Department of Information Technology and Computer Application

Minutes of Meeting

The Following points discussed in the department meeting conducted on 7th June 2023 at 10:30 am in Lab 8.
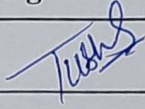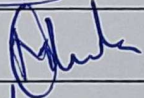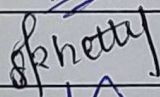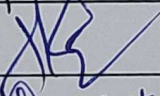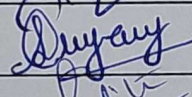
1. Semester result ATKT and Regular result verification to be completed.
2. SY and TY admission follow up to be taken.
3. Calling FY eligible students to inform them to fill the college form.
4. Notice boards to be updated.

Co-ordinator
(Dr. Tushar Sambare)

Attendance
7th June 2023

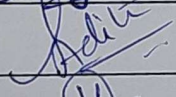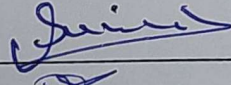| Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Suman Upadhyay	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	
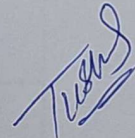
Department of Information Technology and Computer Application

Minutes of Meeting

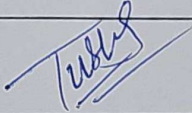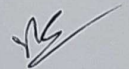**The Following points discussed in the department meeting conducted on 8th June 2023 at 9 am in Lab 8.**
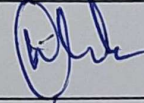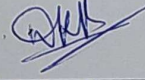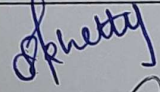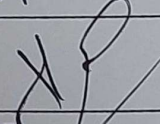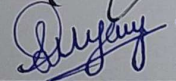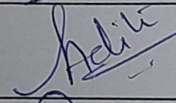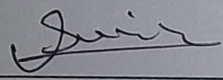
1. Workload distribution for the academic year 2023-24 was discussed. All faculty members gave one subject of their preference.
2. Marksheet verification for FY and SY to be completed by end of day.
3. Update was taken regarding Notice board designing.
4. Update was taken regarding calling students of FY IT and Data Science. And calling students who have not yet taken admission in SY and TY. Remaining calls to be completed by the end of day.
5. Internal Paper of M.Sc. have to be submitted to the Exam Room.

Co-ordinator
(Dr. Tushar Sambare)

Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

Attendance
8th June 2023

Name	Signature
Dr. Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Suman Upadhyay	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	
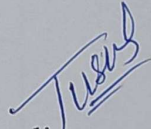
Department of Information Technology and Computer Application

<u>**Minutes of Meeting**</u>

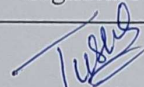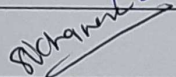**The Following points discussed in the department meeting conducted on 9th June 2023 at 8:30 am in Lab 8.**
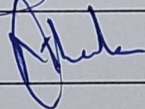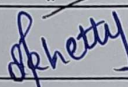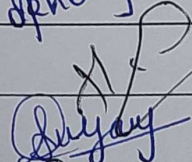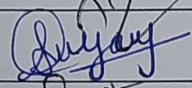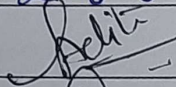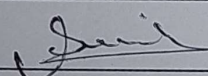
1. General discussion was conducted for the Department NAAC Presentation.
2. Changes to be done were discussed.
3. Work was divided among all the faculties.

Co-ordinator
(Dr. Tushar Sambare)

Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

Attendance
9th June 2023

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Suman Upadhyay	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	
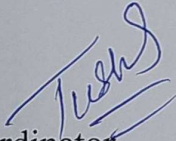
Department of Information Technology and Computer Application

Minutes of Meeting
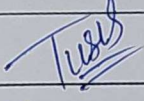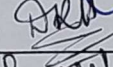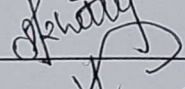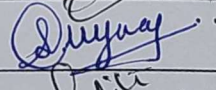
The following points were discussed in the department meeting conducted on 15th June 2023 at 11:10 am in Lab 8.

