



SHREEYASH PRATISHTHAN'S
SHREEYASH COLLEGE OF ENGINEERING & TECHNOLOGY
Satara Parisar, Beed By-Pass Road, Aurangabad -431010 (M.S.)
NAAC Accredited, ISO Certified Institute
Visit Us at: www.sycet.org



Date of Meeting: 24/02/2021

Time: 04.00PM

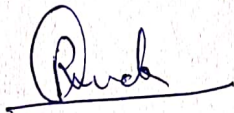
Points Discussed in Meeting:

Review of Last meeting was conducted on 24/02/2021

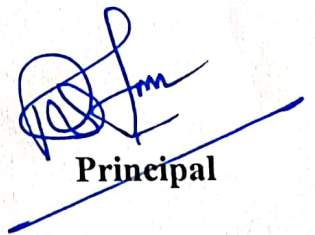
Following is combined report prepared on the basis of discussion in meeting held on 24/02/2021

Sr. No.	Point	Compliance	Responsible person & Target Date
01	Staff Appraisal report	All HODs shall submit the staff appraisal report to the Principal sir of their staff on or before 6 th March. Staff who have completed 1 year in February 2021 in SYCET will be considered for appraisal.	All HODs
02	Online and offline classes	Online and offline classes shall be conducted on regular basis, as per time table	All HODs
03	DPR submission	All HODs shall keep submitting the Daily Progress Report (DPR) of online and offline classes to the Principal, every day before leaving the college.	All HODs
04	Class test and Mid-term on Moodle	All the HODs shall make sure that, every class test and Mid-term examination should be conducted on Moodle only.	All HODs
05	Online and offline lectures execution	<ul style="list-style-type: none">Physical lectures (Offline lectures) shall be conducted in the class room and also record the lectures.Online Live lectures shall be conducted using Moodle/Google classroom. Also record the lectures.Recorded Lectures/link may be forwarded to the students who couldn't attend the offline or online live lectures.	All HODs
06	Technical Issues in online lectures	Mr. Imran Shaikh (System Administrator) will look after any technical difficulties, issues or any problem related to the conducting online lectures, recording the lectures etc.	Mr. Imran Shaikh
07	Academic Calendar	All HODs make sure that Academic calendar is been followed.	All HODs
08	Conducting Live Online Practicals	Faculties can conduct the Live Online Practicals by using Mobile phone and computer at the same time for recording it.	All Faculties
09	Fees Collection	All HODs shall submit the Fees collection report to	All HODs

	report	the Principal on or before 26 th February. Fees for the year 2019 must be nil. Fully collected. Fees for the year 2020 shall be collected up to 80%.	
10	Students' Internship Report	Department wise Students' internship report (comprising Name of the student, Industry name and guide name) shall be submitted to the Principal sir on or before 26 th Feb.	All HODs
11	DBATU Registration	DBATU Registration of FE, DSY and M.Tech students shall be completed on or before 27 th Feb and report to be submitted to the Principal sir	All HODs
12	Scholarship form submission	All HODs shall make sure that scholarship forms of all eligible students have been filled and submitted.	All HODs
13	Students participation in GIZ projects	All HODs shall increase the students' participation in GIZ Projects. These projects will be considered as Internships as well.	All HODs
14	Submission of Roll call list	All class teachers and HODs shall submit the students roll call list with mobile numbers of students and parents to account section, student section, Principal and PSRD department (Prof. Hemant Ambhore).	All Class teachers and HODs



HOD's



Principal

- ① CIVIL - Singh
- ② Mech - Kej
- ③ MBA - Ramu
- ④ Enqq.Sci - f. Sui
- ⑤ E&TC - V. Narasimha