

May 18, 2021; Time: 6.00 pm to 8.00 pm (Online)

Departmental Meeting

Points discussed:

- NAAC formats will be shared by Dr Tiwari as data will have to be positioned
- Session of students with DIRECTOR and PRINCIPAL to be planned centrally
- Session with DIRECTOR and PRINCIPAL planned on Thursday, May 20, 2021 beginning at 3:00 pm. All teaching and non-teaching faculty to attend
- Conclusion of Semester-II by May 30, 2021. Complete everything, utilize Sat, Sunday if required
- In semester examination June 1- 5, 2021. Details in PRIN notice
- All faculty to make the Question Banks available for students (at least 50 MCQs per unit)
 - a. Prof RB Patil suggested that requirement of 50 MCQs per unit for exams needs to be looked at, sighting that some deviations had to be or were taken in earlier exams
 - b. Dr Patil talked about limitations of Moodle filtering out images, etc
 - c. It was highlighted that users (Faculty) are in the first place importing MCQs in CSV format, which means files will be in ASCII or text files, so forget Moodle welcoming anything but text data
 - d. It was recommended that each imported question in Moodle be "Previewed" and all to note that Moodle offers facility to "Edit" each question as also incorporate desired objects
- Oral/Practical examination from June 6-10, 2021. Details in PRIN notice
- BE Project examination June 14 and 15, 2021
 - a. Prof RB Patil (BE-Project coordinator) submitted that we could only have ONE final review and not two as planned owing to the INSEM and PR/OR exam schedule. This review would have to be around May 28, 29 and 30.
- TE Seminar related activity also to be planned according to these new exam dates
 - a. Dr Awasarmol (TE-Seminar coordinator) submitted that we could have only one final review. Dates/decision to be taken
 - b. Fact remains, TE seminars were handled very late in the department
- Prof RB Patil/Dr Awasarmol/Dr Patil, the members of the Department Review Committee proposed that reviews should be held in multiple groups instead of a single committee in the interest of saving time
- Decision on BE project and TE seminar: next review dates, etc to be finalized within 2 days
- All guides were told to take the initiative and wake up respective students to get things lined up as best as possible and get things done
- TE/BE next semester commencing from June 15, 2021
- FE/ME-I INSEM July end
- SE commencing August, 2021
- Each faculty member must update their profile on ERP by patiently ensuring that all data is entered in ERP that is accurate, correct, pertinent, which then gets uploaded on to website. PRIN checked each profile and found many issues. This needs to be done urgently

- Our departmental Vision/Mission statement is revised and it is aligned with institute vision/mission; it is now uploaded
- Each faculty member must submit hardcopy of ACR (TWO forms: AWES and AIT) on or before June 1, 2021 along with supporting documents. Submission to be done in HOD's office. Details in PRIN notice
- Non teaching forms forwarded
- Prof Patel to prepare academic calendar, which include Seminar, Workshops and FDP. Other faculty members to contribute; funding will be available
- Load distribution issues of Dr Awasarmol
 - a. He has already done his work for Sem II (14 hrs), still 6 hrs of additional EGR load given, making his Sem II load to 20 hrs
 - b. Dr Awasarmol wanted to know if he would/can be compensated at the rate of Rs 2,000+ per hour
 - c. HOD cannot address compensation; Dr Awasarmol was told to write an application capturing this; HOD will forward it to higher authorities
 - d. Explained that post Vacation (post May 10) only FE and ME-I load there, which was within constraints evenly distributed among faculty
 - e. Each faculty got either 4, 6 or 7 hours of load as per the best subject distribution/combination
 - f. Week of May 17 and May 24 (for SE) was to be the issue due to overlap; to be resolved with ASGE or in the department. Going on okay so far
 - g. Recruit faculty as two have left, so that there will not be any burden. This should have been done promptly
 - h. NBA norms also to be ensured hence recruitment ought to be done
 - i. In general, many adjustments had to be made because of the pandemic situation and the sudden constraints; department did the best
- Prof Gaikwad's question: Would next Sem load be, 16 hrs that may be coming plus the current 7 hrs, that is 23 hrs? Ans: NO
- In addition to subjects work loads, departmental responsibilities, activities, etc will have to be evened out further

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