



Galgotias College of Engineering and Technology

1, Knowledge Park-II, Greater Noida

Department of Mechanical Engineering

Minutes of Meeting

19 Sept 2018

A meeting of all faculty and staff of ME department with HoD (ME) was held on 19 Sept 2018 in CAD lab at 12:30 p.m. The meeting was attended by all the faculty and staff members. Following academic points were discussed:

1. Faculty members were advised to update their course file on regular basis
2. Faculty members were asked to update their profile on new ERP system
3. Faculty members were briefed about the proposed department visit by CEO in next week.
4. All faculty members were advised to improve the quality of course material uploaded on new ERP
5. Faculty members were advised to take lead in motivating the students to attend classes regularly, preparing for competitive exams, paper writing, and producing quality project work.
6. Dr. D. B. Singh raised the concern that final year students are not meeting their supervisors regularly. HoD suggest to keep the record of students and their parents mobile, email id address etc. and communicate their weekly attendance to them and their parents.
7. Faculty members were advised to complete the evaluation of first sessional marks by 27 Sept 2018.
8. Lab staffs were advised to maintain their laboratory properly and report any maintenance related issues immediately.

A handwritten signature in blue ink, likely belonging to Dr. Mohd. Asim Qadri.

Dr. Mohd. Asim Qadri

HoD(ME)

Cc:

Director-GCET

Dean academics

Faculty members-ME