1. Some revisions in workload.
2. Class teachers were decided:
   - FY IT A - Asst. Prof. Suman Upadhyay
   - FY IT B - Asst. Prof. Dipti Parab
   - SY IT A - Asst. Prof. Himani Shukla
   - SY IT B - Asst. Prof. Sheetal Khanore
   - TY IT A - Asst. Prof. Aditi Chikhalikar
   - TY IT B - Asst. Prof. Disha Bhakta
3. SY Data Science Lectures to be started from Monday.
4. Class representatives- CR, ACR, CL and SR have to be selected for TY, SY IT and SY Data Science. Dr. Tushar Sambare will interview the interested students.
5. Update was taken to calling status regarding FY IT and DS admissions.

Co-ordinator
(Dr. Tushar Sambare)

Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

Attendance
15th June 2023

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Suman Upadhyay	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	
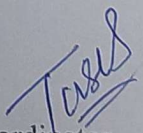
Department of Information Technology and Computer Application

Minutes of Meeting

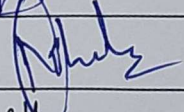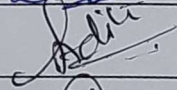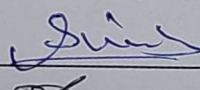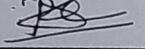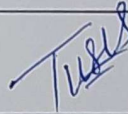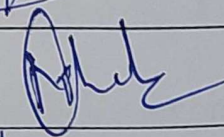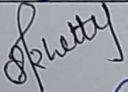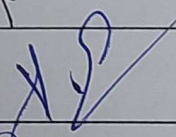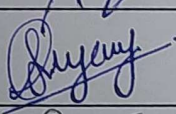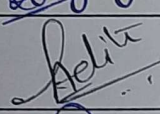**The following points were discussed in the department meeting conducted on 7th July 2023 at 12:10 pm in Lab 8.**

1. Class teachers were revised for some classes. Final list of class teachers:
   - FY IT A - Asst. Prof. Suman Upadhyay
   - FY IT B - Asst. Prof. Dipti Parab
   - SY IT A - Asst. Prof. Vinay Shahapurkar
   - SY IT B - Asst. Prof. Sheetal Khanore
   - TY IT A - Asst. Prof. Aditi Chikhalikar
   - TY IT B - Asst. Prof. Disha Bhakta
   - FY DS - Asst. Prof. Vaibhav Kandalkar
   - SY DS - Asst. Prof. Himani Shukla
2. FY, SY IT and Data Science lab setup must be completed before 14th July. List of softwares required has to be collected from faculties.
3. Undertaking of defaulter students for the month of June has to be collected. TY IT is partially done with only 4-5 students remaining. Same has to be done for SY IT.
4. Teachers have to call parents of students whose attendance is less than 50%. This has to be completed till Monday.
5. Follow up has to be taken for finalising CR, ACR, CL and SR for SY IT and SY Data Science.
6. All the class representatives (CR, ACR, CL and SR) will be part of the IT Association.
7. The IT Association Incharge for the year 2023-24 will be Asst. Prof. Raveena Shetty.
8. 2 certificate courses have to be conducted in this academic year.
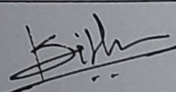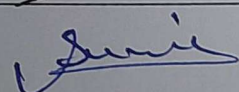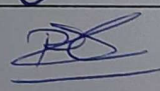9. One initiative to be conducted by each teacher.
10. MOU with NSE-IT-DESK is under process. Information was shared with all teachers regarding this by Dr. Tushar Sambare.
11. Bridge course has to be conducted for Digital Electronics and Mathematics for FY IT students and for Mathematics for FY Data Science.
12. Certificates related to students' achievements have to be collected by Class Teachers.
13. Language lab has to be established. Software for the same has to be searched.

