# Techno India NJR Institute of Technology

## Minutes of Dept. Meeting (II SEM)

**Venue** – Basic Sciences Dept.

**Day** – 28th May, 2020 (online due to COVID’19)

**Time** – 3:00 PM – 4:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr. Yasmin |  Mr. Vivek Jain |
| Mr. Hitkaran Singh Ranawat |  Mr. Jitendra Choubisa |
| Mr. Vivek Mali |  Mr. Himanshu Pandya |
| Mr. Akshat Bordia |  Mr.Nishant Sharma  |
| Mr. Vikas Dave |  Mr.Nitin Kothari |
|  Mr. Gaurav Kumawat |  Mr. Narendra Singh Charan |
|  Mr. Abrar Ahmed |   |

Department meeting held online on 28th May, 2020 and ended with discussion on various following issues.

1. Syllabus completion report :

Faculties need to state their syllabus completion and required lecture for the course completion before semester end and also discussed about online midterm exams and internal assessment of final RTU marks.

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty | II SEM | Course Status (Completed) | Remark |
| Dr. Yasmin | Engineering Chemistry | 5 units | Course completed |
| Mr. Hitkaran Singh Ranawat | Communication Skills | 5 units | Course completed |
| Mr. Vivek Mali | Maths-II  | 5 units | Course completed |
| Mr. Akshat Bordia | Digital Marketing |  |  |
| Mr. Vikas Dave | ARVR |  |  |
|  Mr. Gaurav Kumawat | Programming and Problem solving | 5 units | Course completed |
| Mr. Abrar Ahmed | Basic Electrical Engineering | 5 units | Course completed |
|  Mr. Vivek Jain | Engineering Physics  | 3 units | Course completed |
|  Mr. Jitendra Choubisa | Basic Civil Engineering  | 5 units | Course completed |
|  Mr. Himanshu Pandya | Basic Mechanical Engineering  | 5 units | Course completed |
|  Mr.Nishant Sharma  | Basic Civil Engineering | 5 units | Course completed |
|  Mr.Nitin Kothari | Engineering Physics | 2 units | Course completed  |
|  Mr. Narendra Singh Charan | CAMD |  | Course Completed |

Faculty should prepare:

* 1. Question papers for midterm exams (internal assessment for RTU marks) examination
	2. MCQ questions
	3. Viva Questions

Techno India NJR Institute of Technology

**Minutes of Basic Sciences Dept. Meeting (II SEM)**

**Venue** – Basic Sciences Dept.

**Date** – 2nd, Jan., 2020

**Time** – 2:00 PM – 3:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr. Yasmin |  Mr. Vivek Jain |
| Mr. Hitkaran Singh Ranawat |  Mr. Jitendra Choubisa |
| Mr. Vivek Mali |  Mr. Himanshu Pandya |
| Mr. Akshat Bordia |  Mr.Nishant Sharma  |
| Mr. Vikas Dave |  Mr.Nitin Kothari |
|  Mr. Gaurav Kumawat |  Mr. Narendra Singh Charan |
|  Mr. Abrar Ahmed |   |

Department meeting held on 2nd Jan., 2020 in Basic Sciences Department ended with discussion on following issues.

1. **Subject distribution for the academic year of 2019-20 (March.- June.)**

Based on faculties’ expertise, subjects and labs have been assigned to the faculties.

|  |  |  |  |
| --- | --- | --- | --- |
| FACULTY | Section-AME,CE,EE,EEE and EC | Section-BCS I | Section-CCS II |
| Dr. Yasmin | Engineering Chemistry |  |  |
| Mr. Hitkaran Singh Ranawat | Human Values | Human Values | Human Values |
| Mr. Vivek Mali | Maths-II | Maths-II | Maths-II |
| Mr. Akshat Bordia |  | Digital Marketing | Digital Marketing |
| Mr. Vikas Dave |  | ARVR | ARVR |
|  Mr. Gaurav Kumawat | Programming and Problem Solving |  |  |
| Mr. Abrar Ahmed | Basic Electrical Engineering |  |  |
|  Mr. Vivek Jain |  | Engineering Physics | Engineering Physics |
|  Mr. Jitendra Choubisa |  |  | Basic Civil Engineering |
|  Mr. Himanshu Pandya |  | Basic Mechanical Engineering | Basic Mechanical Engineering |
|  Mr.Nishant Sharma  |  | Basic Civil Engineering |  |
|  Mr.Nitin Kothari |  | Engineering Physics | Engineering Physics |
|  Mr. Narendra Singh Charan | CAMD  | CAMD | CAMD |

1. **Departmental Time Table** duties are assigned to coordinator

#### Course File & LAB Manual

Faculties have to prepare their respective file and lab manual including following documents:-

COURSE FILE –

Syllabus

Lecture plan (In a column target date or date of teaching can be included) Notes

Assignments

Mid Term question paper and solution with marking scheme List of Marks obtained by students in midterm exams

List of important questions, provided to students Solution of last year RTU question paper

Any other relevant material LAB MANUAL –

Syllabus

Notes regarding theoretical concepts involved for conducting lab Lab Manual

20-30 Viva questions of each experiment

Practical importance of results obtained from the experiments Practical score sheet

1. **Other documents** to be attached in course file during the semester: Midterm exam paper Midterm exam paper solution

Best student answer book (photocopy) Copy of results of mid semester exams

1. **Lab** :

Faculty has to perform the entire practical before starting of semester and check all the requirements and correction of instrument if any.

