SE Insem exam from 24/1/22 to 29/1/22 - Endsem exam - Online portal for uploading of marks - Internship students follow up must be taken
2.	31/1/22	- Apprisal forms to be kept ready - Account to be settled till 31st Jan - Grant received ATAL/AICTE - TE sPPU FDP to start from 27/1/22 - Lab incharge to check equipment
3.	5/2/22	- AICTE SPICES grant under - ESD workshop conducted for SE students from 31/1/22 to 1/2/22 - BE sem II started from 10/1/22 - summary & namelist will be available by 7/2/22 - offline mode of teaching for SE started.

S. V. Shelke.

Name & Sign of Course Teacher

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
4	12/2/22	- Endsem TE sem I 21 to 2/2 - SE sem I - 8 to 15/3/22 - TE sem I - 17 to 24/3/22 - Vaccination stats of all classes - summary and namelist is available in department
5.	19/2/22	- Use of mask, sanitizers & social distancing to be followed - Review of dept by Nodal officers.
6.	26/2/22	- Prepare Labs, PLs & S/w requirement Do all preparation for industrial visit - Lab Incharge and assistant do check. the instruments for students - NBA coordinator. DI VRP DI SMR

S.V. Shelke. SL

Name & Sign of Course Teacher

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
7.	5/3/22	- Internship for TE & BE students - POP porbile to be completed. - NBA criteria wise distribution
8.	12/3/22	-Academic review of all classes. - Term end SE 18/3/22 TE 26/4/22 BE 30/4/22
9.	21/3/22	- MOU with core Industry - Internship reports to be completed on priority - Project exibition compulsory for BE students. - 185 students placed by. batch 21-22

S. V. Shelke. SL

Name & Sign of Course Teacher

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
10	11/4/22	- SPPU Insem exam - 18/4 to 22/4/22 - SF TE - 1 & 2 unit - 185 students played for batch 21-22

S. V. Shelke. SL

Name & Sign of Course Teacher

Name & Sign of H.O.D.

2018-2019

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1	16/06/2018	Industry intraction, Regular Lecture Prac. Call staff.
2	23/06/2018	F.E. & M.E. admission, face teaching.
3	2/07/2018	oneday induction for SE., owls SE student
4	14/07/2018	F.E. admission and NAAC File checking
5	21/07/2018	Lab Preparation, MOU with Company.
6	28/07/2018	Direct SE admission, F.E. Welcome on 31/8.
7	4/08/2018	Extra lecture for DSE students. BE project.
8	11/08/2018	Correction in synopsis & NAAC Preparation.
9	18/08/2018	Preparation lab and lab presents, Time management.
10	1/09/2018	Cut off date over, Complete pending work. DSE, SE admission
11	8/09/2018	UT II on 20,21,22 sept. Submit Qp. before 15/9.
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20		

Course Teacher
Chaudhari K.L.

H.O.D.
Dr. S. P. Patil

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1	15/06/2019	Academic calender Activities Submission of planning by Activity co-ordinator, MoU, In IIQAR review ~~for~~ data submission.
2	22/06/2019	Placement status, UT-1, II, All other activities InSem Exam Lab preparation Th preparation
3	29/06/2019	MoU, Industry-Institute interaction DETE / PEI Activities Purchase requirement if any Book requirements if any

Name & Sign of Course Teacher

Dr SL Kore

Name & Sign of H.O.D.

DrSR Patil

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
4	6/7/2019	Research, grants, project groups, title finalization Seminar BE, presentations
5	13/7/2019	provide question banks for UT-I, Assignment checking M.U Activities
6	20/7/2019	midterm Submission Notebook (Lab) checking regularly, students performence,

Name & Sign of Course Teacher

Dr. S. L. Nalbalwar

Name & Sign of H.O.D

MEETING RECORD

Date of Meeting	Points Discussed
27/7/2019	review of midterm submission portion covered PE UT's & presentations
31/8/2019	portion covered. MoU AQAR data submission
10/8/2019	MoU with core companies Industry-Institute interaction PE seminars. Assignment submission

Name & Sign of Course Teacher

Dr. S.L. Kore

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
10	17/8/19	Portion covered. TH & PR TW-etc question bank & solution setting & submission of UT-I question paper.
11	24/8/19	Review of UT-I. Declaration of result conduction of Retest, oral or remedial actions
12	31/8/2019	Audit courses SE, TE & BE UT's & seminars Portion covered MoU signing FDP conduction Conduction of Seminar/WLs int'l. Confn.

Name & Sign of Course Teacher

M.S.L.Kore

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
13	7/9/2019	Question bank for UT-II, MoU signing Weekely Activities FDP / seminar / wls conduction, Attended.
14	14/9/2019	Portion covered, preperation of UT-II, setting question paper, submission of it. MoU signing Activities in the week
15	21/9/2019	Review of UT-II, MOU Forthcoming Activities SPPU Exams (PR/TH) Term End

Name & Sign of Course Teacher

Dr. S. L. Kore

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
16	28/9/2019	Examiner Allotment, TW, insem all exam, chart preparation, TW Marks finalization. Submissions
17	5/10/2019	Submissions TW marks verification, MoU, Activities, Research Proposals, Grants
18	12/10/19	Remedial Actions, Defaulter list, Actions Review of TW submission, mock conduction, Analysis of TW marks, checking Submission of hardcopies.