Co-ordinator
(Dr. Tushar Sambare)

Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

Attendance
7th July 2023

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Suman Upadhyay	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	
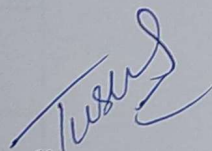
Department of Information Technology and Computer Application

Minutes of Meeting
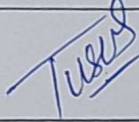
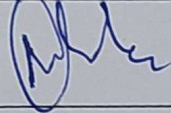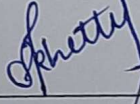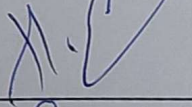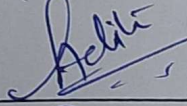The following points were discussed in the department meeting conducted on 25th September 2023 at 01:00 pm in 814.

1. Syllabus status for SY IT and DS was discussed.
2. Students Diary can be implemented for accountability. Teachers to think on ideas regarding its format and way of implementation.
3. Project guides must take update from respective students. Project should be completed by 20th October 2023. First 4 chapters are required for this semester.
4. TY Prelims question paper one set must be submitted on or before 1st October 2023.
5. For Data Science – Economics Subject Practicals were divided amongst teachers.
6. SY IT Practical exams will be before theory exams.
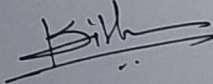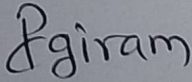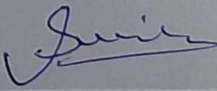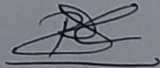7. SY DS Practical exams will be after theory exams.
8. FY Parents Teachers Meeting will be on 30th September 2023. Internal papers to be evaluated before meeting.
9. TY Journal checking will be done after prelims.
10. Certificate course needs to be decided for next semester.

Co-ordinator
(Dr. Tushar Sambare)

Attendance
25th September 2023

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	
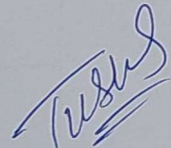
Department of Information Technology and Computer Application

Minutes of Meeting

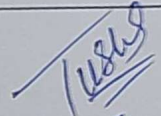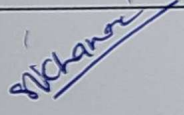**The following points were discussed in the department meeting conducted on 9th October 2023 at 01:00 pm in Lab 8.**
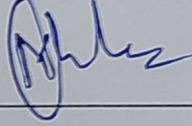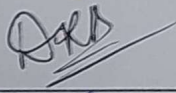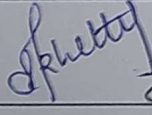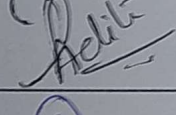
1. Workload for even semester was discussed; initial allotment of subjects was made.
2. Overview was taken regarding IT Association activities.
3. Overview was taken regarding individual teachers' initiatives.
4. Overview was taken regarding certification courses: Microsoft Certification Course and RPA Certification Course.

Co-ordinator
(Dr. Tushar Sambare)

Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

Attendance
9th October 2023

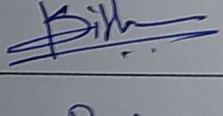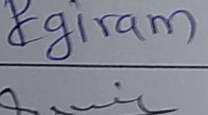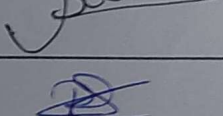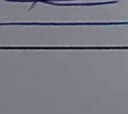| Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	
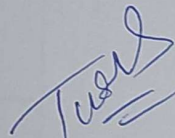
Department of Information Technology and Computer Application

Minutes of Meeting
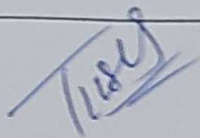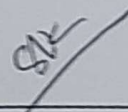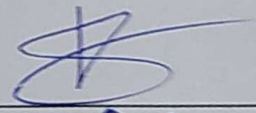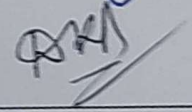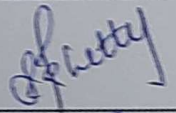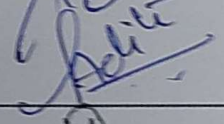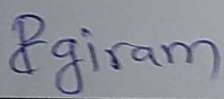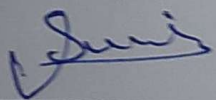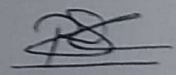
The following points were discussed in the department meeting conducted on 30th October 2023 at 09:30 am in Lab 8.