Lab manual and Lab score sheet

# Techno India NJR Institute of Technology

## Minutes of Dept. Meeting (I SEM)

**Venue** – Basic Sciences Dept.

**Day** – 2nd Dec, 2019

**Time** – 3:00 PM – 4:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Mr. Praveen Galav |
| Mr. Hitkaran Singh Ranawat |  Mr. Abrar Ahmed |
| Mr. Vivek Mali |  Mr. Narendra Singh Charan |
| Ms. Sangeeta Choudhary |  Mr. Himanshu Pandya |
| Mr. Pankaj Chittora |  |

Department meeting held on Jan., 2019 in Basic Sciences Department ended with discussion on various following issues.

1. Syllabus completion report :

Faculties need to state their syllabus completion and required lecture for the course completion before semester end

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty | I SEM | Course Status (Completed) | Remark |
| Dr Yasmin | Engineering Chemistry | 4.5 units | 5 lectures required  |
| Mr. Hitkaran Singh Ranawat | Communication Skills | 5 units | Course completed |
| Mr. Vivek Mali | Maths-I  | 5 units | Course completed |
| Ms. Sangeeta Choudhary | Basic Civil Engineering | 4.5 units | 5lectures required |
| Mr. Pankaj Chittora | Programming and Problem solving | 5 units | Course completed |
|  Mr. Praveen Galav | Engineering Physics | 4.75 units | 7 lectures required  |
|  Mr. Abrar Ahmed | Basic Electrical and ElectronicsEngineering | 4.5 units | 8 lectures required |
|  Mr. Narendra Singh Charan | CAEG |  | Course completed. |
| Mr. Himanshu Pandya | Basic Mechanical Engineering | 5 units | Course completed |

1. Extra classes for weak students:

Identify weak students by the coordinator from current semester midterm results and student having short attendance. Special doubt classes for numerical subject are planned and revision classes are planned for weak and short attendance students.

1. Following subject classes are arranged:-

|  |  |
| --- | --- |
| FACULTY | I SEM |
| Dr Yasmin | Engineering Chemistry |
| Mr. Vivek Mali | Maths-I  |
| Ms. Sangeeta Choudhary |  Basic Civil Engineering  |
| Mr. Pankaj Chittora | Programming and Problem solving |
|  Mr. Praveen Galav |  Engineering Physics  |
|  Mr. Abrar Ahmed | Basic Electrical and Electronics Engineering |
|  Mr. Himanshu Pandya |  Basic Mechanical Engineering  |

1. Practical examination schedule

For conducting practical exam on time, time table was prepared by the coordinator.

Faculty should prepare:

* 1. Question papers for practical examination
	2. MCQ questions
	3. Viva Questions

Techno India NJR Institute of Technology

**Minutes of Basic Sciences Dept. Meeting (I SEM)**

**Venue** – Basic Sciences Dept.

**Date** – 15th July, 2019

**Time** – 1:00 PM – 2:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Mr. Praveen Galav |
| Mr. Hitkaran Singh Ranawat |  Mr. Abrar Ahmed |
| Mr. Vivek Mali |  Mr. Narendra Singh Charan |
| Ms. Sangeeta Choudhary |  Mr. Himanshu Pandya |
| Mr. Pankaj Chittora |  |

Department meeting held on 15th July, 2019 in Basic Sciences Department ended with discussion on following issues.

1. **Subject distribution for the academic year of 2019-20 (Aug.- Jan.)**

Based on faculties expertise, subjects and labs have been assigned to the faculties.

|  |  |  |  |
| --- | --- | --- | --- |
| FACULTY | Section-AME,CE,EE,EEE and EC | Section-BCS I | Section-CCS II |
| Dr Yasmin |  | Engineering Chemistry | Engineering Chemistry |
| Mr. Hitkaran Singh Ranawat | Communication Skills | Communication Skills | Communication Skills |
| Mr. Vivek Mali | Maths-I | Maths-I | Maths-I |
| Ms. Sangeeta Choudhary | Basic Civil Engineering |  |  |
| Mr. Pankaj Chittora |  | Programming and Problem Solving | Programming and Problem Solving |
|  Mr. Praveen Galav | Engineering Physics |  |  |
|  Mr. Abrar Ahmed |  | Basic Electrical Engineering | Basic Electrical Engineering |
|  Mr. Narendra Singh Charan | CAEG | CAEG | CAEG |
| Mr. Himanshu Pandya | Basic Mechanical Engineering |  |  |

1. **Departmental Time Table** duties are assigned to coordinator

#### Course File & LAB Manual

Faculties have to prepare their respective file and lab manual including following documents:-

COURSE FILE –

Syllabus

Lecture plan (In a column target date or date of teaching can be included) Notes

Assignments

Mid Term question paper and solution with marking scheme List of Marks obtained by students in midterm exams

List of important questions, provided to students Solution of last year RTU question paper

Any other relevant material LAB MANUAL –

Syllabus

Notes regarding theoretical concepts involved for conducting lab Lab Manual

20-30 Viva questions of each experiment

Practical importance of results obtained from the experiments Practical score sheet

1. **Other documents** to be attached in course file during the semester: Midterm exam paper Midterm exam paper solution

Best student answer book (photocopy) Copy of results of mid semester exams

1. **Lab** :

Faculty has to perform the entire practical before starting of semester and check all the requirements and correction of instrument if any.

