



DattakalaShikshanSanstha's  
**DATTAKALA GROUP OF INSTITUTIONS**  
Swami-Chincholi (Bhigwan), Tal-Daund, Dist-Pune

**Date:-28-01-2022**

The meeting was held on dated 28-01-2022 by Academic Dean Dr. Bere S.S. and IQAC coordinator Prof. Kathale S.S. with all department HOD's and with all staff members regarding discussion of FE, SE TE and BE academics and meeting lasted after one and half hours. Following are the points discussed in meeting:

### **Minutes of Meeting**

1. Academic review of FE, SE, TE and BE from respective department's academic coordinator given and discussed on syllabus covered of all subjects.

Action Taken: - All department's academic coordinators had presented their departments academic review. It was observed that most of the subject's syllabus covered as per the academic plan and those were lagging, were instructed to complete the syllabus.

Strictly instructed all faculty members to conduct all lectures of all their allotted subjects as per timetable only and cover all syllabus before deadline.

2. Discussed on the attendance of the all year students:-

Action Taken : - Checked the attendance of FE to BE of every department with PPTS and Google drive link and instructed all TG's to instruct all absent student to attend all lectures regularly.

3. Discussed on the lecture record of the all faculties:-

Action Taken: Checked the lecture's record from PPTs presentation of academic coordinators and also from admin login (it is checked subject wise and faculty wise) and instructed all staff members to continue the syllabus coverage as per time table only.

4. Discussed on the all FE subject teacher's lectures record:-

Action :-Instructed FE staff members to take all FE lectures regularly and sincerely and instructed to start Physics subject's lectures as early as possible.

5. Discussed on online mark submission to SPPU intmarks portal:-

Action: - Instructed all HODs and staff members to complete the work of mark filling of SE and ME on urgent basis.

6. Discussed on the Lab requirement of each department:-

Action: - Instructed all lab incharges and HOD's to give the requirement of their labs and department on priority basis.

7. Discussed on the insem exam of FE and ME:-

Action: - Instructed FE HOD and all department's PG co-ordinator to conduct insem of first semester from 23/02/2022 to 28/02/2022.



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**ATTENDANCE REPORT**

Sr. No.	Present Staffs
1.	Dr. Gavali K.B.
2.	Mr. Golande A.V.
3.	Mr. Bere S.S.
4.	Mr. Salunke S.
5.	Mrs. Kadam S.A.
6.	Miss. Omase N.S.
7.	Mr. Sharma K.M
8.	Dr. Paratwar Pooja
9.	Mr. Shendage A.B.
10.	Mr. Kathale S.S.
11.	Ms. Burungale A.A.
12.	Mr. Rathod V.T.
13.	Mr. Sodal J.A.
14.	Mr. Rajput Sir
15.	Miss. Mane S.H.

Sr. No.	Present Staffs
16.	Mrs. Tamboli M.S.
17.	Mrs. Mhaske P.
18.	Mr. ChoudhariR.
19.	Mrs. Madane T. A.
20.	Mrs. Punde A.A.
21.	Mrs. Dube Shital
22.	Mrs. Bharane V. G.

Sr. No.	Absent Staffs
1.	Ms. Mandhare.Y.P
2.	Mrs. Mahadik S.S.
3.	Mr. Bhosale S.S.
4.	Mrs. Deokate V.B.