

**ALDEL EDUCATION TRUST'S
ST. JOHN COLLEGE OF ENGINEERING AND MANAGEMENT**

ITEM 1: To confirm the Minutes of the 21st meeting of the College Development Committee held on 6th September 2019.

The 21st meeting of the College Development Committee (earlier known as Local Managing Committee) of AET's St. John College of Engineering and Management was held on 6th September 2019 at 11:00 a.m. in the Conference room of St. John College of Engineering and Management, Palghar.

The following members and special invitees were present

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| 1) Mr. Albert W. D'Souza | 2) Mr. Aldridge D'Souza |
| 3) Dr. (Mrs.) Savita Tauro | 4) Dr. G.V. Mulgund |
| 5) Dr. Ajoy Kumar | 6) Dr. Rahul Khokale |
| 7) Dr. Kiran Bhandari | 8) Dr. Buddharatna Godbole |
| 9) Dr. Pandharinath Ghonge | 10) Mrs. Anita Chaudhari |
| 11) Mrs. Micheal Nadar | 12) Mr. Shekhar Poojary |
| 13) Mr. V.R. Patil | 14) Mr. Baptist D'Souza |
| 15) Sr. Irene Pais | 16) Mr. Namdev Patil |
| 17) Ms. Bernadette K | 18) Sr. Hilda |
| 19) Mr. Maxim Pinto | 20) Mr. Meltan D'Costa |

The following members / special invitees were granted Leave of Absence

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| 1) Mrs. Elvina D'Souza | 2) Mrs. Elaine D'Souza Buthello |
| 3) Mr. Karunakar Shetty | |

The meeting started with the Campus prayer, after which the Chairman, Mr. Albert W. D'Souza welcomed the Members.

Principal, Dr. G.V. Mulgund presented an overview of the activities and achievements of the entire College. The Minutes of the previous College Development Committee meeting were read and approved by the Members.

The following suggestions were given:

- 1) Chairman suggested that TFWS students' details should be mentioned separately when all students' details are given in any report, right from the First Year to Final Year.
- 2) The department members should have the data of the results of their department.
- 3) Dr. Savita Tauro said that the BE passing percentage should be calculated as the number of students who have passed engineering without any previous backlog subjects. Success Index is the number of students who have cleared the course within four years of their admission taken.

- 4) Chairman suggested that the large number of students in Final Year who have backlog ATKT is a concern.
- 5) Regarding the Minor Research Grants of University of Mumbai, Chairman suggested that the proposals for the next year should be kept ready well in advance of the University notification. More faculty should be involved in research and publication work. Eligible faculty should be identified in advance so that work on grant proposal can begin soon. Also all reports should be submitted well in time. Dr. Savita Tauro suggested that if grants amounts are not received in time then the College should follow up with the University.
- 6) Chairman suggested that faculty should attend seminars in reputed city Colleges, we should keep a track of the seminars organized.
- 7) He also said that new library books should be purchased by selecting relevant new topics and new titles. The Principal mentioned that a Library Committee has been formed to look into the same. Mr. Aldridge D'Souza said that the library audit has been done and requested all the faculty to return library books in time.
- 8) With regard to NBA Chairman asked each department to assess their eligibility for NBA. Admissions of last 3 years is a NBA criteria and this year's admissions are lesser so the assessment of eligibility has to be done.

The Heads of Department were invited to present their respective departmental presentations.

A) Mrs. Micheal Nadar -First Year Department

- 1) Dr. Savita suggested a comparison be made with past two year students on the basis of HSC, PCM and CET marks and scores to analyze the student quality of this year.
- 2) The Chairman said that few students have internal KTs, but no End Semester KTs and hence, proper evaluation and improvement should be done in this area. The Chairman also advised the FE team to focus on the previous years' KT students to guide them properly so as to pass the subject/s.
- 3) Dr. Savita said that an analysis of how many dropout students who have appeared for the examination has to be made. The dropout students should be identified and specially assisted to at least clear the exam so that they can be promoted to the next year.
- 4) Chairman advised that all FE faculty members should work on Research Projects and Publications.

B) Dr. Buddharatna Godbole - Civil Engineering Department

- 1) Chairman advised that Remedial lectures should be conducted for the Direct Second Year students.
- 2) Mr. Aldridge suggested that attendance be made compulsory for provisional students also. He asked to email explanation for less attendance of TE students.
- 3) For all courses their previous college should be analyzed to help us know whether students have come from the colleges we have counselled.
- 4) Mr. V.R. Patil suggested that young faculty members can develop a better rapport with students and analyze their difficulties.