Lab manual and Lab score sheet

# Techno India NJR Institute of Technology

## Minutes of Dept. Meeting (II SEM)

**Venue** – Basic Sciences Dept.

**Day** – 20th April, 2019

**Time** – 3:00 PM – 4:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Mr. Vivek Jain |
| Mr. Hitkaran Singh Ranawat |  Mr. Jitendra Choubisa |
| Mr. Rakesh Yadav |  Mr. Shambhu Choubisa |
| Mr. Vivek Mali |  Ms. Lalita Vaishnav |
| Mr. Jitendra Shrimali |  Mr. Sunil Bhatt |
| Mr. Paras Kothari |  Mr. Narendra Singh Charan |
| Mr. Ayush Gupta |  |

Department meeting held on May, 2019 in Basic Sciences Department ended with discussion on various following issues.

1. Syllabus completion report :

Faculties need to state their syllabus completion and required lecture for the course completion before semester end

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty | II SEM | Course status (Completed) | Remark |
| Dr Yasmin | Engineering Chemistry | 5 units | 3 lectures required for problem solving |
| Mr. Hitkaran Singh Ranawat | Communication Skills | 5 units | Course completed |
| Mr. Rakesh Yadav | Design Lab |  |  |
| Mr. Vivek Mali | Maths-II | 5 units | 3 lectures required for problem solving |
| Mr. Jitendra Shrimali | Analytics Knowledge Class  |  |  |
| Mr. Paras Kothari | Computer Science Knowledge Class  |  |  |
| Mr. Ayush Gupta | Programming and Problem solving  | 5 units | Course completed |
|  Mr. Vivek Jain | Engineering Physics  | 4.75 units | 4 Lectures Required |
|  Mr. Jitendra Choubisa | Basic Civil Engineering  | 5 units | Course completed |
|  Mr. Shambhu Choubisa | Basic Mechanical Engineering  | 5 units | Course completed |
|  Ms. Lalita Vaishnav | Basic Electrical and Electronics Engineering  | 4.5 units | 6 Lectures Required |
|  Mr. Sunil Bhatt | MD |  | Completed |
|  Mr. Narendra Singh Charan | CAD |  | Course Completed |

1. Extra classes for weak students:

Identify weak students by the coordinator from current semester midterm results and student having short attendance. Special doubt classes for numerical subject are planned and revision classes are planned for weak and short attendance students.

1. Following subject classes are arranged:-

|  |  |
| --- | --- |
| FACULTY | II SEM |
| Dr Yasmin | Engineering Chemistry |
| Mr. Vivek Jain | Engineering Physics |
| Mr. Vivek Mali |  Maths-II |
| Mr. Ayush Gupta | Programming and Problem solving |
| Mr. Jitendra Choubisa |  Basic Civil Engineering |
| Mr. Shambhu Choubisa | Basic Mechanical Engineering |
| Ms. Lalita Vaishnav |  Basic Electrical and Electronics Engineering |

1. Practical examination schedule

For conducting practical exam on time, time table was prepared by the coordinator.

Faculty should prepare:

* 1. Question papers for practical examination
	2. MCQ questions
	3. Viva Questions
	4. Ensure that all the apparatus are working properly.

Techno India NJR Institute of Technology

**Minutes of Basic Sciences Dept. Meeting (II SEM)**

**Venue** – Basic Sciences Dept.

**Date** – 12th Jan, 2019

**Time** – 2:00 PM – 3:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Mr. Vivek Jain |
| Mr. Hitkaran Singh Ranawat |  Mr. Jitendra Choubisa |
| Mr. Rakesh Yadav |  Mr. Shambhu Choubisa |
| Mr. Vivek Mali |  Ms. Lalita Vaishnav |
| Mr. Jitendra Shrimali |  Mr. Sunil Bhatt |
| Mr. Paras Kothari |  Mr. Narendra Singh Charan |
| Mr. Ayush Gupta |  |

Department meeting held on 12TH Jan., 2019 in Basic Sciences Department ended with discussion on following issues.

1. **Subject distribution for the academic year of 2018-19 (March.- June.)**

Based on faculties’ expertise, subjects and labs have been assigned to the faculties.

|  |  |  |  |
| --- | --- | --- | --- |
| FACULTY | Section-AME,CE,EE,EEE and EC | Section-BCS I | Section-CCS II |
| Dr Yasmin | Engineering Chemistry |  |  |
| Mr. Hitkaran Singh Ranawat | Human Values | Human Values | Human Values |
| Mr. Rakesh Yadav | Design Lab |  |  |
| Mr. Vivek Mali | Maths-II | Maths-II | Maths-II |
| Mr. Jitendra Shrimali |  | Analytics Knowledge Class | Analytics Knowledge Class |
| Mr. Paras Kothari |  | Computer Sc. Knowledge Class | Computer Sc. Knowledge Class |
| Mr. Ayush Gupta | Programming and Problem Solving |  |  |
|  Mr. Vivek Jain |  | Engineering Physics | Engineering Physics |
|  Mr. Jitendra Choubisa | Basic Civil Engineering |  |  |
|  Mr. Shambhu Choubisa |  | Basic Mechanical Engineering | Basic Mechanical Engineering |
|  Ms. Lalita Vaishnav |  | Basic Electrical Engineering | Basic Electrical Engineering |
|  Mr. Sunil Bhatt | MD Lab |  |  |
|  Mr. Narendra Singh Charan | CAD Lab  | CAD Lab | CAD Lab |

1. **Departmental Time Table** duties are assigned to coordinator

#### Course File & LAB Manual

Faculties have to prepare their respective file and lab manual including following documents:-

COURSE FILE –

Syllabus

Lecture plan (In a column target date or date of teaching can be included) Notes

Assignments

Mid Term question paper and solution with marking scheme List of Marks obtained by students in midterm exams

List of important questions, provided to students Solution of last year RTU question paper

Any other relevant material LAB MANUAL –

Syllabus

Notes regarding theoretical concepts involved for conducting lab Lab Manual

20-30 Viva questions of each experiment

Practical importance of results obtained from the experiments Practical score sheet

1. **Other documents** to be attached in course file during the semester: Midterm exam paper Midterm exam paper solution

Best student answer book (photocopy) Copy of results of mid semester exams

1. **Lab** :

Faculty has to perform the entire practical before starting of semester and check all the requirements and correction of instrument if any.

