

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Minutes of Meeting 2021-22


Principal
VIDYALANKAR SCHOOL OF
INFORMATION TECHNOLOGY
Vidyalankar Marg, Vidyalankar
Educational Campus, Wadala (E)
Mumbai - 400 037.



Meeting Schedule Time:		11:30 am		Starting Time:	11:30 am
Meeting of	IT Department	Meeting No.	01	Held on	09/06/2021

Members present: Dr Rohini Kelkar, Asif R., Dr.Sarika C., Ujwala S, Pushpa M., Pallavi T, Umesh K., Kimaya S, Shajil K., Sanjeela S. , Prachi M., Leena J., Ashwini K., Geeta S., Hrishikesh T., Seema V, Akshatha J., Madhavi A., Laxmikant M., Aasha C., Rohini D., Amraja S., Mithila C., Rajendra P , Maitreyi J., Spruha M., Ketaki G., Seema B., Beena K., Payal S., Sabir M., Bhavesh S., Dr.Amita J., Prabaldeep D

Faculty Members Absent: Janhavi V, Kiran D., Prof.Lakshmi P, Rumeli S., Dr Rajendra Patil

Summary			
	Last Meeting Item Nos.	Weekly Item Nos.	Total
Details	Meeting No. : 01 Total No. of. Items : 09		Report for week ending
Not Started			
In progress			
Done			
Drop			
Standard Item			
LMC Date			
GB Dates			

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1.	Starting Date of New Term of Academic Year 2021-2022 <ul style="list-style-type: none"> SY & TY BScIT Lectures will Commence from 21/06/2021 		21/06/2021
2.	Subject/Work Allocation <ul style="list-style-type: none"> 1 Faculty per Division Hours Per Week Per Subject:3 Hrs Theory Lecture + 1.5 Hrs Practicals Practicals to be conducted in batches of 30-35 Students in each batch. 	All Faculty	09/06/2021
3.	AAP Presentation <ul style="list-style-type: none"> AAP Presentation to be Scheduled from 14th June to 16 June 2021 Per subject 40 hrs lectures 80 + 20 self study AAP should include self-study details. AAP to be reviewed by respective Cluster Mentors 	All Faculty	14/06,15/06, 16/06/2021
4.	Review & Preview <ul style="list-style-type: none"> Review & Preview to be scheduled from 17th June 2021 onwards Last Date to submit Review/Preview forms -15th June 2021 	All Faculty	17/06/2021 onwards

5.	SYIT & TYIT Orientation & Subject Induction <ul style="list-style-type: none"> • SYIT & TYIT Orientation to be conducted on 21st June 2021 • Subject Induction to be conducted during first lecture of the respective subject. 	Year In Charges & Faculty	21/06/2021
6.	BSAs <ul style="list-style-type: none"> • Standard Plan for BSA to be decided by CAO & HODs • Students participation-oriented activity to be planned 	HoDs & CAO	
7.	Teaching Methodology <ul style="list-style-type: none"> • Various Teaching Methodologies to be explored by CAO for effective engagement & Student connect in online Teaching Learning 	CAO	
8.	Departmental Presentation 2020-2021 <ul style="list-style-type: none"> • Submission deadline for IT Departmental Presentation & data collection-19th June 2021 	All Faculty	19/06/2021
9.	Year-In charges for the Academic Year 2021-2022 <ul style="list-style-type: none"> • FYIT-Shajil K • SYIT-Prachi M • TYIT-Sanjeela S 		


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Meeting Schedule Time:		10:15 am		Starting Time:	10:15 am
Meeting of	IT Department	Meeting No.	02	Held on	03/07/2021

Members present: Dr Rohini Kelkar, Asif R., Dr.Sarika C., Ujwala S, Pushpa M., Pallavi T, Umesh K., Kimaya S, Shajil K., Sanjeela S. , Janhavi V, Prachi M., Leena J., Ashwini K., Geeta S., Seema V, Akshatha J., Madhavi A., Laxmikant M., Aasha C., Rohini D., Amraja S., Mithila C., Rajendra P , Maitreyi J., Spruha M., Ketaki G., Seema B., Beena K., Payal S., Sabir M., Bhavesh S., Dr.Amita J., Prabaldeep D, Dr Rajendra Patil

Faculty Members Absent: Hrishikesh T, Kiran D.

Summary			
	Last Meeting Item Nos.	Weekly Item Nos.	Total
Details	Meeting No. : 02 Total No. of. Items : 07	Report for week ending	
Not Started			
In progress			
Done			
Drop			
Standard Item			
LMC Date			
GB Dates			

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1.	Conduct of Practical <ul style="list-style-type: none"> SY & TY BScIT Practicals will Commence from 05/07/2021 Design PBL on Real life applications for Practicals Use of Virtual Labs. Practical Worksheet to be used. Design PBL for New Labs. 	All Faculty	05/07/2021
2.	WFH/WFO <ul style="list-style-type: none"> Fill WFH/WFO form on daily basis. Provide details of the work done /activities along with the quantified outcomes. 	All Faculty	
3.	MS Teams related general Guidelines <ul style="list-style-type: none"> Follow proper Meeting Link format. Select your respective Subject Channel while creating Lecture Meeting Link and for posting Assignments/Quiz/Post too. Recorded Lecture Video to be uploaded regularly on respective subject channel on Stream. Download attendance before leaving the meeting. Regularly upload Study material like PPTs,e-Books,Notes in your subject folder in the Class Material Section of MS-Teams. 	All Faculty	

	<ul style="list-style-type: none"> For any Technical Issues or help regarding MS Teams Faculty can contact: -Technical Team: Vinaya Lokhande for TY, Pritee Jagdale for SY 		
4.	<p>AAP compliance tracking</p> <ul style="list-style-type: none"> AAP tracker to be filled by the subject faculty after conduct of online lecture on the same day. Additionally, after lecture mail the attendance sheet to admin staff – Ms. Dipika K for TY, Ms. Jaymala B. for SY for DLR. 	All Faculty	
5.	<p>Virtual Office Hours</p> <ul style="list-style-type: none"> SY & TYIT Virtual Office Hours will commence from 5th July 2021 as per the time-table shared. 	All Faculty	05/07/2021
6.	<p>Digital Content Development</p> <ul style="list-style-type: none"> Follow deadline for submission of assigned Digital Content Modules Digital Content to be reviewed by respective Cluster Mentors before upload. 	All Faculty	20/08/2021
7.	<p>BSA/VAC</p> <ul style="list-style-type: none"> BSA Activities to be conducted on Saturdays. Report of the activity to be submitted in the given report format within weeks' time from the commencement of the activity. 	All Faculty	