Name & Sign of Course Teacher

Dr. S.L. Kor

Name & Sign of H.O.D.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1	16/1/2024	- Sem II Commencement. - PR/OR Exam Sem-I. - TW finalization. - S&D activity.
2	23/1/24	- Art circle inauguration. - GK test on 7th Jan. - MBA prequalifiers. - Sem end.
	30/1/24	- for DSE admission form. - feedback activity. - Placement data.

Name & Sign of Course Teacher

V. P. Naik

Name & Sign of H.O.D.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
4	3/2/24	- admn review 2024 - viva Q - mou renewal
5.	21/2/24	- Extra lecture of DEST - Sem I mcq prep. - NPTEL course. - Project topic review - Training prgm
6	27/2/24	- Exam form filling 28/2 - Attendance record - 25 mcq questions. - Project review

Name & Sign of Course Teacher

Name & Sign of H.O.D.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
7.	6/3/21	- Scholarship for graduation - Attendance record - Lab TIC marks.
8	13/3/21	- Fees, bank - mock oral - 13th April
9.	20/3/21	- IA & IR exam. - end sem. result - 100% - SE IT BE - FE & ME 70% syllabus.
10	27/3/21	- CA/QR exam - Timetable display - No photocopy - BL exam.

Name & Sign of Course Teacher

Name & Sign of H.O.D.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
11	5/4/21	- TW marks entry - Exam II Attendance - Absent syllabus - SPPU mark entry.
12	17/4/21	- ARR completion - Update WSP profile - WPH update - mock
13	31-4-21	- vaccination data - Ismax pwn discussion - attendance mandatory - exam TT - PE admission

Name & Sign of Course Teacher

V P Kulkarni

Name & Sign of H.O.D.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1.	13.6.20	1) TW & PR marks final 2) webinar Assesment & prefinal engg. students 3) Next seminar video Recording 4) AR book completion
2.	3.07.20	1) online cancelling session from 6th July 2) update BCUD profile 3) CR - CO-CR finalization, Tentative Roll call list 4) keep ready E-content for each subject.
3.	18.7.20	1) Project topic for Project groups 2) online Practice Test - MHCET 3) Intership student Registration 4) Recuritment trends & associated skills webinar conduction

Dr. S. A. Dhole

Name & Sign of Course Teacher

Name & Sign of H.O.D.

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ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
	20.8.2020	fees payment - 31st Aug. 2020 prepare Insem question bank S.E. unit I + II syllabus completion special admission, cases discussion sadbhavana day pledge ceremony conduction
4.	19.9.20	- SPPU BE exam. 21st to 25th sept. - NAAC file checking - MOU Activity - Exam platform - Google meet - video Recording is compulsory - conduction of mock test for student
5.	28.9.20	1) BE project / PR exam record submission to be done 2) F.E. admission sheet shared 2) update sheet 3) AQAR file / document preparation

Dr. S.A. Dhole

Name & Sign of Course Teacher

Name & Sign of H.O.D.

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ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
6.	12/9/20	1) SPPU BE MOCK exam 8-10th Oct. conducted 2) final examination 20-28th Oct. 3) MCQ & Notes to B.E. students 4) Simulator s/w use for practicals 5) Project Review I on next week
7.	19/9/20	1) MOU renew process & activity plan 2) AQAR file completion 3) AEM activity on 11th Oct. 20 AI based seminar 4) seminar training for TE student.
8.	3/10/20	1) Syllabus completion upto 13th Nov. 2) Audio course Attendance 3) AQAR proof collection 4) NBA qualifier study material review 5) project Review - II presentations 6) paper publication

Dr. S. A Dhole

Name & Sign of Course Teacher

Name & Sign of H.O.D.

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ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
9.	24/10/20	1) Backlog PR/OR exam conduction as per SPPU circular 2) video Recording of exam. 3) conference proposal reelated Details 4) Remedial leeture conduction
10.	31/10/20	1) study material mca bank to student 2) Practical assignment completion 3) Mock exam PR/OR for continuous assesment 4) zensar training
11.	12/11/20	5) Project seminar, Project Report submission

Dr. S. A. Dhole

Name & Sign of Course Teacher

Name & Sign of H.O.D.

