



॥ न हि ज्ञानेन मर्दं पवित्रमिह विद्यते ॥  
Dr. Vithalrao Vikhe Patil Foundation's  
**Dr. Vithalrao Vikhe Patil**  
**College of Engineering Ahmednagar**



DTE College Code: EN-S161

Ref No. CEA/OO/2016/

Date: 29.06.2016

Minutes of Meeting

The meeting of the Mentoring committee consisting of following faculties & Heads of the Departments was held on 29<sup>th</sup> June 2016 at 11.00 a.m. for academic and overall development of students & implementing mentoring system (S.E. to B.E.) in all departments.

Following faculties were present for the meeting:-

HODs of ---

1. Dr. K.B.Kale, Vice- Principal & HOD, Mechanical Engg.
2. Prof. M.G.Unde, Electrical Engg.
3. Prof. D.A.Vidhate, I.T.
4. Prof. Ms. U.R.Kawade, Civil Engg.
5. Prof. Dr. A.K.Patil, I/c. HOD,E&TC,

Mentoring Committee (Chief Mentor and Departmental Coordinators) :-

- |   |                    |
|---|--------------------|
| 1. Prof. S.M.Magar, Mechanical Engg.    | Chief Mentor       |
| 2. Prof. M.P.Wagh, Civil Engg.          | Deptt. Coordinator |
| 3. Prof. V.P.Patekar, Mechanical Engg.  | Deptt. Coordinator |
| 4. Dr.Ms. A.K.Patil, E&TC               | Deptt. Coordinator |
| 5. Prof. G.K.Shirsath, Electrical Engg. | Deptt. Coordinator |
| 6. Prof. Ms. P.S.Gaike, I.T.            | Deptt. Coordinator |

Following points were discussed:-

1. Mentoring system as per last year's practice will be adopted by all departments.
2. Departmental coordinator should provide the information submitted by each mentor from their department regarding their work to Chief Mentor.
3. HODs should provide the information of appointed mentors for this academic year from their departments to the Deptt. Coordinator.
4. Mentor should communicate to the parents in case of any discrepancies found or status of students regarding attendance, fees, and results like academic development of students. Also should provide necessary information like Exam results etc.
5. Mentor should communicate with parents from time to time and should know the details of their students.



  
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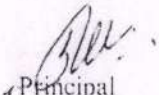
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DTE College Code: EN-S161


6. Each faculty will be mentor for a student throughout his tenure in the institute.
7. HODs and Mentoring committee members of each department will ensure the proper functioning of mentoring system in their departments.
8. Departmental coordinators should check feedback of this system every fortnightly and communicate by taking inter departmental meetings with all mentors. The report should be sent to Chief Mentor fortnightly.
9. Mentors should see that all students should attend the lectures and practical's regularly and the result should be sent to their parents.
10. Mentors should call the parents in case of any academic failure of students. The reporting should be done by maintaining one diary with mentor.
11. When student will be on leave for more than 3 days, then their applications should be get signed by Mentor, HODs, Asstt. Rector, Chief Rector and then Vice- Principal.
12. All this information by each Deptt. Coordinator should reach to Vice- Principal on or before 1<sup>st</sup> July 2016 up to 2.00 p.m.

  
Principal

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DTE College Code: EN-S161

Ref. No. CEA/Meeting/2016/

Date : 18/07/2016

### Minutes of Meeting – HODs

The meeting of mentors was held on 16<sup>th</sup> July 2016 in Board Room.