Lab manual and Lab score sheet

# Techno India NJR Institute of Technology

## Minutes of Dept. Meeting (I SEM)

**Venue** – Basic Sciences Dept.

**Day** – 2nd Dec., 2019

**Time** – 3:00 PM – 4:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Mr. Vivek Jain |
| Mr. Hitkaran Singh Ranawat |  Mr. Jitendra Choubisa |
| Mr. Yashwant Soni  |  Mr. Shambhu Choubisa |
| Mr. Vivek Mali |  Mr. Gaurav Kumawat |
| Mr. Jitendra Shrimali |  Ms. Lalita Vaishnav |
| Mr. Paras Kothari |  Ms. Tanu Verma |
| Mr. Ayush Gupta |   |

Department meeting held on 2ndDec., 2019 in Basic Sciences Department ended with discussion on various following issues.

1. Syllabus completion report :

Faculties need to state their syllabus completion and required lecture for the course completion before semester end

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty | I SEM | Course status (Completed) | Remark |
| Dr Yasmin | Engineering Chemistry | 5 units | 3 lectures required for RTU Paper |
|  Mr. Hitkaran Singh  Ranawat | Communication Skills | 5 units | Course completed |
| Mr. Yashwant Soni  | Engineering Physics | 4.75 units | 7 lectures required |
| Mr. Vivek Jain | Engineering Physics | 4.5 units | 10 lectures required |
|  Ms. Tanu Verma | Basic Electrical and ElectronicsEngineering | 2 units | Course completed |
| Mr. Vivek Mali | Maths-I | 4.75 units | 5 lectures required  |
|  Mr. Paras Kothari | Knowledge class |  |  |
|  Mr. Jitendra Shrimali | Analytics knowledge class |  | . |
|  Mr. Ayush Gupta | Programming and Problem solving | 5 units | Course completed |
|  Mr. Jitendra Choubisa | Basic Civil Engineering | 5 units | Course completed |
| Mr. Shambhu Choubisa | Basic Mechanical Engineering | 4.5 units | 10 Lectures Required |
|  Ms. Lalita Vaishnav | Basic Electrical and Electronics Engineering | 3 units | Course completed |

1. Extra classes for weak students:

Identify weak students by the coordinator from current semester midterm results and student having short attendance. Special doubt classes for numerical subject are planned and revision classes are planned for weak and short attendance students.

1. Following subject classes are arranged:-

|  |  |
| --- | --- |
| FACULTY | I SEM |
| Dr Yasmin | Engineering Chemistry |
| Mr. Vivek Jain | Engineering Physics |
| Ms. Tanu Verma | Basic Electrical and Electronics Engineering |
| Mr. Vivek Mali |  Maths-I |
| Mr. Ayush Gupta | Programming and Problem solving |
| Mr. Jitendra Choubisa |  Basic Civil Engineering |
| Mr. Shambhu Choubisa | Basic Mechanical Engineering |
| Ms. Lalita Vaishnav |  Basic Electrical and Electronics Engineering |

1. Practical examination schedule

For conducting practical exam on time, time table was prepared by the coordinator.

Faculty should prepare:

* 1. Question papers for practical examination
	2. MCQ questions
	3. Viva Questions
	4. Ensure that all the apparatus are working properly.

Techno India NJR Institute of Technology

**Minutes of Basic Sciences Dept. Meeting (I SEM)**

**Venue** – Basic Sciences Dept.

**Date** – 23rd,July, 2018

**Time** – 1:00 PM – 2:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Mr. Vivek Jain |
| Mr. Hitkaran Singh Ranawat |  Mr. Jitendra Choubisa |
| Mr. Yashwant Soni  |  Mr. Shambhu Choubisa |
| Mr. Vivek Mali |  Mr. Gaurav Kumawat |
| Mr. Jitendra Shrimali |  Ms. Lalita Vaishnav |
| Mr. Paras Kothari |  Ms. Tanu Verma |
| Mr. Ayush Gupta |   |

Department meeting held on 23rd July, 2018 in Basic Sciences Department ended with discussion on following issues.

1. **Subject distribution for the academic year of 2018-19 (Aug.- Jan.)**

Based on faculties expertise, subjects and labs have been assigned to the faculties.

|  |  |  |  |
| --- | --- | --- | --- |
| FACULTY | Section-AME,CE,EE,EEE and EC | Section-BCS I | Section-CCS II |
| Dr Yasmin |  | Engineering Chemistry | Engineering Chemistry |
|  Mr. Hitkaran Singh  Ranawat | Communication Skills | Communication Skills | Communication Skills |
| Mr. Yashwant Soni  | Engineering Physics |  |  |
| Mr. Vivek Jain | Engineering Physics |  |  |
|  Ms. Tanu Verma | Electronics Engineering |  |  |
| Mr. Vivek Mali | Maths-I | Maths-I | Maths-I |
|  Mr. Paras Kothari |  | Computer Sc. Knowledge Class |  |
|  Mr. Jitendra Shrimali |  |  | Analytics Knowledge Class |
|  Mr. Ayush Gupta |  | Programming and Problem Solving | Programming and Problem Solving |
|  Mr. Jitendra Choubisa |  | Basic Civil Engineering | Basic Civil Engineering |
| Mr. Shambhu Choubisa | Basic Mechanical Engineering |  |  |
|  Ms. Lalita Vaishnav | Basic Electrical Engineering |  |  |