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ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
9	24/10/2021	• Hon Secretary Visited Campus today • meeting of all principals conducted • ATAL workshop preparations • Flyer uploading • mandate form submission • Resourse Person & Participants give link • conduction of test everyday. • Feedback session wise
10	16/11/2021	• TE & BE Term end 30th Nov 2021 • Syllabus Coverage of TE & BE • Syllabus Coverage of SE & M.E • conduct lectures in online as well as offline mode • Pending status of Spices • AICTE FDP ATAL clouser
11	22/12/2021	• Review of SE, TE & BE schedule Practical examination etc. • TW compilation to be done • Attendance Record by HOD of all classes. • Internship for TE students • Addmission CAP II round completed on 16/12/21

Name & Sign of Course Teacher

Name & Sign of H.O.D.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
	1/10/2021	• Matlab requirement • Prepare question Bank / unit • Give assignments • Consultantence / (Lab incharge & staff members) • Work load distribution.
1.	13/10/21	• Insem examination TE BE complete before 29th Oct (28 to 29) • Honour Course - 29 oct 21 • 2 units for Insem TE - 181 unit Qustion • 3 units for Insem BE - 12/unit" • TE 11 to 11.45 am & 12.30 to 1.15 Pm BE • Prepare set 182 Question Bank • Spices grant
3	16/10/2021	• ATAL FDP on 8th Nov organized by ETC • Review meeting FDP • Attendance 80% marks 60%.

Name & Sign of Course Teacher

Name & Sign of H.O.D.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
	1/10/2021	• Matlab requirement • Prepare question Bank / unit • Give assignments • Consultantence / (Lab incharge & staff members) • Work load distribution.
1.	13/10/21	• Insem examination TE BE complete before 29th Oct (28 to 29) • Honour Course - 29 oct 21 • 2 units for Insem TE - 181 unit Qustion • 3 units for Insem BE - 12/unit" • TE 11 to 11.45 am & 12.30 to 1.15 Pm BE • Prepare set 182 Question Bank • Spices grant
3	16/10/2021	• ATAL FDP on 8th Nov organized by ETC • Review meeting FDP • Attendance 80% marks 60%.

Name & Sign of Course Teacher

Name & Sign of H.O.D.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
4	5/8/2021	• 2nd Sem SE Sem II 2020-21 is from 6th Aug. 9th Aug 21 • 2nd yr will start From 2021-22 from 20th Aug. • Trg for Sponsored Project • BE 2020-21 results are declared • TE 2020-21 results are declared
5	20/9/2021	• TE BE 1st July 2021. Commencement. • Assignment & UT to be completed • MCQ question Bank 30/unit to be shared • SE-2 Units completed • Tentative date for Insem. 10th October 2021 • 30 Sept & 1 Oct 2021. BE progress project presentation
		• MOU with Industry • Consultancy Proposal • AICTE proposals • TE course decision final • Admission follows • Fee dues, Admission 2021-22

Name & Sign of Course Teacher

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
01	31/01/2022	-AICTE Spices grant under ESD workshop conducted for SE student from 31st Jan to 1st Feb. 2022 - BE Sem-II started from 10 Jan 2022 - summary & namelist will be available by 31/01/22 – 1/02/22
02	05/02/2022	-offline mode of teaching in college will commence from 1st Feb 2022 - Use of mask, sanitizers & social distancing to be followed. - Review of nodal officers in the Dept. - summary & namelist is available - vaccination status of all class SE to BE
03	12/02/2022	- Endsem TE sem I 21 to 28 Feb. BE sem-I 17 to 24th Feb. -sem-I SE - 8 to 15 March - vaccination status of all the classes - summary & namelist is available.

Prof. S.M. Bhilegaonkar
Name & Sign of Course Teacher

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
04	12/03/2022	• Review of teaching & Learning SE-Termend 15 May TE-26 April BE-30 April • Plan your academics as per remends activities. • SPPU Marks entry • JVSEM Exam – offline – by SPPU • Internship of students • NAAC activities 90% work completed • BOD Profile updation • NBA Activities - Criterion-10 - Team lead MSK NBA Coordinator - VRP & SMR
05	11/04/2022	• Insem exam - 18th to 22 April 2022 • Insem QP - submission - Question Bank • Syllabus coverage - • UT-1 Carduction • Project demonstration • Internship Report • Attendance Report
06	19/02/2022	- Use of masks & Sanitizers, social distancing to be followed - Review of nodal officers in the department.

Prof. S.M. Bhilegaonkar

Name & Sign of Course Teacher

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
07	26/02/2022	- Repare lab PC, & software requirement - Do all preparation for student visit. - Lab Incharge & assistant to check the instruments. for students. - NBA coordinators 1) Dr. V. R. Pawar 2) Dr. S.M. Rajbhoj
08	05/03/2022	- Internship for TE & BE students. - BoD profile to be completed. - NBA criteria wise distribution 1- SLK SMP 6- KRC YRD 2- STK SMR VPM RMS 7- VSK KDM 3- SSC RIS SVS 8- SAI ABV 4- SMD ARY 9- SSS APM 5- SMJ RRJ 10- SMB MSK
09	21/03/2022 11/4/2022	- Review of MoU with core industry - Internship reports to be completed by priority - Project exhibition Compulsory for BE students. - 185 students placed for batch 21-22 SPPU Insem exam 18 to 22 April 2022 SE/TE 1 & 2 Unit BE - 1, 3, 2 Unit 185 students placed

Name & Sign of Course Teacher

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1.	30/7/22	- Envelop of all examination should be submitted. - Every staff should submit book requirements - ARB should be checked. - General discipline should be followed in view of covid 19
2.	4/8/22	- All lab incharge and Lab assistant should prepare scrap list. 1) other scrap - paper, glass, etc. 2) e-scrap.
3.	11/8/22	- Concern faculty should submit purchase requirement in view of syllabus revision - Prepare NBA-SAR by 31/8/22

Name & Sign of Course Teacher

S. V. Shelke.

Name & Sign of H.O.D.