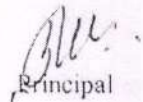
Following faculty/mentors were present for the meeting :-

1. Prof. S.M.Magar, Chief Mentor
2. Prof.Dr. Ms. A.K.Patil, E&TC
3. Prof. V.P.Patekar
4. Prof. A.D.Pathak,
5. Prof. A.D.Kachare
6. Prof. G.K. Shirsath
7. Prof. A.H.Shirke
8. Prof. Ms. P.S.Gaike, I.T.
9. Prof. Ms.A.B.Bavane, I.T.
10. Prof. Ms. V.A.Dhawale, E&TC


Points discussed in the meeting are as under:-

1. Discussion held on the role of mentor and maintaining relations and solving problems of their mentees.
2. Mentor should keep all record of mentees such as his/her address, e-mail and telephone numbers and should help in case of his difficulties, problems he/she is facing in building the career as a Engineer.
3. Mentor should form such relations that mentee should approach & share his/her problems.
4. Mentor is one media to bridge the gap between the students and parents and work as a local guardian with their mentees.
5. Departmental Coordinator/Mentor should try to create such atmosphere in overall department.
6. Efforts should be taken for strengthening the mentor system in all departments.
7. Chief Mentor should try to strengthen the mentor system in all departments.

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DTE College Code: EN-5161

Ref. No. CEA/Meeting/2017/

Date : 02/08/2017

Minutes of Meeting – HODs

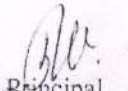
A meeting of all First Year class teachers and tutors was held on 1<sup>st</sup> August 2017 at 5.00 p.m. in Board Room. Meeting was presided over by the Principal.

Agenda :- 1) Duties of the F.E. Class Teachers and Tutors

All first Year class teachers and tutors were present for the meeting :-

Points discussed in the meeting:-

1. Class teachers should monitor the TH and PR classes in format provided by F.E. Coordinator.
2. Attendance report will be completed every month with the help of ERP software.
2. Practicals periods be converted into theory classes for revision of topics after early completion of practicals.
3. Class teachers will conduct the meetings with tutor and give feedback to F.E. Coordinator. F.E. Coordinator will take central feedback of the work done by all class teachers.
4. Fortnightly meetings of Tutors with students be conducted on 1<sup>st</sup> or 2<sup>nd</sup> and 16<sup>th</sup> and 17<sup>th</sup> of every month.
5. Tutors have to inform the parents regarding student's attendance, academic progress and related problems.
6. Fees to be collected from the students by taking follow up by the tutors.

  
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DTE College Code: EN-5161

Ref. No. CEA/Meeting/2017/

Date : 07/08/2017

### Minutes of Meeting

(Mentor-Principal meeting)

A meeting of all S.E. to B.E. Mentors of all departments held with Principal on 5<sup>th</sup> August, 2017 in Board Room as per the following schedule :-

Civil	:-	2.00 p.m.
Mech.	:-	3.00 p.m.
E&TC	:-	4.00 p.m.
Elect. & I.T.	:-	5.00 p.m.

**Agenda :-** Discussion on academics and activities planned as per the academic calendar.

All teaching (mentor) faculties from each deptt. (As per the list enclosed) were present for the meeting.

### Points of discussion & suggestions given in the meeting:-

1. The activities planned as per academic calendar will be executed as per the planning. Mentor record should be kept in a common format in a presentable manner provided by Dean, Academics.
2. HODs will conduct the meetings with Class Teachers and keep the records in the departments.
3. Parents meeting will be organized as per the convenience of parents by the mentors.
4. Research activities should be improved & BCUD proposals be kept ready for submitting to Savitribai Phule Pune University within prescribed period.
5. Project guide will work for updating the knowledge of students.
6. Faculties should attend STTP/FDP conducted by premier institution like IITs, NITs to update their knowledge. Also Expert lectures will be organized in all departments in consultation with Principal.
2. Each faculty should work sincerely & devotionally as it is a team work for the betterment of students to improve the academics and placements. Positive attitude must be developed amongst us for the name and fame of our institute.
3. Remedial classes will be conducted so as to improve the results.
4. Faculties have to take necessary measures to improve the result (above 70%) during coming semester. Less Results will be analyzed for reasons.
5. Attendance of students will be sent to the parents on completion of every month through ERP software by the mentors.
6. Students Fees collection record should be maintained with suffix attachments.
7. Next meeting of all department mentors (SE to BE) will be on 7<sup>th</sup> October 2017.
8. All mentors should update their file and attend the next meeting.