1. **Departmental Time Table** duties are assigned to coordinator

#### Course File & LAB Manual

Faculties have to prepare their respective file and lab manual including following documents:-

COURSE FILE –

Syllabus

Lecture plan (In a column target date or date of teaching can be included) Notes

Assignments

Mid Term question paper and solution with marking scheme List of Marks obtained by students in midterm exams

List of important questions, provided to students Solution of last year RTU question paper

Any other relevant material LAB MANUAL –

Syllabus

Notes regarding theoretical concepts involved for conducting lab Lab Manual

20-30 Viva questions of each experiment

Practical importance of results obtained from the experiments Practical score sheet

1. **Other documents** to be attached in course file during the semester: Midterm exam paper Midterm exam paper solution

Best student answer book (photocopy) Copy of results of mid semester exams

1. **Lab** :

Faculty has to perform the entire practical before starting of semester and check all the requirements and correction of instrument if any.

Lab manual and Lab score sheet

# Techno India NJR Institute of Technology

## Minutes of Dept. Meeting (II SEM)

**Venue** – Basic Sciences Dept.

**Day** – 30th March , 2018

**Time** – 3:00 PM – 4:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Mr. Sunil Bhatt |
|  Dr Amit Sahu |  Mr. Jitendra Choubisa |
| Dr. Somnath Mukherji |  Mr. Abhishek Sharma |
| Dr. Gopal Chaudhary  |  Mr. Gaurav Kumawat |
| Mr. Vivek Mali |  Mr. Abrar Ahmed |
| Mr. Jitendra Shrimali |  Mr. Ayush Gupta |

Department meeting held on 30th March, 2018 in Basic Sciences Department ended with discussion on various following issues.

1. Syllabus completion report :

Faculties need to state their syllabus completion and required lecture for the course completion before semester end

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty | II SEM | Course status (Completed) | Remark |
| Dr Yasmin | Engineering Chemistry | 5 units | Course completed |
| Dr. Somnath Mukherji | Human Values | 5 units | Course completed |
| Dr. Gopal Chaudhary  | Engineering Physics | 4.5 units | 6 lectures required |
|  Mr. Vivek Mali | Maths-I | 4.75 units | 5 lectures required |
|  Mr. Jitendra Shrimali | Analytics |  | Knowledge class |
|  Mr. Ayush Gupta | Computer Science | 5 units | Course completed |
|  Mr. Gaurav Kumawat | Computer Science | 5 units | Course completed |
|  Mr. Jitendra Choubisa | Basic Civil Engineering | 4.75 units | 3 Lectures Required |
|  Mr. Abhishek Sharma | Mechanics |  | Knowledge class |
|  Mr. Sunil Bhatt | Basic Mechanical Engineering | 4.5 | 7 Lectures Required |
|  Mr. Abrar Ahmed | Basic ElectricalEngineering | 4.5 | 5 Lectures Required |

1. Extra classes for weak students:

Identify weak students by the coordinator from current semester midterm results and student having short attendance. Special doubt classes for numerical subject are planned and revision classes are planned for weak and short attendance students.

1. Following subject classes are arranged:-

|  |  |
| --- | --- |
| FACULTY | II SEM |
| Dr Yasmin | Engineering Chemistry |
| Dr. Gopal Chaudhary  | Engineering Physics  |
|  Mr. Vivek Mali | Maths-I |
| Mr. Ayush Gupta |  Computer Science |
| Mr. Abrar Ahmed |  Basic Electrical Engineering |
| Mr. Sunil Bhatt | Basic Mechanical Engineering |
| Mr. Jitendra Choubisa |  Basic Civil Engineering |

1. Practical examination schedule

For conducting practical exam on time, time table was prepared by the coordinator.

Faculty should prepare:

* 1. Question papers for practical examination
	2. MCQ questions
	3. Viva Questions
	4. Ensure that all the apparatus are working properly.

Techno India NJR Institute of Technology

**Minutes of Basic Sciences Dept. Meeting (II SEM)**

**Venue** – Basic Sciences Dept.

**Date** – 2nd Jan., 2018

**Time** – 1:00 PM – 2:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Mr. Sunil Bhatt |
|  Dr Amit Sahu |  Mr. Jitendra Choubisa |
| Dr. Somnath Mukherji |  Mr. Abhishek Sharma |
| Dr. Gopal Chaudhary  |  Mr. Gaurav Kumawat |
| Mr. Vivek Mali |  Mr. Abrar Ahmed |
| Mr. Jitendra Shrimali | Mr. Ayush Gupta |
|  |   |

Department meeting held on 2ndJan., 2018 in Basic Sciences Department ended with discussion on following issues.

