

**Draft Minutes of the 19<sup>th</sup> College Development Committee Meeting**  
**held on 17th September 2018**

The 19<sup>th</sup> 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 17<sup>th</sup> September 2018 in the Conference room of St. John College of Engineering and Management, Palghar.

**The following members were present**

- |                                 |                          |
|---------------------------------|--------------------------|
| 1) Mr. Albert W. D'Souza        | 10) Dr. Kiran Bhandari   |
| 2) Mrs. Elvina D'Souza          | 11) Mr. Nelson Pereira   |
| 3) Mrs. Elaine D'Souza Buthello | 12) Mr. Sundar Kharvi    |
| 4) Dr. S. Krishnamoorthy        | 13) Dr. Susan Rego       |
| 5) Dr. (Mrs.) Savita J. Tauro   | 14) Ms. Bernadette K     |
| 6) Dr. Sivabharathi             | 15) Mr. Namdeo Patil     |
| 7) Mr. Shivaji Shelar           | 16) Mr. Karunakar Shetty |
| 8) Dr. Gyanappa Walikar         | 17) Dr. G.V. Mulgund     |
| 9) Mrs. Anita Chaudhari         |                          |

**The following Special Invitees were Present**

- |                           |                   |
|---------------------------|-------------------|
| 1) Mr. George Castelino   | 4) Sr. Irene Pais |
| 2) Mr. Reuben Buthello    | 5) Mr. V. R Patil |
| 3) Mr. Shreeshail Heggond |                   |

**The following members / special invitees were granted Leave of Absence**

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|-------------------------|--------------------------|
| 1) Mr. Aldridge D'Souza | 3) Mr. Baptist D'Souza   |
| 2) Mr. Shekar Poojary   | 4) Sr. Hilda Albuquerque |

The meeting started with the St. Francis 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 Local Managing Committee meeting were read and approved by the Members.

**The following presentations were made by the Heads of Department for their respective department.**

- |                         |   |  |
|-------------------------|---|--|
| 1) Mr. Sunil Kushvaha   | - | First Year Department.                                 |
| 2) Mrs. Anita Chaudhari | - | Information Technology Department                      |
| 3) Dr. Gyanappa Walikar | - | Computer Engineering Department                        |
| 4) Dr. Kiran Bhandari   | - | Electronics & Telecommunication Engineering Department |
| 5) Dr. Susan Rego       | - | Civil Engineering Department                           |
| 6) Dr. Sivabharathi     | - | Mechanical Engineering Department                      |

The following suggestions were given by the Members.

### 1. Industrial Visits

Member	Suggestions given
Mr. Albert W. D'Souza	<ul style="list-style-type: none"> <li>Industrial visits should be conducted for all departments.</li> <li>The Industrial visits for Electronics &amp; Telecommunication Degree &amp; Diploma engineering students could be organized together as the number of students is lesser.</li> <li>Some of the organizations suggested for Industrial Visits are Vinod Cookware, Bombay Railway Workshop, Viraj Industries, Industries in Vapi belt and Umergaon belt, etc.</li> </ul>
Dr. Krishnamoorthy	<ul style="list-style-type: none"> <li>During every Industrial visit, a group photo of Faculty and students should be taken in the Industry premises or at least in front of the Industry gate. This will help in documentation purposes.</li> </ul>

### 2. Library

Member	Suggestions given
Mr. Albert W. D'Souza	<ul style="list-style-type: none"> <li>Library utilization has to be improved.</li> </ul>
Dr. Krishnamoorthy	<ul style="list-style-type: none"> <li>The total amount of Rs. 63+ lakhs spent in 10 years in library books is less. More investment needs to be made in the library.</li> </ul>
Dr. Kiran Bhandari	<ul style="list-style-type: none"> <li>University question papers and marking scheme, model answers should be kept in library / moodle server etc.</li> </ul>

### 3. Paper Publications & Presentations

Member	Suggestions given
Dr. Krishnamoorthy	<ul style="list-style-type: none"> <li>Publication should be in reputed journals and paid publications should be avoided. Paid publications are not counted for in regulatory matters, even though it may be a UGC Approved journal.</li> <li>The F.E. department faculty should also write papers.</li> </ul>

### 4. External Faculty Guest Lectures and Workshops

Member	Suggestions given
Dr. Krishnamoorthy	<ul style="list-style-type: none"> <li>When an external resource person is invited, our internal faculty too should attend the sessions along with the students.</li> <li>Whenever our faculty attend an external Workshop / Seminar, they should conduct a similar session in our College for the other faculty.</li> </ul>
Mr. Albert W. D'Souza	<ul style="list-style-type: none"> <li>The internal faculty should assess the value addition done by the external resource person, so that we could decide on inviting the same resource person again or inviting someone else.</li> <li>Knowledgeable external resource people should be identified in advance itself as getting their dates are difficult at the last minute.</li> <li>Any programme organized on soft skills development by an external resource person should be informed to the CSSPD &amp; Placement team, they too should attend the programme.</li> </ul>