(Dr. Jayakumar Jayaraman)

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## Dr. Vitthalrao Vikhe Patil College of Engineering Ahmednagar



DTE College Code: EN-S161

Ref. No. CEA/Meeting/2017/

Date : 07/10/2017

### Minutes of Meeting

(Mentor-Principal meeting)

A meeting of all F.E. to B.E. Mentors of all departments held with Principal on 7<sup>th</sup> October 2017 in Board Room as per the following schedule :-



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## Dr. Vitthalrao Vikhe Patil College of Engineering Ahmednagar



DTE College Code: EN-S161

Ref. No. CEA/Meeting/2017/

Date : 25/10/2017

### Minutes of Meeting

Mentors of all dept- Student's Scholarship

A meeting of all dept. mentors with their HODs held on 25<sup>th</sup> October 2017 as per the following schedule in Board Room. Meeting was presided over by the Principal.

Civil	:-	10.30 a.m.
Mech.	:-	11.00 a.m.
E&TC & First year	:-	11.30 a.m.
Elect. & I.T.	:-	12.00 noon

Agenda :- 1) Student's Scholarship

All teaching (mentor) faculties from each deptt. were present for the meeting.

### Points discussed in the meeting:-

- 1) Discussion held in the meeting regarding students scholarship forms registration.
- 2) The work of the Registration on MahaDBT web portal should be completed before 27<sup>th</sup> October 2017. If the work is not completed upto 27<sup>th</sup> by any mentor they should not avail the holiday on 28<sup>th</sup> October and get the work done on that day.
- 3) HODs should submit the lists of their mentors for the status of work done as per the discussion held.
- 4) Undertakings should be taken from the students those who failed to register for scholarship that they should pay the complete fees.



*[Signature]*

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*[Signature]*  
Principal



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## Dr. Vithalrao Vikhe Patil College of Engineering Ahmednagar



DTE College Code: EN-5151

Ref. No. CEA/Meeting/2018/

Date : 02/02/2018

### Minutes of Meeting

(Mentor-Principal meeting)

A meeting of all S.E. to B.E. Mentors of all departments held with Principal on 2<sup>nd</sup> February, 2018 in Board Room as per the following schedule :-


Civil	:-	2.00 p.m.
Mech.	:-	2.30 p.m.
E&TC	:-	3.00 p.m.
Elect. & I.T.	:-	3.30 p.m.

**Agenda :-** Discussion on academics and activities planned as per the academic calendar.

All teaching (mentor) faculties from each deptt. (As per the list enclosed) were present for the meeting.

### Points of discussion & suggestions given in the meeting:-

1. **Activities Planned :-** Activities planned as per academic calendar will be completed as per the Planning. In case of any change in the dates then reason should be mentioned.
2. **Mentor-Student Meeting :-** At the time of mentor - students meetings, mentees is having any problems should communicated to HOD and to the Principal.
3. **Students attendance :-** Discussion held regarding the students attendance and the measures to be taken for improving the attendance. The students having zero attendance should be informed to parents.
4. **Fees :-** Mentors should collect 100 % fees from category students other than their scholarship & Minimum 75% and maximum 100% fees from OPEN and EBC students. In case of rare cases having genuine reasons can be forwarded with the remark of mentor and HODs to the Principal.
5. **Innovative/Inspiring Lectures :-** Each teacher should try for effective teaching, innovative ideas and students should get inspired by their teaching. Try to use LCD Projectors and white boards in future.
6. **Improvement in Result :-** Faculties have to take necessary measures to improve the result above 80%. Less Results will be analyzed for reasons.