1. **Subject distribution for the academic year of 2017-18 (March.- June.)**
2. Based on faculties expertise, subjects and labs have been assigned to the faculties.

|  |  |  |  |
| --- | --- | --- | --- |
| FACULTY | Section-AME and CE | Section-BEC,EE and EEE | Section-CCS and IT |
| Dr Yasmin | Engineering Chemistry | Engineering Chemistry |  |
|  Dr Amit Sahu | Chemistry Practicals | Chemistry Practicals |  |
| Dr. Somnath Mukherji | Human Values | Human Values | Human Values |
| Dr. Gopal Chaudhary  |  |  | Engineering Physics |
| Mr. Vivek Mali | Maths-II | Maths-II | Maths-II |
|  Mr. Jitendra Shrimali |  |  | Analytics Knowledge Class |
|  Mr. Ayush Gupta |  | Computer Science |  |
|  Mr. Gaurav Kumawat | Computer Science |  | Computer Science Knowledge class |
|  Mr. Jitendra Choubisa | Basic Civil Engineering | Basic Civil Engineering | Basic Civil Engineering |
|  Mr. Abhishek Sharma | Mechanics |  |  |
|  Mr. Sunil Bhatt | Basic Mechanical Engineering | Basic Mechanical Engineering |  |
|  Mr. Abrar Ahmed |  |  | Basic Electrical Engineering |

1. **Departmental Time Table** duties are assigned to coordinator

#### Course File & LAB Manual

Faculties have to prepare their respective file and lab manual including following documents:-

COURSE FILE –

Syllabus

Lecture plan (In a column target date or date of teaching can be included) Notes

Assignments

Mid Term question paper and solution with marking scheme List of Marks obtained by students in midterm exams

List of important questions, provided to students Solution of last year RTU question paper

Any other relevant material LAB MANUAL –

Syllabus

Notes regarding theoretical concepts involved for conducting lab Lab Manual

20-30 Viva questions of each experiment

Practical importance of results obtained from the experiments Practical score sheet

1. **Other documents** to be attached in course file during the semester: Midterm exam paper Midterm exam paper solution

Best student answer book (photocopy) Copy of results of mid semester exams

1. **Lab** :

Faculty has to perform the entire practical before starting of semester and check all the requirements and correction of instrument if any.

Lab manual and Lab score sheet

# Techno India NJR Institute of Technology

## Minutes of Dept. Meeting (I SEM)

**Venue** – Basic Sciences Dept.

**Day** – 20th Nov., 2018

**Time** – 3:00 PM – 4:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Mr. Sunil Bhatt |
|  Dr Amit Sahu |  Mr. Jitendra Choubisa |
| Dr. Somnath Mukherji |  Mr. Abhishek Sharma |
| Dr. Gopal Chaudhary  |  Mr. Gaurav Kumawat |
| Mr. Vivek Mali |  Mr. Abrar Ahmed |
| Mr. Jitendra Shrimali |  Ms. Tanu Verma |
| Mr. Paras Kothari |  Mr. Ayush Gupta |

Department meeting held on 20th Nov., 2018 in Basic Sciences Department ended with discussion on various following issues.

1. Syllabus completion report :

Faculties need to state their syllabus completion and required lecture for the course completion before semester end

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty | I SEM | Course status (Completed) | Remark |
| Dr Yasmin | Engineering Chemistry | 5 units | 3lectures required for RTU Paper |
|  Dr Amit Sahu | Environmental Sc. and Disaster Management | 4.5 units | 5 lectures required |
| Dr. Somnath Mukherji | Communication Skills | 5 units | Course completed |
| Dr. Gopal Chaudhary  | Engineering Physics | 4.5 units | 7 lectures required |
|  Mr. Vivek Mali | Maths-I | 4.75 units | 10 lectures required |
|  Mr. Paras Kothari | Computer Science Knowledge class |  | Knowledge class |
|  Mr. Jitendra Shrimali | Analytics |  | Knowledge class |
|  Mr. Ayush Gupta | Computer Science | 5 units | 4 lectures required for problem solving. |
|  Mr. Gaurav Kumawat | Computer Science | 5 units | Course completed |
|  Mr. Jitendra Choubisa | Basic Civil Engineering |  | Knowledge class |
|  Mr. Abhishek Sharma | Mechanics |  | Knowledge class |
|  Mr. Sunil Bhatt | Basic Mechanical Engineering |  | Knowledge class |
|  Mr. Abrar Ahmed | Basic ElectricalEngineering |  | Knowledge class |
|  Ms. Tanu Verma | Basic Electronics Engineering |  | Knowledge class |

1. Extra classes for weak students:

Identify weak students by the coordinator from current semester midterm results and student having short attendance. Special doubt classes for numerical subject are planned and revision classes are planned for weak and short attendance students.

1. Following subject classes are arranged:-

|  |  |
| --- | --- |
| FACULTY | I SEM |
| Dr Yasmin | Engineering Chemistry |
| Dr. Gopal Chaudhary  | Engineering Physics  |
|  Mr. Vivek Mali | Maths-I |
| Mr. Ayush Gupta |  Computer Science |

1. Practical examination schedule

For conducting practical exam on time, time table was prepared by the coordinator.

Faculty should prepare:

* 1. Question papers for practical examination
	2. MCQ questions
	3. Viva Questions
	4. Ensure that all the apparatus are working properly.

Techno India NJR Institute of Technology

**Minutes of Basic Sciences Dept. Meeting (I SEM)**

**Venue** – Basic Sciences Dept.

**Date** – 22-July-17

**Time** – 1:00 PM – 2:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Mr. Sunil Bhatt |
|  Dr Amit Sahu |  Mr. Jitendra Choubisa |
| Dr. Somnath Mukherji |  Mr. Abhishek Sharma |
| Dr. Gopal Chaudhary  |  Mr. Gaurav Kumawat |
| Mr. Vivek Mali |  Mr. Abrar Ahmed |
| Mr. Jitendra Shrimali |  Ms. Tanu Verma |
| Mr. Paras Kothari |  Mr. Ayush Gupta |

Department meeting held on 22nd July, 2017 in Basic Sciences Department ended with discussion on following issues.