- 5) Chairman advised to plan Industry visit to CIDCO Palghar, Mr. Vinod Adhikari, RMC plant, Nagzari, Boisar, and Metro Rail for upcoming projects (Excavation part and foundation). He also said to contact Alumni students who are working in Metro Rail, Mumbai and Ms. Hazel Cardoz of batch 2016-17.
- 6) The Success Index for BE students to be calculated just as done for SE and TE.
- 7) An action plan for dropped out students (those who discontinued) from 2008 onwards should be prepared. Chairman suggested to identify the NABL labs across Maharashtra.
- 8) Mr. Aldridge D'Souza advised to analyze various Diploma Institutes from where our Direct Second Year students have come from, their residences and other statistical data. An action plan for these students should be made.

C) Dr. Rahul Khokale -Computer Engineering Department

- 1) Chairman said to focus on coverage of remaining syllabus in stipulated time period which is left.
- 2) Chairman advised that attendance of SE, TE, and BE students should not be less than 80%.
- 3) He also said that the drop-out students should be helped in getting at least a pass class degree in Engineering from our Institute.
- 4) The number of students failed more in subject ECCF in Unit Test -1. Efforts to be taken to improve the results for all subjects in SE, TE, and BE. Dr. Savita Tauro asked to ensure that there is no delay from our end in sending papers to University for declaration of final result.
- 5) Chairman instructed to divide students of FE equally among available faculties in the department for mentoring activity.
- 6) He asked to include academic performance for first year students.
- 7) He added that students should be motivated to take up higher education immediately after BE.

D) Mrs. Anita Chaudhari –Information Technology Department

- 1) Dr. Savita Tauro suggested that the result analysis for each batch should only include the progression of only those students who had originally taken admission from the first year of the batch under consideration and the diploma students directly admitted to the second year for that batch.
- 2) Chairman asked to call Ms. Fiona Nazareth, Alumni and former University Ranker from our College for delivering Expert Lectures for TE and BE students.
- 3) Chairman advised that each faculty member of the department should mentor and teach 3 students to help them clear the backlog of Applied Mathematics III. This will also improve the success index.
- 4) He also said to find the number of students from the 2018-19 batch who are yet to be placed.

E) Dr. Pandharinath Ghonge -Electronics & Telecommunication Engineering Department

- 1) Chairman observed that presentation did not include syllabus coverage in each semester, Action Plan report for Direct Second Year students.
- 2) Chairman suggested that EXTC faculty also should take initiative to teach concepts of Mathematics III subject to SE students. Students should be divided into groups and faculty should be assigned to each group for teaching this subject.

- 3) He added that Remedial lectures to be conducted on all Saturdays for SE students.
- 4) Chairman observed that the result in one subject had come down last year. He said that the subject should have been analyzed and faculty could have been changed if needed. He advised that result improvement and passing percentage should be maximum for SE and TE students.
- 5) Mr. V.R. Patil suggested to study whether students who failed in Unit Test-1 in different subjects are common or not and improve their results.
- 6) He also advised the presentation to be revised and represented along with Action Plan for the points discussed above.

F) Dr. Ajoy Kumar -Mechanical Engineering Department

- 1) Chairman advised that presentation slides format should be standardized and all Departments should follow the same format.
- 2) Dr. Savita Tauro said that attendance-marking systems should be common among all Departments and project hours to be considered in attendance. She added that less attendance of BE students is a concern.
- 3) Chairman suggested that Drop out students report for last 3 years to be prepared with action plan. He added that in the Result analysis (University Exam) slide along with Pass students the details of Fail/Drop students need to be included. Unit Test result of SE need to be improved.
- 4) Chairman commented that NBA pre qualifier eligibility is likely to be lost in next academic year (2020-21) Hence need to complete NBA SAR preparation in 2019-20. He commented that average API for SE, TE is below the first class so need to take care.
- 5) Chairman said that all Direct Second Year students who joined late and missed remedial lectures need special attention. He suggested that extra classes should be conducted and en-sure that all important concepts are covered.
- 6) Chairman advised that full name of organizations should be given instead of abbreviations especially for non-standardized forms.
- 7) Mr. Aldridge D'Souza suggested to contact Air India, Tata Steel, KLT, Tata Power for internships.
- 8) Mr. Aldridge D'Souza advised that when Experts are invited, longer lectures should be planned. Students of other branches can also be invited for relevant topics. Also call other Visiting faculties like Mr. Venkatesh for Expert lectures. He added that for NBA Criteria, Mr. Reuben Buthello can be shown as Visiting faculty instead of Adjunct faculty.

The Meeting ended with a Vote of Thanks to the Chair.



Principal (Member-Secretary)



Chairman