1. Workload for even semester was finalized.
2. Visiting faculties have to be finalized for M.Sc. IT subjects - Deep Learning and Computer Vision/ Malware Analysis.
3. Visiting Faculties have to be finalised for 6 subjects of B.Sc. Data Science.
4. Class teachers were decided for classes. Final list of class teachers:
   - FY IT A - Asst. Prof. Priya Giram
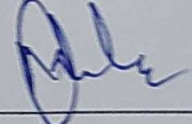   - FY IT B - Asst. Prof. Dipti Parab
   - SY IT A - Asst. Prof. Aditi Chikhalikar
   - SY IT B - Asst. Prof. Sheetal Khanore
   - TY IT A - Asst. Prof. Himani Shukla
   - TY IT B - Asst. Prof. Raveena Shetty
   - FY DS - Asst. Prof. Vaibhav Kandalkar
   - SY DS - Asst. Prof. Vinay Shahapurkar

Co-ordinator
(Dr. Tushar Sambare)

<div align="center">

Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

Attendance
30th October 2023

</div>

Name	Signature
Dr.Tushar Sambare	*(signed)*
Asst. Prof. Sheetal Khanore	*(signed)*
Asst. Prof. Vinay Shahapurkar	*(signed)*
Asst. Prof. Mithilesh Chauhan	*(signed)*
Asst. Prof. Disha Bhakta	*(signed)*
Asst. Prof. Raveena Shetty	*(signed)*
Asst. Prof. Himani Shukla	*(signed)*
Asst. Prof. Aditi Chikhalikar	*(signed)*
Asst. Prof. Dipti Parab	*(signed)*
Asst. Prof. Vaibhav Kandalkar	*(signed)*
Asst. Prof. Priya Giram	*(signed)*
Mr. Sunil Jabre	*(signed)*
Mr. Rakesh Lakhan	*(signed)*

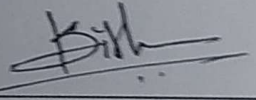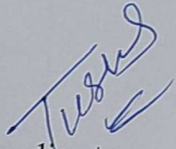## Department of Information Technology and Computer Application

Minutes of Meeting
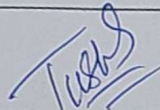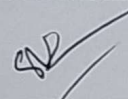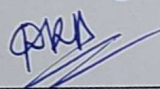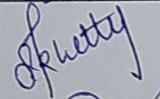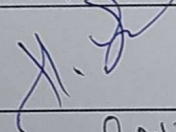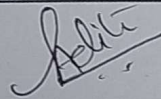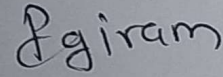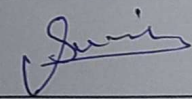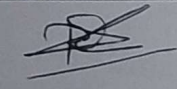
The following points were discussed in the department meeting conducted on 8th November 2023 at 01:00 pm in Lab 8.

1. Asst. Prof. Disha Bhakta will be co-coordinator for B.Sc. Data Science.
2. Asst. Prof. Mithilesh Chauhan will be co-coordinator for M.Sc. IT.
3. IV destination was finalized after discussion and comparisons of multiple itineraries. Hyderabad – with tour manager- Key Explore was finalized.
4. Update was taken regarding preparation of FY Practical exam slips.
5. Time table of even semester has to be updated.