  
(Dr. Jayakumar Jayaraman)

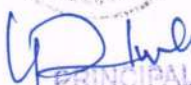
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## Dr. Vithalrao Vikhe Patil College of Engineering Ahmednagar



DTE College Code: EN-S161

Ref. No. CEA/Meeting/2018/

Date : 15/02/2018

### Minutes of Meeting

(Mentor-Principal meeting)


A meeting of all First Year Mentors & subject teachers held with Principal on 14<sup>th</sup> February, 2018 in Board Room at 5.00 p.m.

**Agenda :-** Discussion on academics and activities planned as per the academic calendar.

All teaching (mentors) faculties & subject teachers from each deptt. (As per the list enclosed) were present for the meeting.

### Points of discussion & suggestions given in the meeting:-

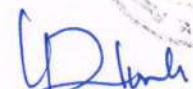
1. **Activities Planned :-** Activities be planned as per academic calendar will be completed as per the Planning.
2. **Mentor-Student Meeting Record :-** At the time of mentor - students meetings, mentees is having any problems should communicated to HOD, FE-Coordinator and to the Principal. The record is to be maintained properly.
3. **Students attendance:-** Discussion held regarding the students attendance and the measures to be taken for improving the attendance. The students having less attendance should be informed to parents.
4. **Fees :-** Mentors should collect 100 % fees from category students other than their scholarship & Minimum 75% and maximum 100% fees from OPEN and EBC students. In case of rare cases having genuine reasons could be forwarded with remark of mentor, HODs & FE Coordinator to the Principal.
5. **Innovative/Inspiring Lectures :-** Each teacher should try for effective teaching, innovative ideas and students should get inspired by their teaching.
6. **Improvement in Result :-** Faculties have to take necessary measures to improve the result above 80%. Less Results will be analyzed for reasons.

  
(Dr. Jayakumar Jayaraman)

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## Dr. Vithalrao Vikhe Patil College of Engineering Ahmednagar



DTE College Code: EN-5151

Ref. No. CEA/Meeting/2018/

Date : 14/03/2018

### Minutes of Meeting

(Principal - Mentor meeting)

Principal - Mentor meeting was held on 13<sup>th</sup> March, 2018 in Board Room at

2.00 p.m.	Civil Engg
2.30 p.m.	Mechanical Engg.
3.00 p.m.	E&TC
3.30 p.m.	Electrical & I.T.
4.00 p.m.	First Year

Agenda :- Discussion on academics and activities planned by the mentors.

All teaching (mentors) faculties from each department (As per the list enclosed) were present for the meeting.

### Points of discussion & suggestions given in the meeting:-

1. **Result improvement :-** All mentors should try to improve their results by taking efforts for overall development of our institute.
2. **Mentor-Student Meeting Record :-** Review of the mentor record is taken by the Principal. The record is to be maintained properly.
3. **Students attendance:-** Discussion held regarding the students attendance and the measures to be taken for improving the attendance. The students having less attendance should be informed to parents time to time.
4. **Recovery of Fees :-** Mentors should collect Cheques from the students those who are receiving scholarships to pay their fees from their bank accounts.
5. **Innovative/Inspiring Lectures:-** All mentors should work ethically in imparting their knowledge. Each teacher should try to update their knowledge so as to guide the students properly.
6. **Planning for Development :-** HODs should plan for overall development of improving result, students attendance.
7. **Training and Placement :-** All HODs and faculty members should involve activity in improving Training & Placement activities.
8. **Admission :-** HODs and faculty should try to achieve 100% admission in their department with active involvement.

(Dr. Jayakumar Jayaraman)

Principal

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## Dr. Vithalrao Vikhe Patil College of Engineering Ahmednagar



DTE College Code: EN-5161

Ref. No. CEA/Meeting/2018/

Date : 02/07/2018

### Minutes of Meeting

(Mentor-Principal meeting)

A meeting of all S.E. to B.E. Mentors of all departments held with Principal on 30<sup>th</sup> June 2018 in Board Room as per the following schedule :-

Mech.	:-	2.30 p.m.
E&TC	:-	3.00 p.m.
Elect. & I.T.	:-	3.30 p.m.
Civil	:-	4.00 p.m.

