

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.	<b>Conduct of Practical</b> <ul style="list-style-type: none"> <li>SY &amp; TY BScIT Practicals will Commence from 05/07/2021</li> <li>Design PBL on Real life applications for Practicals</li> <li>Use of Virtual Labs.</li> <li>Practical Worksheet to be used.</li> <li>Design PBL for New Labs.</li> </ul>	All Faculty	05/07/2021
2.	<b>WFH/WFO</b> <ul style="list-style-type: none"> <li>Fill WFH/WFO form on daily basis.</li> <li>Provide details of the work done /activities along with the quantified outcomes.</li> </ul>	All Faculty	
3.	<b>MS Teams related general Guidelines</b> <ul style="list-style-type: none"> <li>Follow proper Meeting Link format.</li> <li>Select your respective Subject Channel while creating Lecture Meeting Link and for posting Assignments/Quiz/Post too.</li> <li>Recorded Lecture Video to be uploaded regularly on respective subject channel on Stream.</li> <li>Download attendance before leaving the meeting.</li> <li>Regularly upload Study material like PPTs,e-Books,Notes in your subject folder in the Class Material Section of MS-Teams.</li> </ul>	All Faculty	



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

  
**Principal**  
**Vidyalankar School of**  
**Information Technology**  
 Antop Hill, Wadala (E),  
 Mumbai-400 037.





Meeting Schedule Time:	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 Noula, 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			
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General: -

Sr. No.	Minutes of Meeting	Resp.	Target Date
1.	First year midterm is scheduled from <b>17<sup>th</sup> September 2021</b> . Questions will be prepared from first two modules/units.	All faculty members	-
2.	Second year end examination is scheduled from <b>10<sup>th</sup> October 2021</b> . 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 <sup>th</sup> September 2021
3	Conclusion of second year is <b>4<sup>th</sup> October 2021</b> . 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 <sup>th</sup> 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 <b>3<sup>rd</sup> week of September</b> .	Subject Teachers	-
6	Remedial and merit lectures are planned and scheduled from <b>13<sup>th</sup> September 2021</b> . Timetable will be shared soon.	Timetable committee	13 <sup>th</sup> 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 <b>8<sup>th</sup> October 2021</b> . 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.	-	-

*Rajeev*  
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