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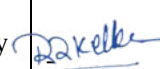
Meeting Schedule Time:		03:00 pm		Starting Time:	03:00 pm
Meeting of	IT Department	Meeting No.	03	Held on	24/07/2021

Members present: Asif R., Dr.Sarika C., Ujwala S, Pushpa M., Umesh K., Kimaya S, Shajil K., Sanjeela S. , Janhavi V, Prachi M., Leena J., Ashwini K., Geeta S., Hrishikesh T., Seema V, Akshatha J., Madhavi A., Laxmikant M., Aasha C., Rohini D., Amraja S., Mithila C., Rajendra P , Maitreyi J., Spruha M., Ketaki G., Seema B., Beena K., Sabir M., Bhavesh S., Dr.Amita J., Prabaldeep D, Dr Rajendra Patil

Faculty Members Absent: Pallavi T, Kiran D

Summary			
	Last Meeting Item Nos.	Weekly Item Nos.	Total
Details	Meeting No. : 03 Total No. of. Items : 06	Report for week ending	
Not Started			
In progress			
Done			
Drop			
Standard Item			
LMC Date			
GB Dates			

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1.	Mid-Term Examination <ul style="list-style-type: none"> • SY & TY BScIT Mid-Term Exam will Commence from 02/08/2021 • Mid-Term 1 Syllabus-Unit 1 & 2 • MCQs with 30 questions of 1 mark each.15 Questions from each unit,5 difficult+5 Moderate+5 easy questions. • 2 Sets of Question Paper to be prepared and mailed to Cluster mentor by Wed, 28-07-2021. • Final question paper on MS FORM to be reviewed by Cluster mentor by Friday, 30-07-2021. 	All Faculty	02/08/2021 To 06/08/2021
2.	Digital Content <ul style="list-style-type: none"> • Digital Content of Unit 1 & Unit 2 to be shared with the students via MS-Teams by 28/08/2021 • Digital Content to be reviewed by respective Cluster Mentors by 27/08/2021 • 15-20 MCQs, Assignment Questions, Case-Study, PBLs, Video Links, References, Links to useful resources can be added in the Digital Content. 	All Faculty	28/08/2021
3.	BSA <ul style="list-style-type: none"> • Proper Note with details of BSA Activities to be prepared at least one week before the commencement of the activity. • Feedback of the activity to be taken. • Report of the activity to be submitted in the given report format within weeks' time from the commencement of the activity. 	All Faculty	 Principal VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY Vidyalankar Marg, Vidyalankar Educational Campus, Wadala (E) Mumbai - 400 037.
4.	VAC <ul style="list-style-type: none"> • VAC Proposal with detailed Course content to be submitted to VAC Committee by 26/07/2021 	All Faculty	26/07/2021



	<ul style="list-style-type: none"> • A proper notice of at least 1 month to be given by the cluster mentors to the VAC committee for the conduct and promotion of courses. • Flex, certificates, etc to be issued only through the VAC committee. 		
5.	Conduct of Practicals <ul style="list-style-type: none"> • PBL/Case Study on Real life applications to be designed for Practicals. • Timely assessment of Practical worksheets to be done. 	All Faculty	-
6.	Attendance Defaulters <ul style="list-style-type: none"> • Attendance Defaulters list to be prepared by 28/07/2021. • Class teachers has to keep track of serious attendance defaulters weekly. 	Year In-Charges & Class teachers	28/07/2021


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Meeting Schedule Time:		03:30 pm		Starting Time:	03:30 pm
Meeting of	IT Department	Meeting No.	05	Held on	28/09/2021

Members present: Asif R., Dr.Sarika C., Ujwala S, Pushpa M., Shajil K.,Pallavi T, Umesh K., Kimaya S, Janhavi V, Prachi M., Leena J., Ashwini K., Geeta S., Hrishikesh T., Seema V, , Madhavi A., Laxmikant M., Aasha C., Rohini D., Amraja S., Mithila C., Rajendra P , Maitreyi J., Spruha M., Ketaki G., Seema B., Beena K., Sabir M., Bhavesh S., , Prabaldeep D, Dr Rajendra Patil , Lakshmi Pillai

Faculty Members Absent: Sanjeela S., Kiran D, Akshatha J.,Dr.Amita J.

Summary			
	Last Meeting Item Nos.	Weekly Item Nos.	Total
Details	Meeting No. : 05 Total No. of. Items : 06	Report for week ending	
Not Started			
In progress			
Done			
Drop			
Standard Item			
LMC Date			
GB Dates			

General: -

Sr. No.	Minutes of Meeting	Dates	Resp
1	<p>Last date of Submission of:</p> <ul style="list-style-type: none"> • SYIT Sem-III Question Bank (150 MCQs of 1 mark each ,30 questions from each Unit. Prepare 3 sets of 10 difficult+20 Moderate+20 easy questions.) • SYIT Sem-III & TYIT Sem-V IA2 Question Paper (Unit-3 & 4, MCQs with 30 questions of 1 mark each.15 Questions from each unit,5 difficult+5 Moderate+5 easy questions.) 	05/10/2021	All Faculty
2	Last Date of Submission of Audited Question Paper Sets of SYIT Sem-III & TYIT Sem-V IA2 and SYIT Sem-III on MS Forms	09/10/2021	Cluster Mentors
3	SYIT Sem-III & TY Sem-V Teaching Period Ends on	14/10/2021	
4	SYIT & TYIT BScIT IA2 Dates	11/10/2021 To 16/10/2021	
5	SYIT Sem-III Exam Dates	25/10/2021 To 29/10/2021	
6	SYIT Practical Exam Dates	08/11/2021 To 12/11/2021	
7	<p>SYIT -Div E</p> <ul style="list-style-type: none"> • Lecture will commence till- • IA • Theory Exam- • Practical Exam- 	<p>30/10/2021</p> <p>25/10/2021 To 29/10/2021</p> <p>08/11/2021 To 12/11/2021</p> <p>15/11/2021 To</p>	

		19/11/2021	
8	FY Sem-I Lectures will resume from	08/11/2021	
9	Term-II (SYIT Sem-IV) Starts from	15/11/2021	


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Meeting Schedule Time:		12:30 pm		Starting Time:	12:30 pm
Meeting of	IT Department	Meeting No.	06	Held on	11/11/2021

Members present: Asif R., Dr.Sarika C., Ujwala S, Pushpa M., Shajil K., Sanjeela S ,Pallavi T, Umesh K., Kimaya S, Janhavi V, Prachi M., Leena J., Ashwini K., Geeta S., Hrishikesh T., Madhavi A., Laxmikant M., Aasha C., Rohini D., Amraja S., Mithila C., Maitreyi J., Spruha M., Ketaki G., Seema B., Beena K., Sabir M., Bhavesh S.,Prabaldeep D, Dr Rajendra Patil , Lakshmi Pillai

Faculty Members Absent:., Kiran D, Seema V, Rajendra P ,Akshatha J.,Dr.Amita J.

