



Galgotias College of Engineering and Technology

1, Knowledge Park-II, Greater Noida

Department of Mechanical Engineering

Minutes of Meeting

16 July 17, 2018

A meeting of all faculty and staff of ME department with HoD (ME) was held on 13 July 2018 in CAD lab at 3:00 p.m. Following academic points were discussed:

1. Meeting start with congratulations to Following
Dr. P.K. Arora, on being appointed as Deputy HoD (ME),
Dr. D.B.Singh on being awarded Shrimati Vijay Usha Sodha Research Award for the session 2017-18 for best research publications by centre of energy studies, IIT Delhi.
Dr. J.K. Yadav on being appointed as COE (GCET)
2. HoD informed about the resignation of Mr. Sudip Ghatak, Asstt Prof and thanked him for his valuable contribution to the department.
3. HoD informed about various committees, their members, roles and responsibilities for the current academic session
4. Class coordinator along with lab assistant will be responsible for registration process of respective class.
5. Class coordinators were requested to collect the students' data from the department and update the same during registration process.
6. Faculty members were informed to prepare / update the course file for the current semester as per the guidelines
7. Faculty members were asked to prepare a list of weak and bright students for the current semester and plan action for them
8. Result analysis of VIII semester was discussed and suggestions were asked to improve the students' attendance and academic performance.
9. It was suggested that an analysis of results should be discussed with the students to highlight the importance of attendance and sessional exams.
10. Dr. P.K. Arora was asked to prepare CO/PO/PSO attainment for the batch 2014-18
11. Faculty members were asked to complete assessment of CO attainment for even semester 2017-18
12. Faculty members were advised to maintain punctuality and academic integrity in the class.
13. Faculty members were advised not to carry text book / reference book in the class room
14. Faculty members were advised to monitor the student's attendance regularly. If a student is absent for consecutive two days, it should be reported to the class coordinator and he may allow the students to attend next class only after getting a convincing reason from the student's parents. Subsequent absent must be reported to HoD.
15. Faculty members were advised to encourage students for competitive exams and solve GATE question from previous years to prepare them for the same.
16. All faculty members were asked to register for SWAYAM /NPTEL courses with certification in the current semester.



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17. Faculty members were advised to encourage students for participate in extracurricular / co-curricular activities
18. All the faculty members were advised to discuss the statement and importance of vision / mission / PEOs/POs/PSOs to all the students.
19. Faculty members were advised to avoid unplanned leave and provide the information of leave along with the substitution details on official WhatsApp group.
20. All the lab instructors were advised to ensure the cleanliness of lab, maintain stock register, lab manuals, and students lab records.
21. All the lab incharges were advised to ensure the availability of Time table, list of experiments, display of vision/ mission / PEOs/POs/PSOs/COs in the laboratory.
22. All lab incharges were asked to ensure that all the equipments must be operational and in case of nonworking, ensure its maintenance on priority.
23. All the committee coordinators are requested to conduct a meeting with HoD along with their members to plan the activities and its implementation.
24. Faculty members were advised to give innovative based assignments to the students.
25. Faculty members are requested to be present in time for their respective Theory classes / laboratory.
26. Faculty members are further requested to continue their classes until the next faculty reaches the class room for the subsequent periods.
27. All the laboratories must be kept open during the working hours from 9.15 a.m. to 5.00 p.m.
28. A separate attendance register for project work may be maintained at the departmental level.
29. Renowned academicians/faculty particularly from IIT's, IIIT's, NIT's and Govt. institutions to be invited for imparting expert lectures on new emerging areas of technology.
30. All senior faculty members were requested to apply for Seminar/ conference grant to DST and AICTE and also advised to write research paper

Dr. Mohd. Asim Qadri

HoD(ME)

Cc:

Director-GCET

Dean academics

Faculty members-ME