

DEPARTMENT OF INFORMATION TECHNOLOGY

MINUTES OF MEETINGS

Date:15 Mar 2021

S. No	Description	Action/Info
1	It is necessary to keep the records of the students who are doing Internships in the department. Prof G M Walunjkar has been asked to keep such record and put up the records to HOD soon.	Prof. G M Walunjkar
2	HOD informed that a lecture for start ups is arranged on 24 th March 2021 by Mr Ronnic Screwvala. HOD informs the class teacher to ensure the attendance and active participation of their students. Faculty will also attend the seminar.	Class Teachers
3.	HOD ask to fill up the syllabus completion report till 31 March and put up for information.	Class Teachers
4.	Discussion also took place about the program on motivation letters. Motivation letters have been written few faculty members, who have not published any paper in the journals last 3 years. They were asked to submit detail plan for the year 2021-22 and 2022 to 23 with following details. a. publish papers in journal and conference b. file patent/copyright c. Apply for research funding. HOD encourages all faculties to improve the performance in R&D. Discussion also took place regarding the research proposals submitted by faculty to various funding agencies. HOD insists faculty to apply for CRG research proposal with R&D Dighi. HOD also insists department R&D coordinator Dr. Rahul Desai to look out some projects which possibly be given by R&D Dighi to third year students of IT Dept.	All Faculty
5.	Discussion also took place regarding Details of publication of journals conference, Book article/Chapter published, book published list of patents/Copy right, funded projects and workshops, seminars, STTP/FDP/winter school attended by various faculty in the department. HOD also took up follow-up of NBA/NAAC preparation.	R&D Coordinator NBA Coordinator
6.	HOD informs class teachers and Counsellors to concentrate to improve the attendance of the students. Attendance of students below 50% was informed which include 14 from SE, 18 from TE and 39 from BE Classes. Counsellors	Class Teachers

	should call the parents & informing the same.	
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