Summary			
	Last Meeting Item Nos.	Weekly Item Nos.	Total
Details	Meeting No. : 06 Total No. of. Items : 07		Report for week ending
Not Started			
In progress			
Done			
Drop			
Standard Item			
LMC Date			
GB Dates			

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1.	Starting Date of New Term of Even Sem 2021-2022 <ul style="list-style-type: none"> SY BScIT Lectures will Commence from 22/11/2021 TY BScIT Lectures will Commence from 06/12/2021 		
2.	Subject Allocation done for FY Sem-II ,SY Sem-IV & TY Sem-VI	All Faculty	11-11-2021
3.	AAP Presentation <ul style="list-style-type: none"> AAP Presentation to be Scheduled for SY on 20th Nov 2021 and TY on 27th Nov 2021 from 10:00 am to 1:00 pm Per subject 40 hrs lectures 80 + 20 self study AAP should include self-study details. AAP to be reviewed by respective Cluster Mentors on 16th Nov 2021 AAP to be submitted to CAO on 18th Nov 2021 	All Faculty	20/11/2021, 27/11/2021
4.	Review & Preview <ul style="list-style-type: none"> Review & Preview to be scheduled from 27th Nov 2021 Last Date to submit Review/Preview forms -25th Nov 2021 	All Faculty	27/11/2021 to 04/12/2021

5.	SYIT & TYIT Orientation & Subject Induction <ul style="list-style-type: none"> • SYIT & TYIT Orientation to be conducted from 22nd Nov 2021 and 6th Dec 2021. • Subject Induction to be conducted during first lecture of the respective subject. 	Year In Charges & Faculty	
6.	FY BSc IT, DS Mid term <ul style="list-style-type: none"> • Subject teacher to prepare 1 set of question paper [Unit 1- 15 questions, Unit 2-15 questions] • MS Form links to be submitted to cluster mentor on 15th Nov 2021 • MS Form links to be submitted to CAO on 17th Nov 2021 	HoDs & CAO	27 th Nov 2021
7.	FY BSc IT Digital Content <ul style="list-style-type: none"> • Subject teacher to prepare Digital content Unit 1, 2 • Digital content to be submitted to cluster mentor on 15th Nov 2021 • Digital content to be submitted to CAO on 17th Nov 2021 	HoDs & CAO	27 th Nov 2021


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Meeting Schedule Time:		10:00 am		Starting Time:	10:00 am
Meeting of	IT Department	Meeting No.	07	Held on	27/11/2021

Members present: Asif R., Dr. Sarika C., Ujwala S, Pushpa M, Pallavi T, Umesh K., Kimaya S, Janhavi V, Prachi M., Leena J., Ashwini K., Hrishikesh T., Madhavi A., Laxmikant M., Aasha C., Rohini D., Mithila C., Rajendra P, Maitreyi J., Spruha M., Ketaki G., Seema B., Beena K., Sabir M., Bhavesh S., Prabaldeep D, Dr Rajendra Patil

Faculty Members Absent: Shajil K., Geeta S , Sanjeela S ,Amraja S ,Kiran D, Seema V, ,Akshatha J., sDr.Amita J.

Summary			
	Last Meeting Item Nos.	Weekly Item Nos.	Total
Details	Meeting No. : 07 Total No. of. Items : 11		Report for week ending
Not Started			
In progress			
Done			
Drop			
Standard Item			
LMC Date			
GB Dates			

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1.	Review-Preview Forms Submission	All Faculty	11/12/2021
2.	IT Department ODD Semester 2021-22 PPT Submission	Cluster Mentors	31/12/2021
3.	FY Sem-I Teaching Period Ends on	-	24/12/2021
4.	Committee Activity Submission of Term-I Committee Activities (June-November 2021)- 07/12/2021 Committee Review Preview Meetings -08/12/2021	Committee Members	07/12/2021 08/12/2021
5.	Submission of Even Semester 2021-22 BSA/VAC Details	Cluster Mentors	30/11/2021
6.	Attendance defaulters List to be prepared every Month as per the given format and to be displayed by first week of the month	Year In-charges	First Week of the month
7.	Lab Readiness Subject Faculty has to check the Lab readiness in the assigned labs. Cluster Mentors to monitor the same.	Faculty & Cluster Mentors	02/12/2021
8.	Students Eligibility List for attending offline college has to be updated weekly and share the same with the students and person concerned by Saturday.	Year In-charges	Every Saturday
9.	V-refer upload & digital Content creation deadlines to be followed strictly	All Faculty	

10.	FYIT & FYDS IA-1 Marks to be returned to the students	FY Faculty	27/11/2021
11.	<p>FYIT & FYDS Practical Assessments Details</p> <p>1. Continuous Practical Assessment (Scaled to 20 Marks)</p> <p>2. Mini Project Submission/Presentation/Viva to be conducted during Regular practical Sessions (10 Marks)</p> <p>3. Sem End Practical Exam (20 Marks)</p>	FY Faculty	-


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Meeting Schedule Time:		4:00 pm		Starting Time:	4:00 pm
Meeting of	IT Department	Meeting No.	08	Held on	20/01/2022

Members present: Asif R., Dr. Sarika C., Ujwala S, Pushpa M, Dr. Pallavi T, Umesh K., Dr. Kimaya S, Shajil K., Sanjeela S ,Janhavi V, Prachi M., Leena J., Ashwini K., Geeta S , Hrishikesh T., Seema V, Akshatha J., Madhavi A., Laxmikant M., Aasha C., Rohini D., Amraja S , Mithila C., Rajendra P, Maitreyi J., Spruha M., Ketaki G., Seema M., Beena K., Sabir M., Bhavesh S., Prabaldeep D

