

Minutes of Meeting

January 4, 2020

Departmental monthly meeting with faculties, chaired by Head of Department was held on January 4, 2020 at 03:00 PM in Lab 215-B. Faculties were present in the meeting listed at the back.

Following points were discussed in the meeting:

1. Faculty members make sure that students attend classes regularly and fulfil the attendance criteria i.e. 75%.
2. Faculty members must submit their Lecture Plan and Practical list in prescribed format.
3. Faculty members have to prepare list of practical in the form of real world problems for better understanding of the subject.
4. Faculty members make sure that the Lecture Plan of their respective subject should be minimum of 40 lectures.
5. Faculty members should check practical file of students in alternate labs.
6. Faculty members maintained attendance of their respective subject in Attendance Register.
7. Faculty members compile attendance of their respective subject in every 15 days.
8. Discussion about Mentorship Program.
9. Faculty members reach their classes and labs before 5 minutes.
10. Department going to conduct faculty development programme from 6 Jan to 10 Jan 2020.



Prof. Prashant Lakkadwala
H.O.D.
C.S.E.

A blue handwritten signature, likely of the Director, written over the printed name "Director".

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