Prof. Dr. S. R. Patil

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MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
4.	24/8/22	SPPU Insem exam 19-20/9/22 UT I TE & BE → 12,13,14 -syllabus coverage - first two units - UTI question paper should be prepared - BE result declared, -Research publication
5.	3/9/22	-SPPU Insem exam 20-24/9/22 - TE Admission 5, 6, 7/9/22 BE Admission 8, 14, 15/9/22 -Avishkar college level → 8/9/22 - NAAC coordinators - BE project presentation - NBA coordinators - Result Analysis -Research Publication
6.	16/9/22	-capacity building program - prepare list of Assignment - TE, BE Term end 5/11/22 -Academic calender -QFM & subject teacher prepare T.P. for TE. - TE & BE admission status review

Name & Sign of Course Teacher

S. V. Shelke.

Name & Sign of H.O.D.

Dr. S. R. Patil

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MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
7.	31/10/22	-P.G Admission -2022 -Gate, NON GATE, GATE Validsave 21' - 2 year experience - Prepare list of GATE prepared students of our department
8.	15/10/22	Admission 22-23 schedule -Review of Academic TE, BE - Attendance record - Parents meet - Term end activities - Mock/PRIORITY
9.	21/10/22	-Review of ongoing work - SPPU exam form - 31/10/22 ABC ID - 22/10/22 - TE, BE PRIORITY/ACTIVITY -> 10-25/11 -syllabus coverage SE -syllabus coverage TE, BE

Name & Sign of Course Teacher

S. V. Shelke.

Name & Sign of H.O.D.

Dr. S. R. Patil

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A.Y. 2021-22 SEM-II

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
	5/2/22	offline conduction of lectures & practsin college is started. - practicals in offline mode: - SE - Mon, Tue, TE - Wed, Thurs BE - NAM, KVP SE Exam Sem I from 8th March
		GFM 2 CO-GFM SE - SAS, AVK TE - ADK, SST BE - NAM, KVP - Audit Course permission letter submitted.
	16/02/22	- paper publication compulsary for BE students. - prepare CO-PO-PSO attainment sheets - Plan of MoU activity - Remedial lectures for SE, TE & BE students. - TE Internship Discussion & format of diary Entry - NBA Criteria discussion.

AOK
Ms. A. D. Khairkar
Name & Sign of Course Teacher

DAE
Dr. D. A. Godse
Name & Sign of H.O.D

MEETING RECORD

Date of Meeting	Points Discussed
06/05/22	Mock PRIOR schedule of SE. -SPPU PRIOR from 11th May - Preparation of Lab for prad. Exam - 10th & 16th May Bharati Programs
	BE. IT Farwell 7th May'22
20/5/22	-ARB completion upto 26th May'22 -TW sheet prepration - MCQ based assignments - Follow up of BE students paper publication - Magzine fun on 28th April'22. - Fill self Appriesal form

AOK

Ms. A.D. Khairkar
Name & Sign of Course Teacher

DAE

Dr. D.A. Yode
Name & Sign of H.O.D

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
	13/04/22	UI - II, Paper assessment upto 10th April '22 Submit Insem QP. Mock Practical Exam after Insem Examination.
		- TE Mock in 1st week of May '22 - Project report submission - 29th April '22 - Internship report & diary writting discussion. Unit Test # 28th April - 30th April
	16/04/22	- Fees dues follow-up by GFM - 10th May program discussion. - Complete ARB - update BCUD profile - SAR completion discussion

Ms. A.D. Khaire
Name & Sign of Course Teacher

Dr. D.A. Godse
Name & Sign of H.O.D

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
	24/03/22	Insem Examination from 18th April 22 UT planning MCQ based assignments on all units NSS camp discussion MoU Activity planning
		Visits MoU Activity planning. Seminar on paper writing on Saturday.
	30/03/22	Insem Exam planning BE 2015 first 3 units (Syllabus) SE (2019), TE (2019) - 2 units TW sheet discussion & Marks allocation Term End - SE - 15th May BE - 30th April TE - 26th April

for

Ms. A. D. Khairkar
Name & Sign of Course Teacher

DAY

Dr. D. A. Godse
Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
		Committe for CO-PO-PSO Attainment DAG, KAM, SBD, ADK Project review-3 on 12th & 14th March GFM's mail Internship list to KAM
	26/02/22	It dept. PSO's mailed to all staff by HOD. -NBA Criterion discussion -Practical conduction from Monday. -Execution of MoU activity as per schedule.
	12/03/22	BE Project review on Monday. Guidance for paper publication Coding club activity. -Attend minm 2 FDP's of more than 5 days. -EDC Co-ordinator AVK