Faculty Members Absent:, Dr.Amita J., Dr Rajendra Patil

Summary			
	Last Meeting Item Nos.	Weekly Item Nos.	Total
Details	Meeting No. : 08 Total No. of. Items : 09	Report for week ending	
Not Started			
In progress			
Done			
Drop			
Standard Item			
LMC Date			
GB Dates			

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	<p>SYIT Sem-IV & TYIT Sem-VI IA1 of 30 Marks to be conducted from 24/01/2022 to 29/01/2022</p> <ul style="list-style-type: none"> SYIT Sem-IV & TYIT Sem-VI IA1 one set of Question Paper to be prepared On MS Forms by 20/01/2022 (Unit-1 & 2, MCQs with 30 questions of 1 mark each.15 Questions from each unit,5 difficult+5 Moderate+5 easy questions.) MS Form links to be submitted to respective cluster mentors on 20/01/2022 	Cluster mentors & SY/ TY Faculty	24/01/2022 to 29/01/2022
2	SYIT Sem-IV & TYIT Sem-VI Practical Assessment PA1 of 20 Marks (2 Questions of 10 Marks each) to be conducted from 31/01/2022 to 05/02/2022.	SY & TY Faculty	31/01/2022 to 05/02/2022
3	FY BScIT & FYBSc DS Sem-II Lectures will Commence from 31/01/2022	Fy Faculty	31/01/2022
4.	<p>FY BScIT & FYBSc DS Sem-II Induction & Subject Induction</p> <ul style="list-style-type: none"> FY Sem-II Induction to be conducted on 31/01/2022 Subject Induction to be conducted during first lecture of the respective subject. 	FY Year In Charge & FY Faculty	31/01/2022

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5	FY BScIT & FYBSc DS Sem-II AAP Presentation <ul style="list-style-type: none"> • AAP Presentation is scheduled on 29/01/2022. • Per subject 40 hrs lectures • 80 + 20 self study • AAP should include self-study details. • AAP to be submitted to respective Cluster Mentors for review on or before 24/01/2022. 	Cluster Mentor & FY Faculty	29/01/2022
6	IT Department ODD Semester 2021-22 Presentation is scheduled on 29/01/2022	Cluster Mentors	29/01/2022
7	AAP & BSA/VAC Compliance file to be updated regularly	Cluster Mentors	
8	MS-Teams /V-refer upload to be done regularly & Digital Content creation deadlines to be followed strictly.	All Faculty	
9	Attendance defaulters List to be prepared every Month as per the given format and to be displayed by first week of the month.	Year In-charges	First Week of the month


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Meeting Schedule Time:		4:00 pm		Starting Time:	4:00 pm
Meeting of	IT Department	Meeting No.	08	Held on	20/01/2022

Members present: Asif R., Dr. Sarika C., Ujwala S, Pushpa M, Dr. Pallavi T, Umesh K., Dr. Kimaya S, Shajil K., Sanjeela S ,Janhavi V, Prachi M., Leena J., Ashwini K., Geeta S , Hrishikesh T., Seema V, Akshatha J., Madhavi A., Laxmikant M., Aasha C., Rohini D., Amraja S , Mithila C., Rajendra P, Maitreyi J., Spruha M., Ketaki G., Seema M., Beena K., Sabir M., Bhavesh S., Prabaldeep D

Faculty Members Absent:, Dr.Amita J., Dr Rajendra Patil

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LMC Date			
GB Dates			

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	<p>SYIT Sem-IV & TYIT Sem-VI IA1 of 30 Marks to be conducted from 24/01/2022 to 29/01/2022</p> <ul style="list-style-type: none"> SYIT Sem-IV & TYIT Sem-VI IA1 one set of Question Paper to be prepared On MS Forms by 20/01/2022 (Unit-1 & 2, MCQs with 30 questions of 1 mark each.15 Questions from each unit,5 difficult+5 Moderate+5 easy questions.) MS Form links to be submitted to respective cluster mentors on 20/01/2022 	Cluster mentors & SY/ TY Faculty	24/01/2022 to 29/01/2022
2	SYIT Sem-IV & TYIT Sem-VI Practical Assessment PA1 of 20 Marks (2 Questions of 10 Marks each) to be conducted from 31/01/2022 to 05/02/2022.	SY & TY Faculty	31/01/2022 to 05/02/2022
3	FY BScIT & FYBSc DS Sem-II Lectures will Commence from 31/01/2022	Fy Faculty	31/01/2022
4.	<p>FY BScIT & FYBSc DS Sem-II Induction & Subject Induction</p> <ul style="list-style-type: none"> FY Sem-II Induction to be conducted on 31/01/2022 Subject Induction to be conducted during first lecture of the respective subject. 	FY Year In Charge & FY Faculty	31/01/2022

5	FY BScIT & FYBSc DS Sem-II AAP Presentation <ul style="list-style-type: none"> • AAP Presentation is scheduled on 29/01/2022. • Per subject 40 hrs lectures • 80 + 20 self-study • AAP should include self-study details. • AAP to be submitted to respective Cluster Mentors for review on or before 24/01/2022. 	Cluster Mentor & FY Faculty	29/01/2022
6	IT Department ODD Semester 2021-22 Presentation is scheduled on 29/01/2022	Cluster Mentors	29/01/2022
7	AAP & BSA/VAC Compliance file to be updated regularly	Cluster Mentors	
8	MS-Teams /V-refer upload to be done regularly & Digital Content creation deadlines to be followed strictly.	All Faculty	
9	Attendance defaulters List to be prepared every Month as per the given format and to be displayed by first week of the month.	Year In-charges	First Week of the month


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Meeting Schedule Time:		3:30 pm		Starting Time:	3:30 pm
Meeting of	IT Department	Meeting No.	10	Held on	13/04/2022

Members present: Asif R., Dr. Sarika C., Ujwala S, Pushpa M, Dr. Pallavi T, Umesh K., Dr. Kimaya S, Shajil K., Sanjeela S, Janhavi V, Prachi M., Leena J., Ashwini K., Geeta S , Hrishikesh T., Seema V, Madhavi A., Laxmikant M., Aasha C., Rohini D., Amraja S , Mithila C., Rajendra P, Maitreyi J., Spruha M., Ketaki G., Seema M., Beena K., Bhavesh S., Prabaldeep D

Faculty Members Absent: Akshatha J., Sabir M., Dr.Amita J.,

Summary			
	Last Meeting Item Nos.	Weekly Item Nos.	Total
Details	Meeting No. : 10 Total No. of. Items : 11		Report for week ending
Not Started			
In progress			
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Standard Item			
LMC Date			
GB Dates			