## 5. Internships & Placements

Member	Suggestions given
Dr. Krishnamoorthy	<ul style="list-style-type: none"> <li>Students who attend internship should present a report on the learning and experience of internship.</li> <li>Documentation of the student internships is essential in NAAC / NBA reports.</li> </ul>
Mr. Albert W. D'Souza	<ul style="list-style-type: none"> <li>Data of students who are self-employed should also be collected.</li> <li>Suggested the inclusion of Jio as a prominent placement partner as there is a huge demand for engineers currently.</li> <li>GATE qualified engineers are more likely to secure placements. Students should be motivated to appear for GATE exams.</li> <li>Final Year student's internships should be of a little lesser duration for preventing academic loss. Alternatively the syllabus can be started later.</li> <li>Student attendance monitoring should be done during the internship period, preferably by calls every alternate day.</li> </ul>
Mr. Albert W. D'Souza Dr. Savita Tauro	<ul style="list-style-type: none"> <li>NBA considers placements upto the end of the next June. For example a student passed in May 2017, Placements, higher studies till June 2018, with valid documentary evidence only, will be accepted by NBA.</li> </ul>

## 6. Mentoring

Member	Suggestions given
Dr. Krishnamoorthy	<ul style="list-style-type: none"> <li>In addition to faculty mentoring, peer to peer mentoring should also be done, however it should not substitute faculty mentoring.</li> <li>Peer to peer mentoring should involve sharing of the student experiences, how the seniors have coped up with the studies.</li> </ul>
Dr. Kiran Bhandari	<ul style="list-style-type: none"> <li>Statistical data of students programme through mentoring would help in NBA Accreditation records.</li> <li>Diploma passed Direct Second Year students need to be mentored well so that they feel comfortable, as other students are already set in groups.</li> </ul>
Mr. Albert W. D'Souza	<ul style="list-style-type: none"> <li>Mentoring should be effective. Gap analysis should be done to identify the improvement measures.</li> <li>Around 8 students per hour would be an ideal number for a mentoring session. If necessary the number of mentoring slots can be increased from the next semester.</li> <li>Department HOD should also take an active role in the student mentoring.</li> <li>If time table slots are less, the mentoring process can be done on 2<sup>nd</sup> &amp; 4<sup>th</sup> Saturdays also, throughout all the courses in Campus. HOD's and Principals to discuss and create the time table.</li> </ul>
Mr. Albert W. D'Souza	<ul style="list-style-type: none"> <li>First Year Mentoring should focus on settling the students into the technical education syllabus, to help them clear with good marks and minimum KTs. Final year mentoring should mainly focus on placements in addition to results.</li> </ul>

## 7. Time Table / Attendance

Member	Suggestions given
Mr. Albert W. D'Souza	<ul style="list-style-type: none"><li>• Student's time table of academic activities should be planned until 4.30 p.m / 5.30 p.m. He noted that many students bunk lectures post-lunch.</li><li>• Further to the faculty feedback that one of the reason for students bunking classes post lunch is that all the difficult subject lectures are conducted in the morning itself, the Chairman suggested that the time table be planned accordingly that difficult subjects are taught in the afternoon slot also.</li><li>• Low attendance is a serious concern and defaulter students below the required University percentage should be debarred from examination. However a proper documentation needs to be maintained of letters sent to parents informing that the student will be debarred if not meeting the requisite attendance.</li></ul>
Dr. Savita Tauro	<ul style="list-style-type: none"><li>• The reasons for students leaving early should be analyzed. An action plan for the next semester needs to be prepared for improvement of attendance.</li><li>• Developing quality and innovation in classroom teaching may help in improving attendance.</li></ul>

## 8. Improvement in the Admission Scenario

Member	Suggestions given
Mr. Albert W. D'Souza	<ul style="list-style-type: none"><li>• Admission counselling should be conducted for our own internal Diploma and Junior College students.</li><li>• Final Year Diploma students should be motivated to join the Direct Second Year.</li><li>• Efforts should be to increase the number of female student admissions.</li></ul>

## 9. Projects prepared for Grants from University / Other Regulatory Agencies

Member	Suggestions given
Dr. Krishnamoorthy	<ul style="list-style-type: none"><li>• When a socially innovative project is chosen, it has to be relevant to the local area. A careful analysis should be done before the project is chosen and project reports need to be prepared in detail.</li></ul>
Mr. Albert W. D'Souza	<ul style="list-style-type: none"><li>• Projects need to be planned taking into account the actual implementation possibility and realistic use of the project.</li></ul>

## 10. General Guidelines

- Presentation statistics need to be clear for all activities i.e. the Industrial visits, events etc., the name of faculty guide and number of students to be given.
- No official communication should be sent through WhatsApp or personal emails. For all official communication – MOODLE / College Website / College Notice Board to be used.
- No academic changes should be implemented in this Semester. All the necessary changes should be discussed between the Faculty, HOD & Principal first and then discussed with the Management.

Principal (Member-Secretary)

Chairman