AOK
Ms A.D. Khairkar
Name & Sign of Course Teacher

DAK
Dr D.A. godse
Name & Sign of H.O.D

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
	16-1-23	- SE, TE, BE term start 1st Feb 23 GFM SE < SAS NAM TE < ADK SST BE < MAR KVP - ARB sem I should be checked. - start Insem paper assessment - Internship data should be filled by guides - New responsibilities Allumni = SAS, NBA 3rd criteria = ADK. Newsletter = NAM, KVP, cleanliness committee member = SAS
	17-1-23	- AY 22-23 NBA prequalifier should be completed. - Queries related criterion should be discussed before 21st Jan with Malgi mam - SAR submission date 7th, 8th Feb 23 - Internship related presentation 20th Jan 23
	18-1-23	-SAR related queries discuss with HOD & Malgi mam -Confirm students participation in NES project competition. - SE insem papers complete assessment today only. - Online SE marks entry 25th Jan. - BE students paper publication follow up. - Online SE marks 25th Jan 23. - Regular lectures practicals start from 1st Feb 23. - SE TW sheets sign = HOD and Principal.

NAM

Name & Sign of Course Teacher

Ms. N.A. Mulla

DAG

Name & Sign of H.O.D.

Prof. Dr. D.A. Godse

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
	21-1-23	~~TE students internship 4 weeks Duration~~ -Placement preparation awareness presentation -TE, BE paper assessment should be completed in 3-5 days. -NSS residential camp 13th 19th Feb 23 -Industrial visit for SE, TE, BE compulsory -E-Newsletter release 2nd week of Feb. -2 Event participation of BE students-Guide Follow up -Planning of Jishin, Womens Day. celebration. -All academics should start at 9.00.
	9-2-23	SE commencement date 13th Feb 23 TT Display -TE joining Date 27th Feb 23 -BE FOP 2019 Pattern BE staff should attend -CO-PO-PSO attainment sheets submission today -Placement awareness presentation Evaluation sheets submit -Project reviews II, 13th Feb 2023
	25-2-23	TE commencement 27th Feb, Internship Extension permission Lab attendance register, assignment list, sample File. Academic advisory committee-Lecture monitoring CO, accreditation, assignments details, Dept details Industrial visit gm, cogfm = SE, TE, BE organize immediately Dept Best Practices 2 to be mailed to HOD NBA SAR details in malgi mam's sheet. MOU activity planning & conduction

ARB and course File checking by Principal sir.
Lab details all machine configurations to be checked
PAC committee is now PAOIC
Dept Exam coordinator - NAM
TE cogfm Hadke mam
Purchase incharge - KVP
Assignments Unit wise Deadline

NAM

Name & Sign of Course Teacher
MS N. A. Mulla

Name & Sign of H.O.D.
Prof. Dr. D. A. Godse

MEETING RECORD

Date of Meeting	Points Discussed
4/3/23	– Vmedulife ERP course related entries 10th march – Unit Test 1 March BE result – ARB, course File – model answer sheet to be displayed checking – SE UT1 16 March syllabus complete – 22-23 ARB to be completed – Extra lecture plan – 8th March Womens Day – Industrial visit plan – COs, POs, PSOs discuss in class 2 to 4 pm – Best practice mail to HOD – NBA criteria 2 & 5 sheets – 9 am lecture practical start at 9.00 am
18/3/23	– Students reported count by GFM – Syllabus coverage of SE=2 Units TE=1 5Units BE=3 Units – Planning of TE Unit Test Question Bank, Question papers – 3rd April Insem starts – Internship Records checking – Online MCQ Assignment – – Plan MOU activity – Industrial visit TE, BE 25th March, SE in April – Vmedulite ERP entry – Fees due status by GFM – paper publication by BE students
5/4/23	– SE, TE, BE Insem paper assessment to be started – Google classroom updation - study material, question Bank – NBA prequalifier changes – NBA SAR updation – IT Dept requirements for NBA, NAAC to be submitted – Discuss counselling points with HOD.
8/4/23	Insem paper checking MOU activity planning – IOT workshop. Audit course

NAM

& Sign of Course Teacher
S. N. A. Mulle

Name & Sign of H.O.D.
Prof. Dr D. A. Godse

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1)	9-4-22	1) Commencement of F.E A.Y. 2021-22 Sem-II from 11-4-22. 2) Time table distribution for conduction of lectures. 3) Review of Course contents. 4) Review of Mentor Mentee form.
2)	16-4-22	1) Creating google classroom for Sem-II Students. 2) Uploading course material + Vedios etc. 3) Collection of acknowledge form Students by GFM. 4) Purchase requirement for laboratory.
3)	24-4-22	1) Assignment is given for unit-I 2) Planning for student counselling Meeting. 3) Review of Syllabus. 4) Appointment of CR + Co-CR + batch co-ordinator for every class by respective GFM.

