

**Aldel Education Trust's St. John College of Engineering And Management**  
**Minutes of the 18<sup>th</sup> Local Managing Committee Meeting**  
**held on Wednesday, 7<sup>th</sup> March 2018**

The eighteenth Local Managing Committee meeting of AET's St. John College of Engineering and Management was held on 7<sup>th</sup> March 2018 at 12:00 pm in the Conference Room of the St. John College of Engineering and Management, Palghar.

**The following Members attended the meeting**

1	Mr. Albert W.D'Souza	9	Dr. Susan Rego
2	Mrs. Elvina D'Souza	10	Mr. Sundar Kharvi
3	Dr. S. Krishnamoorthy	11	Mrs. Anita Chaudhari
4	Dr. Savita Tauro	12	Mr. Nelson Pereira
5	Mrs. Elaine D'Souza Buthello	13	Ms. Shiny Nair
6	Dr. Mohanlal Mulkutkar	14	Mr. Namdeo Patil
7	Mr. Shivaji Shelar	15	Mr. Karunakar Shetty
8	Mr. Pavan Gujjar	16	Mr. Shekar Poojary

**The following Special Invitees attended the meeting**

Mr. Shreeshail Heggond, Mr. Reuben Buthello, Mr. Baptist D'Souza, Sr. Irene Pais and Sr. Hilda, Mr. V.R. Patil.

**The following people were granted leave of absence**

Mr. Aldridge D'Souza

**Welcome by the Principal**

The Principal Dr. G.V. Mulgund welcomed all the Members and Special Invitees to the eighteenth LMC meeting of the college.

**Action taken report:**

The actionable points discussed at the last meeting were reviewed and discussed.

**Presentation by the Principal**

The Principal made a brief presentation on the academic activities of the institute that covered the following points:

- Students performances & Placements
- Result Analysis
- Faculty Contributions
- STEP Activity
- Non-Teaching and Admin staff

The HODs made department wise presentations which included Action Taken Points, Faculty Contributions / Achievements, Students Achievements and Beyond Syllabus Activities, Future Plans.

The Chairman Sir invited the members to give their suggestions.

### **General Suggestions:**

#### **Chairman, Mr. Albert W. D'Souza:**

- The College has received the 2(F) certificate from UGC. We are now eligible for UGC and Mumbai University grants / schemes under 2F and the same should be applied for by all departments.
- Every student should be trained in at least 2 skills of minimum 60 hours duration each, under the STEP activity, before they pass out from the course.
- The students should not participate in events held in colleges that have been established after our College has been established, unless it is a NBA or NAAC Accredited college. A list of Colleges in which our students can participate in competitions should be prepared. This list should include only –  
(a) Colleges established prior to SJCEM      (b) NBA Accredited Colleges      (c) NAAC Accredited Colleges      (d) ACCMI institutions      (e) Other reputed Colleges.
- Branded placement partners i.e. big organizations are necessary for better placements.
- When the details of the student activities conducted are mentioned, the designation of the resource person should also be mentioned with the name.
- The Civil Dept. HOD, Dr. Susan Rego proposed that the outstanding students be given a letter or certificate of appreciation. The Chairman accepted the same and said that the same practice could be followed across all departments, the department outstanding students could be given a letter or certificate.
- For Department Advisory Board Members in all Departments, at least 1 member should be from IIT.

#### **Advisor, Dr. S. Krishnamoorthy:**

- When the details of competitions are presented, in addition to the rank secured by our students and total number of participant colleges, the names of the major other participant college should be included.
- IIT, Bombay has a museum to display student projects. They could be contacted regarding display of our student projects in their museum.
- The Chairman and Dr. Krishnamoorthy suggested that after Faculty Members are deputed for an External Faculty Training Programme, a knowledge sharing session should be held for them to guide the other Faculty on the training received.
- A report be prepared by students after Industrial Visits. The outcomes of the Industrial Visits should be included in all department presentations.
- Status on the earlier meeting actionable points should be clearly mentioned in each report.
- Faculty contribution in the departments needs to be improved. The departments need to conduct a SWOT analysis and work as a team to improve the department.
- Student quality needs to be improved to match the big brands.