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	FY IT & DS Sem-II Examination- <ul style="list-style-type: none"> FY IT & DS Sem-II Teaching Period Ends on:22/04/22 FY IT & DS Sem-II Practical Examination dates:25/04/22 to 29/04/22 FY IT & DS Sem-II Theory Examination dates:06/05/22 to 11/05/22 	FY Faculty	-
2	FY IT & DS Sem-II Internal Assessment details IA-30 Marks scaled down to 15 Marks + Unit-wise Assignments and submissions-10 Marks=25 Marks Last date of Submission of Internal Marks-23/04/2022	FY Faculty	23/04/2022
3	FY IT & DS Sem-II Practical Assessment details <ul style="list-style-type: none"> 30 Marks -2 Questions of 15 Marks each 10 Marks -Viva 10 Marks -Practical Worksheets Total 50 Marks Last date of Submission of Practical Marksheet-30/04/2022	FY Faculty	30/04/2022
4	FY IT & DS Sem-II Theory Examination details <ul style="list-style-type: none"> Question Paper Format: There will be two Sections in QP (to be printed on Separate Paper): Section A:MCQ (Two Sets)-35 Marks Section B: Descriptive Questions (One common Set for IT/DS)-40 Marks 	FY Faculty	 Principal VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY Vidyalankar Marg, Vidyalankar Educational Campus, Vadala (E) Mumbai - 400 027. 

	<p>Total:-75 Marks</p> <ul style="list-style-type: none"> Last Date of Submission of Two Sets of Question Paper to HODs for Audit:20th April 2022 Submission of Audited Question Papers to Exam Cell:23rd April 2022 		<p>20/04/2022</p> <p>23/04/2022</p>
5	AAP Tracker, AAP & BSA/VAC Compliance file to be updated regularly	Cluster Mentors	25/04/2022
6	FY IT Digital Content of all units to be uploaded on MS Teams by 20 th April 2022	All Faculty	20/04/2022
7	ISBN and Research paper /Proposal details to be submitted by 23 rd April 2022	All Faculty	23/04/2022
8	IT Department Even Semester 2021-22 Presentation to be scheduled in the first week of June 2022	Cluster Mentors	31/05/2022
9	Interested Faculty can participate in hands-on Workshops on Fundamentals of Deep Learning and Blender	Interested Faculty	FDL-21 st & 22 nd April 2022 Blender-13 th & 14 th May 2022
10	Faculty presentation for FDPs (Virtual Lab & LCM) outcome to be held in the first week of May 2022.	All Faculty	1 st Week of May 2022
11	Even Semester (Dec 21-May 22) Committee activities details to be updated in the given excel sheet by 10 th May 2022	Committee Members	10/05/2022


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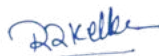
Meeting Schedule Time:		12:30 p.m		Starting Time:	02:30 p.m
Meeting of	Commerce & Management - HOD Department	Meeting No.	1	Held on	02/06/2021

Members present: Vijay G, Dr. Lakshmi K, Dr. Poonam M, Prathama N, Sindhu K, Swagatika N, Anindita B, J Gunsundari, Santosh G, Sandip K

Members absent: - NIL

General:-

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	Timetable Committee for each department <ul style="list-style-type: none"> • BMS – Swapna K, Sagar G • BAF & BBI – Shreyas B & Khushboo J • BFM – Amit K • BMM – Rumeli S 		
2	Induction/Orientation for SY & TY Class <ul style="list-style-type: none"> • Induction/Orientation for SY & TY Class will be on 13, 14 & 15 June • 13 June - Parents Induction • 14 & 15 June – Induction session for Students - 3 hrs/day • Induction Schedule to be submitted by 8th June • Regular Lectures will start from 16th June 2021 	Respective Department	8 th June
3	BSA List for Odd Semester for each department to be submitted by 11 th June 2021	Respective Department	11 th June
4	AAP Workshop for Commerce & Management on 10 th June & 11 th June 2021 Schedule for AAP Presentation to be submitted by 8 th June	Respective Department	8 th June
5	Final Data file for Department PPT (Even Sem for Academic Year 2021-22) to be submitted by 9 th June 2021	Respective Department	9 th June
6	CEPR <ul style="list-style-type: none"> • 2 Unit test, Midterm Exam, Assignments (Theory as well as Application Based), Other Assessment Methods to be decided by respective subject teachers • FYBMS F CEPR should have more creative & Unique idea 		


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Meeting Schedule Time:		02:30 p.m		Starting Time:	03:30 p.m
Meeting of	Commerce & Management - HOD Department	Meeting No.	2	Held on	07/06/2021

Members present: Vijay G, Dr. Lakshmi K, Dr. Poonam M, Prathama N, Sindhu K, Swagatika N, Anindita B, Sandip K, Mangal S, Rumeli S, Santosh G, J Gunsundari

Members absent: - NIL

General:-

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	<p>Induction Schedule</p> <p>Days – 13, 14 & 15 June</p> <p>Timings</p> <p>Morning Slots</p> <ul style="list-style-type: none"> • 9:00 – 10:30 am – Session 1 • 10:30 – 11:00 am – Break • 11:00 – 12:00 – Session 2 <p>Afternoon Slots</p> <ul style="list-style-type: none"> • 12:30 – 2:00 pm – Session 1 • 2:00 – 2:30 - Break • 2:30 – 3:30 – Session 2 <p>Department needs to coordinate with each other for induction activity</p>	Respective Department	
2	<p>Teams and Class Creation in MS Teams in progress</p> <p>Assignment Submission to be done in MS Teams</p> <p>In case of emergency, faculty can take online lecture with the permission of HOD</p> <p>In case of guest lecture, if guest is not able to come to campus, we can arrange online lectures</p>	Respective Department	
3	AAP Compliance in MS Excel format. It will be checked on fortnightly basis	Respective Department	
4	Departments can plan for 1-day industrial visit	Respective Department	

D. K. Kelkar
Principal
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Meeting Schedule Time:	02:30 pm	Starting Time:	03:00 pm
Meeting of Principal and HoDs	Meeting No. 03	Held on	13/07/2021

Members Present: Dr. Rohini Kelkar, Prof. Vijay Gawde, Dr. Lakshmi Kavitha, Dr. Poonam Mirwani, Prof. Sandip Khandekar, Prof. Swagatika Nanda, Prof. Prathma Nemane, Prof. Anindita Banerji, Prof. Sindhu Krishnan, Prof. Santosh Gupta, Prof J Gunsundari and Prof. Rumeli Sharma.