D.P. Chopade

Name & Sign of Course Teacher

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
4)	30-4-22	1) Review & feedback of Student counselling meeting. 2) Planning of Parent Teacher meet. 3) Project under subject PBL is decided to students.
5)	7-5-22	1) Review of syllabus for 1st unit Test. 2) Submission of UT-I question Bank. 3) Allotment of project group.
6)	14-5-22	1) Course material is shared with student for UT-I 2) Sharing of question Bank for preparation of UT-I. 3) Planning of extra lectures if needed.

D.Y. Chopade

Name & Sign of Course Teacher

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
7)	21-5-22	1) ~~Planning~~ Planning for Insem exam. 2) Review of Mid-Term submition. 3) Planning for student counselling meeting-2.
8)	28-5-22	1) Review of student counselling meeting-2. 2) planning for conducting online test for subject of Democracy, Politics & goverance
9)	11-6-22	1) Assignment 2 is given to Student. 2) Review for PBL submission. 3) Planning for Student counselling meeting 3.

D.P. Chopade

Name & Sign of Course Teacher

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
10)	18-6-22	1) Review of student counselling meeting 3. 2) Planning for UT-2. 3) Conclusion of Teaching up to 30-6-22
11)	25-6-22	1) End sem Mentor-Mentee form. 2) In sem exam paper evaluation & display result on Notice board. 3) Preparation of TW assessment.
12)	2-7-22	1) 2 Model question paper to be formed for practice to the students. 2) UT-2 conduction from 4-7-22 to 8-7-22.

D.P. Chopade

Name & Sign of Course Teacher

Name & Sign of H.O.D.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1	30/07/18	F.E Welcome function organising
2	03/08/18	Attendance of reported students
3	17/08/18	preparation of presentation of tut.
4	24/8/18	Syllabus completion status
5		pre UT paper preparation of Unit test
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Course Teacher Prof. K.B. Waiwadi

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1	06/02/2021	1) Commencement of sem-I FE A.Y. 2020-21 from 08/02/21. 2) Time table work distrubution of Lectures. 3) Review of course material for online lectures. 4) Finalization of online platform for lect Conduct as Google meet.
2	13/02/2021	1) Uploading of course materials viz PPT, video lectures on google classroom 2) Review about smooth conduction of online lectures. 3) Purchase require for online lect. 4) Exam form filling instructions & guidelines by CFM
3	20/02/2021	1) Induction program by CEO for FE student about Examination. 2) Induction from scholarship section for government scholarships. 3) Review of Exam form filling status.

Name & Sign of Course Teacher
Prof. Kiran B Naikwadi

Name & Sign of H.O.D.
Prof. Dr. A. M. Pawar

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
4	27/02/2021	1) Review of syllabus completion 2) Submission of PPT's & MCQ's of Unit-I & II to Proj. Mittkari. 3) Information shared to students about private scholarships.
5	06/03/2021	1) Uploading of assignment 1 on google classroom on 08/03/2021. 2) For online assign. paper guidlines given by ~~student~~ to students. 3) Review of student counselling meeting.
6	13/03/2021	1) Scholarship forms filling instructions & guidlines to be given by GFM. 2) Syllabus review for Unit Test-I 3) Preparation of MCQ based question paper for U.T.-I.

Name & Sign of Course Teacher
Prof. Kiran Naikwadi

Name & Sign of H.O.D.
Prof. Dr. A.M. Pawar

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
7	20/03/2021	1) Unit Test exam from 22/03-26/03/21 2) Question paper setting for I sem exam (3 sets.) 3) Review of mid-term submission. 4) Assignment 2 to be given on 22/03/2021.
8	03/04/2021	1) Conduction of student counselling meeting on 05/04/21. 2) Review of syllabus & requirement of extra lectures to complete syllabus before 17/04/2021.
9	10/04/2021	1) Review of student counselling meeting. 2) Sharing of MCQ question bank on all units for end-sem exam.

Name & Sign of Course Teacher
Prof. Kiran B. Waikhadi

Name & Sign of H.O.D.
Prof. Dr. A. M. Pawar

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1	15/05/21	1. Commencement of FE A.Y. 2020-21 Sem-II from 17/05/21, Monday. 2. Time table distribution for conduction of Lectures. 3. Review of course content for online lectures. 4. Review of mentor-mentee forms.
2	21/05/21	1. Uploading of course material viz. videos, lectures, PPT's, MCQ's, etc.. on Google classroom. 2. Purchase requirement for lab & online books. 3. Assignment to be given on 28/05/21.
3	28/05/21	1. Review & instruction for filling Exam form for A.Y. 2020-21 (sem-II) by respective GFM. 2. Target date for completion of two units for U.T.-I before 12/05/21. 3. Planning for students counselling meeting on 31/05/21.