**Agenda :-** Discussion on academics and activities planned as per the academic calendar.

All teaching (mentor) faculties from each deptt. (As per the list enclosed) were present for the meeting.

### Points of discussion & suggestions given in the meeting:-

1. The activities planned as per academic calendar will be executed as per the schedule.
2. Mentor record should be properly maintained. Keep one file for each student for his entire tenure.
3. Mentors should try to recover 50% fees from their mentees as per the date given by them during admission.
4. All faculty should complete teacher's diary and maintain student's record.
5. Parents meeting will be organized as per the convenience of parents by the mentors.
6. Attendance of students will be sent to the parents on completion of every month through ERP software by the mentors.
7. Faculties should attend STTP/FDP conducted by premier institution like IITs, NITs to update their knowledge. Also Expert lectures will be organized in all departments in consultation with Principal.
8. Each faculty should work sincerely & devotionally as it is a team work for the betterment of students to improve the academics and placements. Positive attitude must be developed. Mentor is like a local guardian and work hard for overall development of their mentees.
9. Faculty should not take more than one C.L. per month & only take in case of emergency.



  
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10. Faculties have to take necessary measures to improve the results. Also Remedial classes will be conducted for first year failed students for improvement.
11. Next meeting of all department mentors (SE to BE) will be on 20<sup>th</sup> September 2018.

*Jay*

(Dr. Jayakumar Jayaraman)

Principal

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## Dr. Vithalrao Vikhe Patil College of Engineering Ahmednagar



DTE College Code: EN-5161

Ref. No. CEA/Meeting/2018/

Date : 10/10/2018

### Minutes of Meeting

(Mentor-Principal meeting)

A meeting of all S.E. to B.E. Mentors of following departments held with Principal on 10<sup>th</sup> October 2018 in respective department as per the following schedule :-

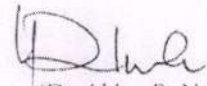
Civil :- 2.30 p.m.  
Mech. :- 3.00 p.m.

**Agenda :-** Discussion on academics and activities held as per the academic calendar.

All teaching (mentor) faculties from each deptt. (As per the list enclosed) were present for the meeting.

### Points of discussion & suggestions given in the meeting:-

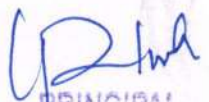
1. Principal Sir checked the mentor files and records kept by the mentors.
2. Separate record should be maintained for academic and personal problems.
3. Suggested some corrections in maintaining the record properly.
4. No hall tickets will be issued to students, if they have not paid their dues.
5. All faculties should try to complete their syllabus.
6. Discussion held regarding Industrial visits and student's projects in detail.
7. Suggested to improve the continuous assessment of students.
8. Undertaking from parents should be taken for less attendance. Its record should be maintained.
9. Class tests should be conducted after completion of each unit.
10. Each & every record should be kept in mentor file.
11. Continuous assessment should be held properly.
12. Maintaining proper Course file record in their respective department as per the discussion held in the meeting.
13. Mentors should counsel the students properly and maintain the records.

  
(Dr. Uday P. Naik)

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## Dr. Vithalrao Vikhe Patil College of Engineering Ahmednagar



DTE College Code: CN-5161

Ref. No. CEA/Meeting/2018/

Date : 12/10/2018

### Minutes of Meeting

(Mentor-Principal meeting)

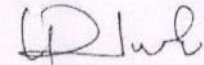
A meeting of all S.E. to B.E. Mentors of E&TC department and First year mentors held with Principal on 11<sup>th</sup> October 2018 in E&TC department office as per the following schedule :-

E&TC	:-	2.30 p.m.
First year	:-	3.30 p.m.