Faculty Members Absent: NIL

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1.	Principal must be informed for every parent's teacher meeting. The meeting must be planned and executed systematically.	All	
2.	VAC for first year students must proposed and planned in collaboration with the committee.	Rumeli Sharma	
3	Lecture adjustments (first lecture) must be informed one day prior to avoid mayhem.	All	
4	Visiting faculties will attend AAP workshops and as per their appointment letters are abided to complete all academic tasks.	All	
5	Faculties must accept lecture adjustments whenever required and shall be prepared with study materials or activities.	All	
6	All subject teachers must report on time for all lectures.	All	
7	HoD shall report to the principal if any faculty reports late to lectures continuously including visiting faculties.	HoDs	
8	New recruiters can concentrate on academics in this semester. Co-curricular activities can be handled by experienced faculties.	HoDs	


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Meeting Schedule Time:	14:30	Starting Time:	14:30
Meeting of Principal and HoDs (CMA)	Meeting No. 03	Held on	17/08/2021

Members Present: Dr. Rohini Kelkar, Prof. Vijay Gawde, Dr. Lakshmi Kavitha, Dr. Poonam Mirwani, Prof. Sandip Khandekar, Prof. Swagatika Nanda, Prof. Prathma Nemane, Prof. Chitra More, Prof. Mangal Singh Rawat and Prof. Anindita Banerji, Prof. Sindhu Krishnan, Prof. Amit Kabra, and Prof. Rumeli Sharma.


Faculty Members Absent: Nil

Summary			
	Last Meeting Item Nos.	Weekly Item Nos.	Total
Details	Meeting No. : 03 Total No. of. Items: 12	Report for week ending	
Not Started			
In progress			
Done			
Drop			
Standard Item			
LMC Date			
GB Dates			

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1.	Commencement of SY term end examination for the AY 2021-22(odd semester)	All	10 th October 2021
2.	SY and TY semester end	All	4 th October 2021
3	All departments can schedule extra lectures on online mode every Saturday.	All	Every Saturday
4	Timetable shall be prepared and must be sanctioned by the authorities. (minimum 4 lectures must be scheduled for each class)	Timetable committee	
5	Special timetable shall be prepared for 29 th and 30 th August 2021 based on the Practical exam schedule.	Timetable committee and Prof. Swapna Kadam	
6	Students must not be asked forcefully to attend extra or co-curricular activities.	All	
7	Staff meeting is scheduled on 20 th August 2021 between 10:30am to 11:00am	All	
8	Mock NAAC is scheduled in the first week of October.	All	
9	NAAC is scheduled on tentatively on 7 th and 8 th October.	All	7 th & 8 th October 2021
10	All departments' faculties may log in at 7:30am only if lecture is scheduled as per the timetable.	HoDs	
11	Project on 'Economics of festivals' can be allocated to students. FIVE different projects on various sectors can be created and presented by students.	All	
12	Sports Day will be celebrated on 29 th August and a video of 3 to 4 minutes shall be created by the BAMMC students.	BAMMC	29 th August 2021

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<i>Meeting Schedule Time:</i>	14:30	Starting Time:	14:30
Staff Meeting CMA department	Meeting No. 05	Held on	29/08/2021

Members Present: Prof. Vijay Gawde, Dr. Lakshmi Kavitha, Dr. Poonam Mirwani, Prof. Sandip Khandekar, Prof. Swagatika Nanda, Prof. Prathma Nemane, Prof. Chitra More, Prof. Mangal Singh Rawat and Prof. Anindita Banerji, Prof. Sindhu Krishnan, Prof. Amit Kabra, Prof. Rumeli Sharma, Prof. Agnus Anthony, Prof. Ajaykumar Poojary, Prof. Dipika Sunderraj, Dr. Leena Nair, Prof. Harish Noulia, Prof. Kavitha Mohan, Prof. Khushboo Julka, Prof. Lakshmi Pillai, Prof. Pooja Jogu, Prof. Riddhi Gada, Dr. Sagar Gaikwad, Prof. Santosh Gupta, Prof. Shreyash Bondre, Dr. Swapna Kadam, Dr. Deepika Jindoliya, Prof. Mandar Choudhari, Prof. Corina Dsouza and Prof. Hetvi Dedhia.

Faculty Members Absent: Nil

Summary			
	Last Meeting Item Nos.	Weekly Item Nos.	Total
Details	Meeting No. : 02 Total No. of. Items: 08	Report for week ending	
Not Started			
In progress			
Done			
Drop			
Standard Item			
LMC Date			
GB Dates			

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1.	First year midterm is scheduled from 17th September 2021 . Questions will be prepared from first two modules/units.	All faculty members	-
2.	Second year end examination is scheduled from 10th October 2021 . Question papers for each course must be submitted to the exam cell as per the schedule and date mailed by the exam cell.	All faculty members	10 th September 2021
3	Conclusion of second year is 4th October 2021 . Extra lectures can be scheduled as per the requirement of each faculty. Extra lectures (online) can also be scheduled on Saturdays. Timetable for the same will be shared soon by the committee.	Second year subject teachers	4 th October 2021
4	First year Unit Test-I dates will be decided by the HoD and shared soon.	HoDs	-
5	Second- and third-year Unit Test-II will commence from 3rd week of September .	Subject Teachers	-
6	Remedial and merit lectures are planned and scheduled from 13th September 2021 . Timetable will be shared soon.	Timetable committee	13 th September 2021
7	Re-midterm can be scheduled for both second- and third-year students after discussing with both the Vice	-	-

	Principal and the CAO.		
8	Conclusion of third year is 8th October 2021 . Extra lectures can be scheduled as per the requirement of each faculty. Extra lectures (online) can also be scheduled on Saturdays. Timetable for the same will be shared soon by the committee.	-	-


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Meeting Schedule & Starting Time:		3:30PM		Ending Time:	4:05PM
Meeting of	CMA	Meeting No.	06	Held on	25/09/2022

Venue: X-018

Faculty members present: VMG, NLK, ABB, SIN, GNS, PAN, SGN, MAA, PAJ, ST, PHM, SSK, AJP, CM, AK, MSR, SSB, SG, Nisha D, Abhijit R, Nikita R, Swapna K, Sagar G, Rumeli S