Name & Sign of Course Teacher
Prof Kiran Naikwadi

Name & Sign of H.O.D.
Prof Dr. A.M. Pawar

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
4	05/06/21	1. Review of student counselling meeting 2. Planning for parents-teacher meet. 3. Project discussion with students for subject PBL.
5	12/06/21	1. Review of Syllabus for first 2 units. 2. Submission of UT-I question paper. 3. Allotment of project groups. 4. Course content sharing with students for Democracy, Election & Governance subject.
6	19/06/21	1. Sharing MCQ question bank to students for preparation of Intern Exam. 2. Planning of Extra Lectures if needed. 3. Planning of Intern Exam from 22/06/21 to 26/06/21.

Name & Sign of Course Teacher
Prof. K.B. Naikwadi

Name & Sign of H.O.D.
Prof. Dr. A.D. Pawar

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
7	26/06/21	1. Extra lectures are planned for completion of remaining 4 Units, before conclusion of teaching 20/07/21. 2. Conclusion of teaching 20/07/21. 2. Review of Mid-Sem submission. 3. Review of student counselling meeting-2
8	03/07/21	1. Planning of student counselling meeting-3 on 05/07/21. 2. Planning of MCQ Test on Democracy, Election and Governance subject.
9	10/07/21	1. Assignment 2 to be given on 12/07/21. 2. PBL Submission before 15/07/21. 3. Review of student counselling meeting-3.

Name & Sign of Course Teacher
Prof. K.B. Wankhade

Name & Sign of H.O.D.
Prof Dr. A.M. Pande

ONLINE MEETING RECORD

Date of Meeting	Points Discussed
26/06/21	1. Extra lectures are planned for completion of remaining 4 units, before conclusion of teaching 20/07/21. 2. Review of Mid-Sem submission. 3. Review of student counselling meeting-2.
03/07/21	1. Planning of student counselling meeting 3 on 05/07/21. 2. Planning of MCQ Test on Democracy, Election and Governance subject.
10/07/21	1. Assignment 2 to be given on 12/07/21. 2. PBL Submission before 15/07/21. 3. Review of student counselling meeting-3.

Name & Sign of Course Teacher
Prof. K.B. Waghmode

Name & Sign of H.O.D.
Prof Dr. A.Y. Pawar

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
10	17/07/21	1. Planning of U.T.-II Sem-II A.Y.2020-21 is from 22/07/21 to 26/07/21. 2. Conclusion of teaching on 28/07/21. 3. Review of syllabus completion steps.
11	23/07/21	1. End-sem Mentor-mentee forms 2. Preparation of PR & TW marks. 3. Preparation of Assessment sheet for TW. 4. Compliance of all dep. files.
12	30/07/21	1. SPPU End-sem Exam Sem-II AY 2020-21 scheduled from 03/08/21 to 11/08/21. 2. Instructions & guidlines for appearing End-sem Exam are given to the students by circular.

Name & Sign of Course Teacher
Prof K.B. Nalawade

Name & Sign of H.O.D.
Prof Dr. A.M. Pawar

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1	09/04/2022	– Commencement of F.Y. 2021-22 Sem-II from 11/04/22. – Time table distribution for conduction of theory lectures. – Review of course content. – Review of Mentor-Mentee – Selection of GFM.
2	16/04/2022	– Creating Google classroom for Sem-II – Uploading study materials – Purchase requirements for laboratory & books.
3	23/04/2022	– Assignment should be given to the students on Unit-I. – Planning student counselling meeting-I – Review of syllabus.

Name & Sign of Course Teacher
Prof. Kiran B. Naikwadi

Name & Sign of H.O.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
4	30/04/2022	- 1st defaulter's list - Review of feedback of student counselling meeting-I - Planning of Parents-Teacher's meet - Project Distribution on course PBL.
5	07/05/22	- Review of syllabus for Unit Test-I - Submission of U.T.-I question papers. - Allotment of Project Groups.
6	14/05/2022	- Course content sharing on Google classroom to the students of D,G&E. - Sharing of question banks for the preparation of In sem Exam. - Planning of Extra lectures if needed.

Name & Sign of Course Teacher
Prof Kiran B. Nalawade

Name & Sign of H.O.

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
7	21/05/2022	- Planning for I Sem Exam such as question paper setting. - Review of mid-term submission. - Planning for student's Counselling meeting- II
8	28/05/2022	- Defaulter's List- II by GFM - Review of Counselling meeting- II - Planning for conduction of Online MCQ based test for Democracy, Gov & Election
9	11/06/2022	- Assignment No.2 to be given to the students on unit- VI - Review for PBL submission. - Planning for counselling meeting- III

Name & Sign of Course Teacher

Name & Sign of H.O.D

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
10	18/06/2022	- Review & Feedback for Counselling meeting - III - Planning for U.T. - II - Conclusion of Teaching upto 30/06/22.
11	25/06/2022	- End Sem Master - Mastee forms - Insem Exam paper evaluation & Compilation on BSPPU Portal. - Preparation of TW Assessment.
12	02/07/2022	- Two model question paper's to be form for practise End sem exam for student - Unit Test - II Conduction from 04/07/22 to 08/07/22.