Co-ordinator
(Dr. Tushar Sambare)

Attendance
8th November 2023

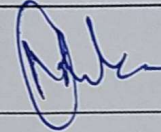| Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	
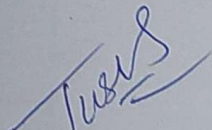
Department of Information Technology and Computer Application
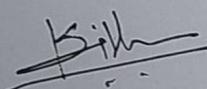
Minutes of Meeting
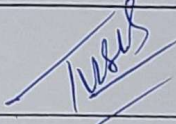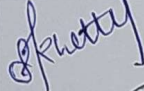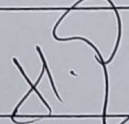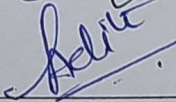
The following points were discussed in the department meeting conducted on 4th January 2024 at 12:00 pm in 814.

1. Result Analysis has to be completed by FY and SY Class Teachers before 12th January, 2024.
2. Defaulter List has to be generated and follow-up has to be taken with students who were not allowed for the exam. Call the parents of these students to inform them about attendance for the month of December. Deadline- 12th January, 2024.
3. Upcoming event list- individual teachers initiative and IT Association events should be prepared by 12th January, 2023.
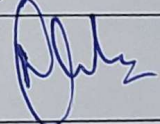4. Documentation has to be completed for events and activities completed till date. Deadline- 12th January, 2024.
5. Students' Achievements data with proof has to be collected.
6. TY Project Guides are supposed to take regular follow-up. Project Deadline- 10th March, 2024.
7. IV Status- 51 Students till date. More cheques can be collected for the next 2-3 days. Subject to availability of tickets.
8. Keep the laptop carefully after the lectures.
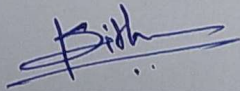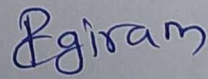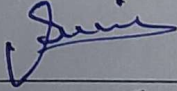9. Need to follow-up on Microsoft Certification Course Exam.
10. RPA Certification Course is under progress.
11. Status of Student Exchange Program- Budget Submitted.

Co-ordinator
(Dr. Tushar Sambare)

Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

Attendance
4th January 2024

Name	Signature
Dr. Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	

Department of Information Technology and Computer Application

<u>Minutes of Meeting</u>
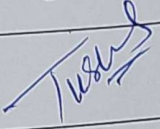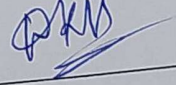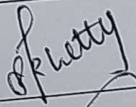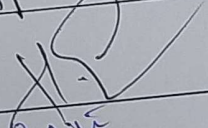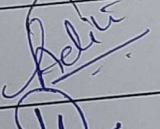
The following points were discussed in the department meeting conducted on 15th January 2024 at 01:00 pm in Lab 8.

1. Update regarding work allocated in Meeting of January 4th, 2024 was taken.
2. Reports of Departmental Activities are completed.
3. Microsoft Certificate Course Examination was successfully conducted on 14th January, 2024.
4. Majority calling for defaulter students is done. Pending work regarding this must be completed by tomorrow.
5. Asst. Prof. Dipti Parab will provide details of NSS students. Class teachers will take attendance follow-up of these students.
6. Regarding defaulter students: if parents make allegation that they were not informed regarding students' attendance; Class Teachers will be held responsible.
7. Students Achievement data is collected; verification must be completed.
8. Parents Teachers Meeting for FY and SY students on 27th January, 2024. Parents of students with attendance less than 50% and students with ATKT in lower semesters to be called for meeting.
9. Notice and list of students for the Parents Teachers Meeting will be prepared by class teachers.
10. Food Preference for IV students must be completed by tomorrow.
11. Pending IT Association events: Aspirant Series one session will be organised before internals and one session after internals. Session for Project Innovation will also be arranged.
12. Asst. Prof. Himani Shukla will be calling parents of Nilesh Jha.