Faculty members absent: -

Summary			
	Last Meeting Item Nos. 4	Weekly Item Nos.	Total
Details	Meeting No. : Total No. of. Items :	Report for week ending	
Not Started	NA		
In progress	NA		
Done			
Drop			
Standard Item			
LMC Date			
GB Dates			

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	<u>No of MCQs and No of sets:</u> -TY = 150 MCQs – 3 sets of 50 questions each in Word -FY & SY = 100 MCQs – 2 sets of 50 questions each in Word		
2	<u>Quality of MCQs:</u> -No of questions = 50 -All 50 questions compulsory. -Out of 50, 25 questions easy and 25 questions should be difficult -Questions should be application based. -Each question carries equal marks -Marks each question 1.5 marks		
3	<u>Role of Auditor:</u> -check word file whether entire syllabus covered		

D. Kelke
Principal
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	<ul style="list-style-type: none"> -check level of difficulty of questions -first 25 easy questions, next 25 difficult questions -link/form to be created after confirmation by auditor -after link is created then auditor need to verify the link/form -year incharge to do second level check of all the subjects -third level check by VP and CAO -fourth level check by Principal 		
4	<p><u>Sample Questions:</u></p> <p>Last year question paper have to be converted as Sample questions and also to be upload on website</p>		
5	<p><u>Syllabus Completion:</u></p> <p>All FY, SY, TY syllabus to be completed by December 10</p> <p>If extra lecture needed, inform in advance</p>		
6	<p><u>Commencement of Exams:</u></p> <p>KT exam starts - Oct 15</p> <p>Regular FY & SY Exams - Nov last week</p> <p>Regular TY Exams – Dec 6</p>		
7	<p><u>Question Paper preparation and Audit dates:</u></p> <p><u>Regular FY & SY Exams:</u></p> <ul style="list-style-type: none"> -Nov 15 - Word copy ready -Nov 20 - Audit and link creation complete <p><u>Regular TY Exams:</u></p> <ul style="list-style-type: none"> -Nov 25 - word copy read -Nov 30 - Audit and link creation complete 		


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Meeting Schedule Time:		12:30 p.m		Starting Time:	02:30 p.m
Meeting of	Commerce & Management - HOD Department	Meeting No.	1	Held on	02/12/2021

Members present: Vijay G, Dr. Lakshmi K, Dr. Poonam M, Prathama N, Sindhu K, Swagatika N, Anindita B, J Gunsundari, Santosh G, Sandip K

Members absent: - NIL

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	Timetable Committee for each department <ul style="list-style-type: none"> • BMS – Swapna K, Sagar G • BAF & BBI – Shreyas B & Khushboo J • BFM – Amit K • BMM – Rumeli S 		
2	Induction/Orientation for SY & TY Class <ul style="list-style-type: none"> • Induction/Orientation for SY & TY Class will be on 13, 14 & 15 December • 13 December - Parents Induction • 14 & 15 December – Induction session for Students - 3 hrs/day • Induction Schedule to be submitted by 8th December • Regular Lectures will start from 16th December 2021 	Respective Department	8 th December
3	BSA List for Odd Semester for each department to be submitted by 11 th December 2021	Respective Department	11 th December
4	AAP Workshop for Commerce & Management on 10 th December & 11 th December 2021 Schedule for AAP Presentation to be submitted by 8 th December	Respective Department	8 th December
5	Final Data file for Department PPT (Odd Sem for Academic Year 2021-22) to be submitted by 9 th December 2021	Respective Department	9 th December


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Meeting Schedule Time:		02:30 p.m		Starting Time:	03:30 p.m
Meeting of	Commerce & Management - HOD Department	Meeting No.	2	Held on	08/12/2021

Members present: Vijay G, Dr. Lakshmi K, Dr. Poonam M, Prathama N, Sindhu K, Swagatika N, Anindita B, Sandip K, Mangal S, Rumeli S, Santosh G, J Gunsundari

Members absent: - NIL

General:-

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	<p>Induction Schedule</p> <p>Days – 13, 14 & 15 December</p> <p>Timings</p> <p>Morning Slots</p> <ul style="list-style-type: none"> • 9:00 – 10:30 am – Session 1 • 10:30 – 11:00 am – Break • 11:00 – 12:00 – Session 2 <p>Afternoon Slots</p> <ul style="list-style-type: none"> • 12:30 – 2:00 pm – Session 1 • 2:00 – 2:30 - Break • 2:30 – 3:30 – Session 2 <p>Department needs to coordinate with each other for induction activity</p>	Respective Department	
2	<p>Teams and Class Creation in MS Teams in progress</p> <p>Assignment Submission to be done in MS Teams</p> <p>In case of emergency, faculty can take online lecture with the permission of HOD</p> <p>In case of guest lecture, if guest is not able to come to campus, we can arrange online lectures</p>	Respective Department	
3	AAP Compliance in MS Excel format. It will be checked on fortnightly basis	Respective Department	
4	Departments can plan for 1-day industrial visit	Respective Department	

R. Lakshmi
Principal
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Meeting Schedule Time:	02:30 pm	Starting Time:	03:00 pm
Meeting of Principal and HoDs	Meeting No. 03	Held on	22/01/2022

Members Present: Dr. Rohini Kelkar, Prof. Vijay Gawde, Dr. Lakshmi Kavitha, Dr. Poonam Mirwani, Prof. Sandip Khandekar, Prof. Swagatika Nanda, Prof. Prathma Nemane, Prof. Anindita Banerji, Prof. Sindhu Krishnan, Prof. Santosh Gupta, Prof J Gunsundari and Prof. Rumeli Sharma.