**Agenda :-** Discussion on academics and activities held as per the academic calendar.  
All teaching (mentor) faculties (As per the list enclosed) were present for the meeting.

### Points of discussion & suggestions given in the meeting:-

1. Principal Sir checked the mentor files and records kept by the mentors.
2. The record of Mentor-student meeting should be maintained in brief. It should clearly contain the points of interaction with students.
3. Mentors should discuss the academic and personal problems with mentees.
4. No hall tickets will be issued to students, if they have not paid their dues.
5. All faculties should try to complete their syllabus.
6. Discussion held regarding syllabus completion, student's projects, journals, course files and continuous assessment etc. in detail.
7. Course file should contain University, College and dept. academic calendars and vision, mission of respective department.
8. It is decided to have unit tests 1) on 1-4 units 2) On 5<sup>th</sup> Unit 3) On 6<sup>th</sup> Unit as per SPPU, Pune pattern to practice for ENDSEM exam.
9. Suggested to improve the continuous assessment of students.
10. Undertaking from parents should be taken for less attendance. Its record should be maintained properly.
11. All teaching staff should take efforts for increasing result as well as overall development of students.



(Dr. Uday P. Naik)

P. Principal  
Dr. Vithalrao Vikhe Patil  
College of Engineering  
Ahmednagar

Copy to :- HOD- E&TC/ FE Coordinator/ Applied Sciences



  
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**College of Engineering Ahmednagar**



Dr. Vitthalrao Vikhe Patil Foundation  
College Code: EN-5151

Ref. No. CEA/Meeting/2019/

Date : 07/01/2019

Minutes of Meeting

(Mentor-Principal meeting)

A meeting of all S.E. to B.E. Mentors of all departments held on 4<sup>th</sup> January 2019 in respective HOD Meeting hall as per the schedule given below:-

4<sup>th</sup> January 2019

Civil	:-	2.00 p.m.
I.T.	:-	2.40 p.m.
Mech.	:-	3.30 p.m.
Electrical	:-	4.30 p.m.
E&TC	:-	2.00 p.m. on 7 <sup>th</sup> January 2019

CIVIL ENGG. DEPTT.

Civil departments meeting held in presence of Dr. R.R. Navthar, Dean Academics and Dr. K.B.Kale HOD, Mechanical Engg.

Agenda :- Discussion on academics and activities planned as per the academic calendar.

All teaching (mentor) faculties from each deptt. (As per the list enclosed) were present for the meeting.

Points of discussion & suggestions given in the meeting:-

- 1) Checking of Mentor records and suggestions given
- 2) At the time of meeting with mentees following points were communicated to Mentors
- 3) Students attendance was less due to their study of competitive examination
- 4) Discussion held regarding support to students in their competitive examination by providing them necessary help by the mentors.
- 5) Confirmation of Teaching plan and lesson plan in ERP system.
- 6) Recovery of fees

I.T. DEPT.

I.T. departments meeting held in presence of Dr. R.R. Navthar, Dean Academics and Dr. U.R.Kawade, HOD, Civil Engg.

Agenda :- Discussion on academics and activities planned as per the academic calendar.

All teaching (mentor) faculties from each deptt. (As per the list enclosed) were present for the meeting.



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## Dr. Vithalrao Vikhe Patil College of Engineering Ahmednagar



DTE College Code: EN-5161

### Points of discussion & suggestions given in the meeting:-

- 1) Checking of Mentor records and suggestions given
- 2) At the time of meeting with mentees following points were communicated to Mentors :-
  - Classroom, fans, computers,
  - increasing RAM upto 8 GB
  - Requirement of 100 computers
  - Training and placement problems by students
  - Machine Learning & Big Data workshop to be conducted

### MECHANICAL DEPARTMENT

Mechanical departments meeting held in presence of Dr. R.R.Navthar, Dean Academics and HOD, Information Technology Prof. D.A.Vidhate

Agenda :- Discussion on academics and activities planned as per the academic calendar.