Name & Sign of Course Teacher

Prof. Kiran B. Naikwadi

Name & Sign of H.

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1	25/12/2021	- Commencement of FE AY 2021-22 from date 03/01/2022. - Time table discussion for conduction of online lectures. - Review of course content for online lectures. - Finalization of online platform for lecture conduction as Google meet.
2	01/01/2022	- Uploading of course material viz.: videos, PPT's, MCQ's, etc on google classroom. - Review about smooth conduction of online lectures. - Purchase requirement to be given
3	08/01/2022	- Induction by CEO to FE students about Examination and related. - Induction by Mr. Nalawade sir from scholarship section for diff. Govt. sch-ships. - Review & instruction of Exam form and Exam fee status by GFM's.

Name & Sign of Course Teacher
Prof. Kiran B. Naikwadi

Name & Sign of H.O.D.
Prof. Dr A. M. Pa

Sr. No.	Date of Meeting	Points Discussed
4	15/01/2022	- Review of syllabus completion. - Submission of PPT's, Lecture Notes, MCQ's for UT-I & UT-II - Information shared to students about Private scholarship under CSR.
5	22/01/2022	- Uploading of Assignments, Tutorials on google classroom 5/2/22. - As submission of Assignments is online hence proper instructions for the same by respective faculties. - Planning for student's counselling meeting dated 28/01/2022.
6	29/01/2022	- Scholarship forms filling instructions & guidelines to be given by GR's. - Review of syllabus for U.T.-I - Preparation of online question paper with google form of U.T.-I - Uploading on Google classroom.

Name & Sign of Course Teacher
Prof. Kiran B. Naikwadi

Name & Sign of H.O.D.
Prof. Dr A. M. Pawar

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
7	05/02/2022	- U.T-I Exam - 03 sets of question papers to be prepared for Insem Exam from 21/02/22 - 25/02/2022. - Review of mid-term submission. - Assignment 2 to be given 16/03/22.
8	12/02/2022	- Conduction of student counselling meeting-2 dated 05/03/22 - Review of Extra lectures requirement for completion of remaining syllabus
9	18/02/2022	- Review of student counselling meeting - Sharing of MCQ's question bank of all units for end-sem. Exam.

Name & Sign of Course Teacher
Prof. Kiran B. Naikwadi

Name & Sign of H.O.D.
Prof. Dr. A. M. Pawar

ONLINE MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
10	12/03/2022	- Revision lectures for discussion of mcq's, question paper format to be conducted. - Student counselling meeting. 3 days 19/03/2022. - End sem submission & conduction - conclusion of teaching on 21/03/2022.

Name & Sign of Course Teacher

Prof. Kiran B. Naikwadi

Name & Sign of H.O.D.

Prof. Dr. A.M. Pa

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
1.	22/11/2022	1) Planning of conduction of FE induction program from 14/11/22 to 26/11/22 2) FE admission spot round on 18/11/22
2	26/11/22	1) Commencement of teaching from 28/11 2) Workload distribution 3) Time-table distribution 4) Exam Form & ABCid filling
3	10/12/22	1) Syllabus coverage & Insem exam preparation related extra lectures 2) Scholarship form filling & updating 3) Student mentoring meeting

MEETING RECORD

Sr. No.	Date of Meeting	Points Discussed
4.	24/12/22	1) Planning for UT.-I Sem-I exam 2) Review of syllabus 3) Paper setting of UT-I from 02-04/01/23 4) Essay writing & poster presentation competition on occasion of birth anniversary of Hon. Dr. Patangrao Kadam
5.	07/01/23	1) Birth anniversary celebration event 07/01/23 2) Conduction of Insem Exam 09/01/23 to 13/01/23
6.	14/01/23	1) Assignment-I completion on or before 19/01/23 2) Planning of CME visit on 17/01/23 3) Mid-term Submission 23/01/23 to 25/01/23. 4) Student mentoring meeting.

Dr. S.S. Jadhav

me & Sign of Course Teacher

ING RECORD

Sr. No.	Date of Meeting	Points Discussed
7	28/01/23	1) Edumeet planning on 04/02/23 2) Syllabus Review 3) Syllabus coverage. Extra lectures if required.
8	17/02/23	1) Planning of 'Shiv-Jayanti Program'. 2) Review of Syllabus & completion before 28 Feb 23. 3) Assignment-II before 27/02/23 4) Insem & PR marks uploading on SPPU portal upto 27/02/23
9	28/02/23	1) UT-II conduction from 02/03/23 to 03/03/23. 2) Submission scheduled on 04/03/23. 3) Student counselling/mentoring meeting. 4) Conclusion of term on 06/03/23.

Dr. S. S. Jadhav
Name & Sign of Course Teacher

Name & Sign of H.O.D.