Faculty Members Absent: NIL

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1.	Principal must be informed for every parent's teacher meeting. The meeting must be planned and executed systematically.	All	
2.	VAC for first year students must proposed and planned in collaboration with the committee.	Rumeli Sharma	
3	Lecture adjustments (first lecture) must be informed one day prior to avoid mayhem.	All	
4	Visiting faculties will attend AAP workshops and as per their appointment letters are abided to complete all academic tasks.	All	
5	Faculties must accept lecture adjustments whenever required and shall be prepared with study materials or activities.	All	
6	All subject teachers must report on time for all lectures.	All	
7	HoD shall report to the principal if any faculty reports late to lectures continuously including visiting faculties.	HoDs	
8	New recruiters can concentrate on academics in this semester. Co-curricular activities can be handled by experienced faculties.	HoDs	


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MoM of Principal and Staff Meeting

Meeting Schedule Time :		03.00 p.m.		Starting Time :		03.07 pm	
Meeting of	Principal and Teaching staff	Meeting No.	1	Held on	19/01/2021		

Attended by: All Teaching staff (67 participants)

Details	Meeting No. : Total No. of. Item :				Report for week ending
	Standard	Not Started	In progress	Points from 60 LOW	
Done					
Not Started Item					
In. Progress					
Standard Item					
Dropped					

Sr.No	Item	Not Started Item	In Progress	Standard Item	Dropped	Resp.	Target Date	Over On
1.	Review of Last Semester (June to Dec 2020)							
	<ul style="list-style-type: none"> Teaching & Learning policy very well executed Examination was done with very smoothly Attendance : Measure need to take to improve attendance by making lecture more interactive & interesting 							
2.	Plan for Current semester (Even semester)							
	<ul style="list-style-type: none"> Student visit at college can plan for project and practical purpose to make normal situation by taking all safeguards. 45% fees still pending so reminder notification need to be send for fees pending 							
3.	Introduction of New module for Job duty (Performance based payment criterion)							

R. Kelke
Principal

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	<ul style="list-style-type: none"> • 5 Modules introduced 1. Work From Office – 6 days 2. Work From Office- 3 Days 3. WFH + WFO- Not available 4. Work From Home – 6 Days 5. No work No pay – • Teaching staff need to choose one of the module from the above for the February 2021 • There should be proper quantification of work with outcome based activities apart from teaching task • Suggested activities: VAC can be conduct for all and thereby revenue can generate more student participation activities via online mode can plan etc. 							

Rakelke
Principal

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Mumbai - 400 037.



Meeting Schedule Time:	14:30	Starting Time:	14:30
Meeting of Principal and HoDs (CMA)	Meeting No.	11	Held on
			17/02/2021

Members Present: Dr. Rohini Kelkar, Prof. Vijay Gawde, Dr. Lakshmi Kavitha, Dr. Poonam Mirwani, Prof. Sandip Khandekar, Prof. Swagatika Nanda, Prof. Prathma Nemane, Prof. Chitra More, Prof. Mangal Singh Rawat and Prof. Anindita Banerji, Prof. Sindhu Krishnan, Prof. Amit Kabra, and Prof. Rumeli Sharma.

Faculty Members Absent: Nil

Summary			
	Last Meeting Item Nos.	Weekly Item Nos.	Total
Details	Meeting No. : 03 Total No. of. Items: 12	Report for week ending	
Not Started			
In progress			
Done			
Drop			
Standard Item			
LMC Date			
GB Dates			

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1.	Commencement of SY term end examination for the AY 2021-22(odd semester)	All	10 th March 2022
2.	SY and TY semester end	All	4 th March 2022
3	All departments can schedule extra lectures on online mode every Saturday.	All	Every Saturday
4	Timetable shall be prepared and must be sanctioned by the authorities. (minimum 4 lectures must be scheduled for each class)	Timetable committee	
5	Special timetable shall be prepared for 29 th and 30 th Feb 2022 based on the Practical exam schedule.	Timetable committee and Prof. Swapna Kadam	
6	Students must not be asked forcefully to attend extra or co-curricular activities.	All	
7	Staff meeting is scheduled on 20 th Feb 2021 between 10:30am to 11:00am	All	


Principal
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Meeting Schedule & Starting Time:		3:30PM		Ending Time:	4:05PM
Meeting of	CMA	Meeting No.	12	Held on	25/03/2022

Venue: X-018


Faculty members present: VMG, NLK, ABB, SIN, GNS, PAN, SGN, MAA, PAJ, ST, PHM, SSK, AJP, CM, AK, MSR, SSB, SG

Faculty members absent: - Nisha D, Abhijit R, Nikita R, Swapna K, Sagar G, Rumeli S

Summary			
	Last Meeting Item Nos. 4	Weekly Item Nos.	Total
Details	Meeting No. : Total No. of. Items :		Report for week ending
Not Started	NA		
In progress	NA		
Done			
Drop			
Standard Item			
LMC Date			
GB Dates			


General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	<u>No of MCQs and No of sets:</u> -TY = 150 MCQs – 3 sets of 50 questions each in Word -FY & SY = 100 MCQs – 2 sets of 50 questions each in Word		
2	<u>Quality of MCQs:</u> -No of questions = 50 -All 50 questions compulsory. -Out of 50, 25 questions easy and 25 questions should be difficult -Questions should be application based. -Each question carries equal marks -Marks each question 1.5 marks		
3	<u>Role of Auditor:</u> -check word file whether entire syllabus covered -check level of difficulty of questions		


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	<ul style="list-style-type: none"> -first 25 easy questions, next 25 difficult questions -link/form to be created after confirmation by auditor -after link is created then auditor need to verify the link/form -year incharge to do second level check of all the subjects -third level check by VP and CAO -fourth level check by Principal 		
4	<p><u>Sample Questions:</u></p> <p>Last year question paper have to be converted as Sample questions and also to be upload on website</p>		
5	<p><u>Syllabus Completion:</u></p> <p>All FY, SY, TY syllabus to be completed by April 10</p> <p>If extra lecture needed, inform in advance</p>		
6	<p><u>Commencement of Exams:</u></p> <p>KT exam starts - April 15</p> <p>Regular FY & SY Exams - April last week</p> <p>Regular TY Exams – May 6</p>		
7	<p><u>Question Paper preparation and Audit dates:</u></p> <p><u>Regular FY & SY Exams:</u></p> <ul style="list-style-type: none"> -April 15 - Word copy ready -April 20 - Audit and link creation complete <p><u>Regular TY Exams:</u></p> <ul style="list-style-type: none"> -April 25 - word copy read -April 30 - Audit and link creation complete 		


 Principal • •
 VIDYALANKAR SCHOOL OF
 INFORMATION TECHNOLOGY
 Vidyalkar Marg, Vidyalkar
 Educational Campus, Wadala (E)
 Mumbai - 400 037.



Meeting Schedule & Starting Time:		3:30 PM		Ending Time:	4:15 PM
Meeting of	CMA	Meeting No.	13	Held on	13/04/2022

Venue: X-018

Faculty members present: All Staff Present

Faculty members absent: - NIL

General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1	Correction of End Sem Papers		
2	Preparation of AAP of Odd Sem		
3	Data Collection for Department Presentation		
4	Review/Preview form submission		


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