

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

**Draft Minutes of the 22<sup>nd</sup> College Development Committee (CDC) Meeting  
held on 28<sup>th</sup> February 2020**

The 22<sup>nd</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 28<sup>th</sup> February 2020 at 10:45 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   | 10) Dr. Terence Johnson     |
| 2) Mrs. Elvina D'Souza     | 11) Dr. Pandharinath Ghonge |
| 3) Mr. Aldridge D'Souza    | 12) Mrs. Micheal Nadar      |
| 4) Dr. (Mrs.) Savita Tauro | 13) Mr. Karunakar Shetty    |
| 5) Dr. G.V. Mulgund        | 14) Mr. Shekhar Poojary     |
| 6) Dr. Ajoy Kumar          | 15) Mr. V.R. Patil          |
| 7) Dr. Rahul Khokale       | 16) Sr. Irene Pais          |
| 8) Dr. Kiran Bhandari      | 17) Ms. Bernadette K        |
| 9) Dr. Buddharatna Godbole |                             |

**The following Members / Special Invitees were granted Leave of Absence**

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|---------------------------------|------------------------|
| 1) Mrs. Elaine D'Souza Buthello | 3) Mr. Namdev Patil    |
| 2) Sr. Hilda                    | 4) Mr. Baptist D'Souza |
| 5) Mr. Meltan D'Costa           |                        |

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

The Principal, Dr. G.V. Mulgund presented an overview of the activities and achievements of the entire College after the previous CDC meeting held in September 2019. The Minutes of the previous meeting were read and approved by the Members. The Heads of Department were then invited to present their respective departmental presentations which covered attendance and result analysis, faculty and students strength, faculty and students achievements, industry visits / internships / workshops / seminars details, placement details and future plans. The Members were invited to give their observations and suggestions for each presentation.

**A) Mrs. Micheal Nadar - First Year Department**

- While discussing about Remedial Lectures and Tests for the dropped out students who are unable to attend lectures, Mrs. Micheal Nadar suggested that Online Remedial Test can be conducted on WhatsApp for these students.
- Dr. Savita Tauro raised a concern regarding the feasibility of assessing the tests on WhatsApp and suggested E-mail as a better alternative to conduct the tests.

## **B) Dr. Buddharatna Godbole - Civil Engineering Department**

- The Chairman suggested that the 23 drop out students of previous batches 2008-2019 should be informed to collect their Leaving Certificate as per rules.
- Dr. Savita Tauro said that if there is any public holiday in a week or some unseen incidents happen due to which regular classes could not be held, then extra lectures should be conducted in the same week to avoid any backlog. She advised that the overall attendance of Third Year students should be monitored and improved. The students going for internships with proper procedure should be given attendance.
- The Chairman informed that students should be motivated to participate in competitions / events in colleges which are senior to us or have good credentials.
- He advised that the students who had visited the Collector Office and other Govt. Offices site in Palghar when the buildings were being constructed, should now be taken for field visit to the site to show the finishing stage.
- The Chairman suggested that the training for L&T employees conducted by our faculty should be done every year as it will help in placements and internships.
- He added that the faculty should interact and build contacts with Industry people who will be attending the Laghuswapna event in our Campus on 29<sup>th</sup> February 2020.
- He also said that one day workshop should be arranged for all faculty on how to publish Research Papers in quality Journal (SCI/SCIE).

## **C) Dr. Rahul Khokale - Computer Engineering Department**

- He advised that the Dropout students who have discontinued with the course should be followed up to collect their documents/certificates/marksheets.
- The Direct Second Year students' allotment in the class has to be taken care with prior admission data for the same in order to maintain equal distribution of students.
- The Chairman commented that Semesters 3, 4, 5, and 6 are very important and attendance should be 80% and above. Students who fail to keep up their attendance to 75% should not be allowed to appear for end semester examinations. Moreover, proper evidence must be kept before they are detained for record.
- He added that students having KT need to at least pass the examination after attending remedial lectures. Efforts should be taken to ensure that all students attend remedial classes.
- He also said that students should be guided to identify their career objective in Semester 7 and 8 and they should have attendance greater than 75%.
- The Chairman informed that Capgemini will be visiting our Campus next semester for placements and students should be prepared well to get placed in Capgemini.
- He shared that active internship is very less for students of Computer / IT. So students should be encouraged to do some online certification courses which will increase their employability. He advised that faculty should study what practices are followed in good colleges for internships and few Online Certificate Courses that the students can do should be identified.
- The Chairman also said that the T.E. students should be convinced to attend Aptech courses being conducted in the Campus as it will help them to get placed in industry.