All teaching (mentor) faculties from each deptt. (As per the list enclosed) were present for the meeting.

### Points of discussion & suggestions given in the meeting:-

- 1) Checking of Mentor records and suggestions given
- 2) At the time of meeting with mentees following points were communicated to Mentors :-
  - Classroom problems, Xerox machine and printer requirement
  - Water cooler & cleanliness problems
  - ERP addition of mentor module
  - Requirement of CNC Machine, 3D Printer and Research computer with 32 GB RAM
- 3) Continuous assessment & ERP attendance by mentors

### ELECTRICAL ENGG. DEPARTMENTS

Electrical Engg. departments meeting held in presence of Dr. R.R.Navthar, Dean Academics and HOD, E&TC - Dr. A.K.Patil

Agenda :- Discussion on academics and activities planned as per the academic calendar.

All teaching (mentor) faculties from each deptt. (As per the list enclosed) were present for the meeting.

### Points of discussion & suggestions given in the meeting:-

- 1) Checking of Mentor records and suggestions given that mentor's list should be included in the file. Mentees record with their signature.
- 2) At the time of meeting with mentees following points were communicated to Mentors :-
  - Water Purifier, Toilet problems, Less Admissions due to department problems
  - Requirement of books as per revised syllabus (Smart Grid, Power Electronics Control Drives etc.)



  
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3) ERP attendance by mentors

**ELECTRONICS & TEL. ENGG.**

E&TC Engg. department meeting held in presence of Dr. R.R.Navthar, Dean Academics and Prof. S.A. Markad, HOD, Electrical Engg.

Agenda :- Discussion on academics and activities planned as per the academic calendar.

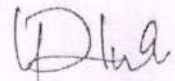
All teaching (mentor) faculties from each deptt. (As per the list enclosed) were present for the meeting.

**Points of discussion & suggestions given in the meeting:-**

- 1) Checking of Mentor records by HOD, Electrical Engg.
- 2) Mentors File should be get updated as per the pervious years format.
- 3) Orientation lectures are completed in E&TC department.
- 4) At the time of meeting with mentees following points were communicated to Mentors :-
  - Water problems, Toilet problems, Cleanliness of water tanks at the roof
- 5) Mentor data should be filled in ERP system.
- 6) First year and second year students are demanding for online examination practice hours in the college.

(Dr.R.R.Navthar)

Dean Academics

  
(DR. Uday P. Naik)


Principal

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4<sup>th</sup> to 7<sup>th</sup> January 2019- SE to BE Mentor Principal Meeting held.

Copy to: - Dr. Navthar and Dr. Kale with all HODs



  
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## Dr. Vithalrao Vikhe Patil College of Engineering Ahmednagar



DTE College Code: EN-S161

Ref. No. CEA/Meeting/2019/

Date : 11/02/2019

### Minutes of Meeting (Mentor-Principal meeting)

A meeting of all First Year Mentors & subject teachers held with Principal on 9<sup>th</sup> February, 2019 in Board Room at 5.00 p.m.

**Agenda :-** Discussion on academics and activities planned as per the academic calendar.

All teaching (mentors) faculties & subject teachers from each deptt. (As per the list enclosed) were present for the meeting.

### Points of discussion & suggestions given in the meeting:-

1. **Activities Planned :-** Activities be planned as per academic calendar will be completed as per the Planning.
2. **Mentor-Student Meeting Record :-** At the time of mentor - students meetings, mentees is having any problems should communicated to HOD, FE-Coordinator and to the Principal. The record is to be maintained properly.
3. **Students attendance:-** Discussion held regarding the students attendance and the measures to be taken for improving the attendance. The students having less attendance should be informed to parents.
4. **Fees :-** Mentors should collect 100 % fees from category students other than their scholarship & Minimum 75% and maximum 100% fees from OPEN and EBC students. In case of rare cases having genuine reasons could be forwarded with remark of mentor, HODs & FE Coordinator to the Principal.
5. **Innovative/Inspiring Lectures :-** Each teacher should try for effective teaching, innovative ideas and students should get inspired by their teaching.