Co-ordinator

(Dr. Tushar Sambare)

Bunts Sangha's

S.M. Shetty College of Science, Commerce and Management Studies, Powai
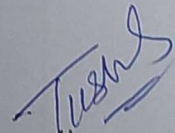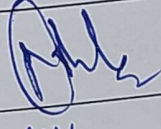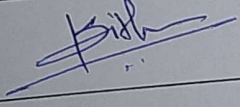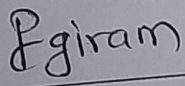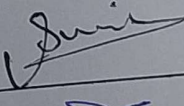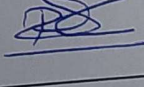
Attendance
15th January 2024

Name	Signature
Dr.Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	
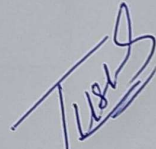
Department of Information Technology and Computer Application

Minutes of Meeting

The following points were discussed in the department meeting conducted on 23rd February, 2024 at 12:00 pm in M.Sc. Lab.
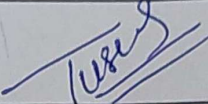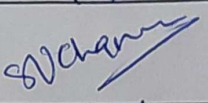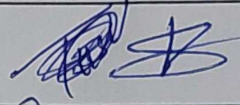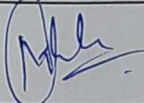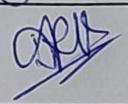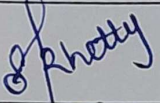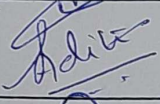
1. Subjects for FY, SY and TY for B.Sc. IT and B.Sc. DS were decided under NEP 2020.
2. Update was taken regarding the Student Exchange Program.
3. Finalise students for the Student Exchange Program in the next 3-4 days.
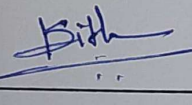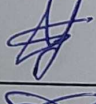
Co-ordinator
(Dr. Tushar Sambare)

Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

Attendance
23rd February 2024

Name	Signature
Dr. Tushar Sambare	
Asst. Prof. Sheetal Khanore	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	
Mr. Sunil Jabre	
Mr. Rakesh Lakhan	

Department of Information Technology and Computer Application

Minutes of Meeting
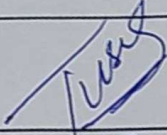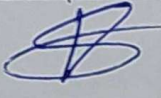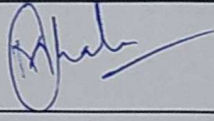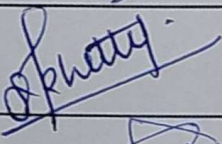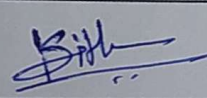
The following points were discussed in the department meeting conducted on 2nd April, 2024 at 11:00 am in Lab 8.

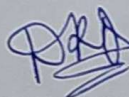1. Subjects for FY, SY and TY for B.Sc. IT and B.Sc. DS were decided under NEP 2020 as per Discipline Specific Approach.
2. Update was taken regarding FY and SY Practical Exams.
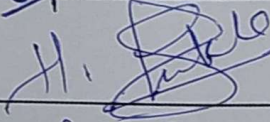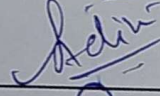3. Need to prepare a moderation budget for SY and FY Moderation.
4. Update was taken regarding completion of FY and SY internal marks. Internal marks have to be finalised by the next 2 days.

Co-ordinator
(Dr. Tushar Sambare)

Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

Attendance
2nd April 2024

Name	Signature
Dr. Tushar Sambare	
Asst. Prof. Vinay Shahapurkar	
Asst. Prof. Mithilesh Chauhan	
Asst. Prof. Disha Bhakta	
Asst. Prof. Raveena Shetty	
Asst. Prof. Himani Shukla	
Asst. Prof. Aditi Chikhalikar	
Asst. Prof. Dipti Parab	
Asst. Prof. Vaibhav Kandalkar	
Asst. Prof. Priya Giram	