- He commented that if elective subject related to Commerce, Finance, Economics is there is the syllabus then it should be informed to the Management in advance so that faculty from SJCHS can be designated for the same.
- The faculty need to plan more lectures as compared to University allotted hours. i.e., 48 hours to be increased to 52 hours and 52 hours to be increased to 56 hours (Consistency is needed in this slide for standardization).

#### **D) Dr. Terence Johnson – Information Technology Department**

- The Chairman advised faculty that students should be encouraged for skill development courses. Mr. V. R. Patil suggested to correlate the skill development courses to the placements.
- The Chairman mentioned that Industry – Institute collaboration with Mahindra Tech may be planned in this semester.
- He advised that students should be motivated to participate in events /competitions at same or higher level colleges.

#### **E) Dr. Pandharinath Ghonge - EXTC Engineering Department**

- The Chairman suggested to analyze the reason for students scoring less in University papers after scoring high in Unit Tests. The Principal asked whether the Unit Test papers are set too easy. The Chairman advised that the Unit Test papers should be a par with the University papers. Mr. V.R. Patil added that students should be prepared keeping in mind difficult University papers. It was suggested that more practical solving of exam papers should be done through prelim examinations.
- Mr. V.R. Patil advised to make proper analysis of results as it was not complete.
- The Chairman commented that T.E. result was poor and live KT's in T.E. is a problem. He said The T.E. students should atleast get passing marks. He added that students should be motivated to attend all remedial classes. Mr. Aldridge D'Souza mentioned that students' mindset to study for passing marks should be changed. Mr. V.R. Patil asked each faculty to submit plan to the Principal how to improve T.E. results.
- The Chairman suggested to invite Dr. Kevin Noronha from SFIT to conduct special lectures.
- Dr. Savita Tauro suggested that the Timetable for Even Semester should be planned in Odd Semester itself.
- It was suggested that faculty should convince students to take up additional technical skilling courses offered by the College.

#### **F) Dr. Ajoy Kumar - Mechanical Engineering Department**

- The Chairman commented that it had been discussed and implemented last year about number of lectures allocated to each subject to be 52 instead of 48 as per University and timetable should be prepared based on 52 lectures. This will help in covering full syllabus. The Chairman asked why it was changed to 48 lectures in Mechanical Department without any permission. He said that less than 50% of syllabus covered till date is a concern and remaining days may not be sufficient to cover full syllabus. The teaching plan should be approved by the competent authority.

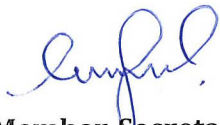
The HOD and his team assured that they will cover the syllabus by converting practical classes in the last week to theory classes.

- The Chairman said that attendance was poor and it should be monitored daily and actions to be taken to improve it. The average attendance should be above 80%.
- Dr. Savita Tauro advised that the result analysis breakup must match with the number of students appeared and complete result analysis information should be made available.
- The Chairman informed that our College being near to Industry area has advantage for Civil and Mechanical students to get Industry exposure. Faculty should include nearby Industry for internships and motivate more students to go for internships preferable in manufacturing Industry. Breakup of the student internship should be provided.
- He said that if a Senior Resource person is invited for any Seminar / Expert Lecture then maximum students from all branches should attend and benefits of attending such events should be explained to them. He added that Department wise breakup of the students who participated should be provided along with duration of the event.
- He also said that more students should be encouraged to complete certification courses of minimum 12 days.
- He advised all faculty to appear for GATE exam as it will make them more competent.

#### **Suggestions common to all Departments:**

- The presentation slides should be standardized i.e. it should include College logo, Department name, page number and date.
- The number of lectures allotted for each subject should be 52 lectures and the Timetable should be prepared based on 52 lectures and the Timetable should be approved by the Principal.
- The information given for Results, Placements should be complete.
- The students should be encouraged to attend remedial classes.
- They should be motivated to participate in events /competitions in colleges at par with our College or higher level Colleges.
- A separate meeting will be held for Academic Monitoring of all Departments.

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



**Principal (Member-Secretary)**



**Chairman**