**Improvement in Result :-** Faculties have to take necessary measures to improve the result above 80%. Less Results will be analyzed for reasons.

(Dr. Uday P. Naik)

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DIT College Code: LN-5151

Ref. No. CEA/Meeting/2019/

Date : 12/08/2019

Minutes of Meeting

(Mentor-Principal meeting)

A meeting of all S.E. to B.E. Mentors of all departments held with Principal on 10<sup>th</sup> August, 2019 in Board Room as per the following schedule :-

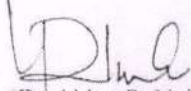
FE	:-	1.00 p.m.
Civil	:-	2.00 p.m.
Mech.	:-	3.00 p.m.
E&TC	:-	4.00 p.m.
Elect. & I.T.	:-	5.00 p.m.

**Agenda :-** Discussion on academics and activities planned as per the academic calendar.

All teaching (mentor) faculties from each deptt. (As per the list enclosed) were present for the meeting.

Points of discussion & suggestions given in the meeting:-


1. The activities planned as per academic calendar will be executed as per the Planning. Mentor record should be kept in a common format provided by Dean Academics.
2. HODs will conduct the meetings with Class Teachers and keep the records in the departments.
3. Parents meeting will be organized as per the convenience of parents by the mentors.
4. Research activities should be improved & BCUD proposals be kept ready for submitting to Savitribai Phule Pune University within prescribed period.
5. Project guide will work for updating the knowledge of students.
6. Each faculty should work sincerely & devotionally as it is a team work for the betterment of students to improve the academics and placements. Positive attitude must be developed amongst us for the name and fame of our institute.
9. Remedial classes will be conducted so as to improve the results.
10. Faculties have to take necessary measures to improve the result (above 70%) during Coming semester. Fewer Results will be analyzed for reasons.
11. Attendance of students will be sent to the parents on completion of every month through ERP software by the mentors.
12. Students Fees collection record should be maintained with suffix attachments.

  
(Dr. Uday P. Naik)

Copy to :- All HODs.. for necessary action

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Dr. Vitthalrao Vikhe Patil Foundation's

## Dr. Vitthalrao Vikhe Patil College of Engineering Ahmednagar



DTE College Code: EN-S161

Ref. No. CEA/Meeting/2020/

Date : 10/03/2020

### Minutes of Meeting

(Principal - Mentor meeting)

Principal - Mentor meeting was held on 6<sup>th</sup> March, 2020 in Board Room at

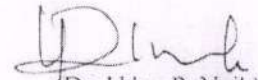
2.00 p.m.	Civil Engg
2.30 p.m.	Mechanical Engg.
3.00 p.m.	E&TC
3.30 p.m.	Electrical & I.T.
4.00 p.m.	First Year

Agenda :- Discussion on academics and activities planned by the mentors.

All teaching (mentors) faculties from each department (As per the list enclosed) were present for the meeting.

### Points of discussion & suggestions given in the meeting:-


- 1) Checking of Mentor records and suggestions given that mentor's list should be included in the file. Mentees record with their signature
- 2) BE Students attendance was less due to their study of competitive examination
- 3) Discussion held regarding support to students in their competitive examination by providing them necessary help by the mentors.
- 4) Mentors should collect 100 % fees from category students other than their scholarship & Minimum 75% and maximum 100% fees from OPEN and EBC students. In case of rare cases having genuine reasons could be forwarded with remark of mentor, HODs & FE Coordinator to the Principal
- 5) All faculties should try to complete their syllabus in stipulated time for second semester
- 6) Mentor data should be filled in ERP system

  
(Dr. Uday P. Naik)

Copy to :- All HODs for necessary action

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