1. **Subject distribution for the academic year of 2017-18 (Aug.- Jan.)**

Based on faculties expertise, subjects and labs have been assigned to the faculties.

|  |  |  |  |
| --- | --- | --- | --- |
| FACULTY | Section-AME and CE | Section-BEC,EE and EEE | Section-CCS and IT |
| Dr Yasmin |  |  | Engineering Chemistry |
|  Dr Amit Sahu | Environmental Sc. and Disaster Management | Environmental Sc. and Disaster Management | Environmental Sc. and Disaster Management |
| Dr. Somnath Mukherji | Communication Skills | Communication Skills | Communication Skills |
| Dr. Gopal Chaudhary  | Engineering Physics | Engineering Physics |  |
| Mr. Vivek Mali | Maths-I | Maths-I | Maths-I |
|  Mr. Paras Kothari |  |  | Computer Science Knowledge class |
|  Mr. Jitendra Shrimali |  |  | Analytics |
|  Mr. Ayush Gupta |  | Computer Science |  |
|  Mr. Gaurav Kumawat | Computer Science |  | Computer Science |
|  Mr. Jitendra Choubisa | Basic Civil Engineering |  |  |
|  Mr. Abhishek Sharma | Mechanics | Mechanics | Mechanics |
|  Mr. Sunil Bhatt | Basic Mechanical Engineering |  |  |
|  Mr. Abrar Ahmed |  | Basic Electrical Engineering | Basic Electrical Engineering |
|  Ms. Tanu Verma |  | Basic Electronics Engineering | Basic Electronics Engineering |

1. **Departmental Time Table** duties are assigned to coordinator

#### Course File & LAB Manual

Faculties have to prepare their respective file and lab manual including following documents:-

COURSE FILE –

Syllabus

Lecture plan (In a column target date or date of teaching can be included) Notes

Assignments

Mid Term question paper and solution with marking scheme List of Marks obtained by students in midterm exams

List of important questions, provided to students Solution of last year RTU question paper

Any other relevant material LAB MANUAL –

Syllabus

Notes regarding theoretical concepts involved for conducting lab Lab Manual

20-30 Viva questions of each experiment

Practical importance of results obtained from the experiments Practical score sheet

1. **Other documents** to be attached in course file during the semester: Midterm exam paper Midterm exam paper solution

Best student answer book (photocopy) Copy of results of mid semester exams

1. **Lab** :

Faculty has to perform the entire practical before starting of semester and check all the requirements and correction of instrument if any.

Lab manual and Lab score sheet

Techno India NJR Institute of Technology

**Minutes of Basic Sciences Dept. Meeting**

**Venue** – Basic Sciences Dept.

**Date** – 21/01/2017

**Time** – 3:00 PM – 4:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Ms. Zenab Kurabadwala |
|  Dr Amit Sahu |  Mr. Abhishek Sharma |
| Dr. Payal Jain |  Mr. Rahul Ojha |
| Mr. Vivek Mali | Mr. Gaurav Kumawat |
| Dr. Somnath Mukherji | Ms. Tanu Verma |
| Dr. Somdev Mukherji | Mr. Saurabh Chaturvedi |

Department meeting held on 21/01/2017 in Basic Sc. Department ended with discussion on various following issues.

1. **Subject distribution for the academic year of 2016-17(Jan-June.)**

Based on faculties’ expertise, subjects and labs have been assigned to all faculties.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FACULTY |  Section-A ME and CE | Section-BCS and IT | Section-C EC,EE andEEE | Section-D CS and IT |
| Dr Yasmin | Engineering Chemistry | Engineering Chemistry | Engineering Chemistry | Engineering Chemistry |
|  Dr Amit Sahu | Enverionmental Engg. portion and Chemistry lab | Enverionmental Engg. portion and Chemistry lab | Enverionmental Engg. portion and Chemistry lab | Enverionmental Engg. portion and Chemistry lab |
| Dr. Payal Jain |  | Maths-I |  |  |
| Mr. Vivek Mali | Maths-I |  | Maths-I | Maths-I |
| Dr. Somnath Mukherji | Communication Techniques | Communication Techniques | Communication Techniques | Communication Techniques |
| Dr. Somdev Mukherji | Communication Tech.Tutorials and lab | Communication Tech.Tutorials and lab | Communication Tech.Tutorials and lab | Communication Tech.Tutorials and lab |
|  Ms. Zenab Kurabadwala | Engineering Physics and lab | Engineering Physics and lab | Engineering Physics and lab |  |
|  Mr. Abhishek Sharma | Mechanics | Mechanics | Mechanics |  |
|  Mr. Rahul Ojha |  |  |  | Mechanics |
| Mr. Gaurav Kumawat |  | Computer programming and lab |  | Computer programming and lab |
| Ms. Tanu Verma |  |  |  | Engineering Physics and lab |
| Mr. Saurabh Chaturvedi | Computer programming and lab |  | Computer programming and lab |  |
| Mr.  | Machine Drawing | Machine Drawing | Machine Drawing | Machine Drawing |

1. **Departmental Time Table** duties are assigned to coordinator

#### Course File & LAB Manual

Faculties have to prepare their respective file and lab manual including following documents:-

COURSE FILE –

Syllabus

Lecture plan (In a column target date or date of teaching can be included) Notes

Assignments

Mid Term question paper and solution with marking scheme List of Marks obtained by students in midterm exams

List of important questions, provided to students Solution of last year RTU question paper

Any other relevant material LAB MANUAL –

Syllabus

Notes regarding theoretical concepts involved for conducting lab Lab Manual

20-30 Viva questions of each experiment

Practical importance of results obtained from the experiments Practical File

1. **Other documents** to be attached in course file during the semester: Midterm exam paper Midterm exam paper solution

Best student answer book (photocopy) Copy of results of mid semester exams

1. **Lab** :

Faculty has to perform the entire practical before starting of semester and check for all the requirements and correction of any instrument if any.