**Deputy Campus Director, Dr. (Mrs.) Savita J. Tauro:**

- The NBA Pre qualifier and SAR requirements should be studied in detail by all departments. They should prepare an assessment report on the shortfalls observed and bring it to the immediate notice of the Management, for further plan and action.
- The HODs to submit the Pre-qualifier report by 21<sup>st</sup> March 2018 and Faculty & students related report by 15<sup>th</sup> April 2018.
- The Department Advisory boards need to be carefully selected as it is an important content of the NBA Inspection.

**Department of Civil Engineering (Presented by Dr. Susan Rego, HOD)**

- STAAD Pro needs to be updated to be made compatible with the industry standards.
- In response to the department request for a separate Computer Lab, the Chairman and the Advisor suggested that the space be identified, also the specialized Civil Engg. software be requisitioned for by the Department and installed in these computers.
- NABL Accreditation work has to be completed soon.
- The Chairman suggested ACC Cement for student training. Also the CIDCO project in Palghar will be continuing for the next 2 years. Civil students should be regularly taken to understand the different levels of project development. The Advisor suggested that the CIDCO Project Case Study be prepared by our students.

**Department of Mechanical Engineering (Presented by Mr. Shivaji Shelar, HOD)**

- There is a need to increase the number of ANSYS licenses. It was suggested that the same be requisitioned for by the Department.
- Students from each branch should participate in co-curricular activities and any events should be published in local papers. They should also participate and focus on sports and faculty should encourage the students for projecting the college name.

**Department of Electronics and Telecommunication Engineering (Presented by Mr. Sundar Kharvi, HOD)**

- The department goal of Faculty FDP's has to be achieved within the deadline. Dates for the same have to be decided immediately.

**Department of Information Technology (Presented by Mrs. Anita Chaudhari, HOD)**

- For organizing any event / workshop there should not be more than one faculty coordinator.
- Faculty should prepare reports of any workshop / event conducted for students and faculty or attended by them.

- Attendance of students should be more for events / workshops by external resource persons as it involves cost factor.
- Chairman Sir suggested to hold a separate meeting with STEP Coordinators to restructure the STEP activity so that more programmes can be added. There should be value addition to students after completing STEP activities.

### **Department of Computer Engineering (Presented by Dr. Pavan Gujar, HOD)**

- The students should be continually updated on the latest industry developments through STEP activities. Senior people should be invited as Resource Persons for STEP training activities.
- Chairman Sir advised the HOD of Computer Department to rework the presentation and present again.

### **Department of Training & Placement (Presented by Mr. Namdeo Patil)**

#### **Chairman Sir:**

- Detailed data should be given in the presentation to get a clear picture on placements.
- Ms. Sumati Shetty, Principal's secretary to help him for preparing reports related to Placements.
- Statistics for 50% and above and also students who are below 50% and have passed all subjects to be added.
- A separate slide to be made on students preparing for GATE and GATE qualified, students preparing for higher studies and got admissions to be made.
- The mentoring activity by our faculty is not effective as large number of students have not decided whether to go for higher studies or take up a job.
- The skills required by the industry should be communicated to faculty & HODs along with STEP Coordinators and faculty should prepare gap analysis of the students w.r.t. their capabilities and share this information with the TPO and HODs.
- Efforts are made for students' employability but they should be in a structured manner.
- Communication to be sent to all the companies about our college being NAAC accredited with Grade A.

#### **Dr. Krishnamoorthy:**

- Provision to be made in the placement status slide for 2018-19 data.
- The faculty should counsel the students and Mr. Namdeo Patil should prepare a questionnaire for students to get an insight on their thought process.
- The companies visited slide should include brief information about companies recruiting our students through on / off campus placement drives, details like number of students interested, attended the drive, selected, offer taken, etc.

Principal (Member-Secretary)

Chairman