Lab manual and Lab score sheet

Techno India NJR Institute of Technology

**Minutes of Basic Sciences Dept. Meeting (II SEM)**

**Venue** – Basic Sc. Dept.

**Date** – 15/04/2017

**Time** – 3:00 PM – 4:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Ms. Zenab Kurabadwala |
|  Dr Amit Sahu |  Mr. Abhishek Sharma |
| Dr. Payal Jain |  Mr. Rahul Ojha |
| Mr. Vivek Mali | Mr. Gaurav Kumawat |
| Dr. Somnath Mukherji | Ms. Tanu Verma |
| Dr. Somdev Mukherji | Mr. Saurabh Chaturvedi |

Department meeting held on 15/04/2017 in Basic Sciences Department ended with discussion on various following issues.

* 1. Syllabus completion report :

Faculties need to state their syllabus completion and required lecture for the course completion before semester end

|  |  |  |  |
| --- | --- | --- | --- |
| FACULTY | II SEM | Course status (completed) | Remark |
| Dr Yasmin | Engineering Chemistry | 2.0 Units | 7 Lectures required  |
|  Dr Amit Sahu | Environmental Engg. portion  | 2.25 Units | 3 Lectures required |
| Dr. Payal Jain | Maths-I  | 4.5 Units | 7 Lectures required |
| Mr. Vivek Mali | Maths-I | 5 Units | 3 Lectures required for numerical problems |
| Dr. Somnath Mukherji | Communication Techniques | 5 Units  | Course Completed |
| Dr. Somdev Mukherji | Communication Techniques tutorial | 5Unit | Course Completed |
|  Ms. Zenab Kurabadwala | Engineering Physics  | 2.5 Units | 10 Lectures required |
|  Mr. Abhishek Sharma | Mechanics |  4.75 Units |  5 Lectures required |
|  Mr. Rahul Ojha | Mechanics | 4.75 Units | 5 Lectures required |
| Mr. Gaurav Kumawat | Computer Programming | 5 Units | Course Completed |
| Ms. Tanu Verma | Engineering Physics | 2 Units | 2 Lectures required for problem solving |
| Mr. Saurabh Chaturvedi | Computer Programming | 5 Units | Course Completed |
| Mr.  | Machine Drawing |  | Lab completed |

* 1. Extra class for weak students:

Identify weak student by the coordinator from current semester midterm results and student having low attendance. Special doubt class for Numerical subject are planned and also for weak students special revision classes are planned

* 1. Remedial classes for weak and short attendance students. Following subject classes are arranged:-

|  |  |
| --- | --- |
| FACULTY | II SEM |
| Dr Vivek Mali | Mathematics-I |
| Ms. Zenab Kurawadwala | Engineering Physics |
| Dr. Yasmin | Engineering Chemistry |
| Mr. Gaurav Kumawat | Computer Programming |
| Mr. Abhishek Sharma | Mechanics |

* 1. Practical examination schedule

For conducting practical exam on time, schedule has to be prepared by the coordinator. Faculty must prepare:

* + 1. Question papers for practical examination
		2. MCQ questions
		3. Viva Questions
		4. Check all the apparatus are working properly.

Techno India NJR Institute of Technology

**Minutes of Basic Sciences Dept. Meeting (I SEM)**

**Venue** – Basic Sc. Dept.

**Date** – 19/11/2016

**Time** – 3:00 PM – 4:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Mr. Dilip Porwal |
|  Dr Amit Sahu |  Dr. Kirti Kurdia |
| Dr. Somnath Mukherji | Mr. Vivek Mali |
| Dr. Gopal Chaudhary  | Mr. Gajendra Sharma |
| Dr. Payal Jain | Ms. Tanu Verma |

Department meeting held on 19/11/2016 in Basic Sciences Department ended with discussion on various following issues.

* 1. Syllabus completion report :

Faculties need to state their syllabus completion and required lecture for the course completion before semester end

|  |  |  |  |
| --- | --- | --- | --- |
| FACULTY | I SEM | Course status | Remark |
| Dr Yasmin | Engineering Chemistry | 4.5 Units | Need 10 lectures |
|  Dr Amit Sahu | Engineering Chemistry | 4.5 Units | Need 10 lectures |
| Dr. Somnath Mukherji | Communicative English | 5 Units | Course completed |
| Dr. Gopal Chaudhary  | Engineering Physics | 4.75 Unit | Need 6 lectures |
| Dr. Payal Jain | Maths-I | 4.5 Unit | Need 10 lectures |
|  Mr. Dilip Porwal | Engineering Physics | 4.75 Unit | Need 6 lectures |
|  Dr. Kirti Kurdia | Maths-I | 5 Units | Need 5 lectures for problem solving |
| Mr. Vivek Mali | Maths-I |  4.75 Units | Need 6 lectures |
| Mr. Gajendra Sharma | Basic Electrical & Electronics Engineering | 3 Units | Need 5 lecture for problem solving |
| Ms. Tanu Verma | Basic Electrical & Electronics Engineering | 2 Units | Need 5 lecture for revision |

* 1. Extra class for weak students:

Identify weak student by the coordinator from current semester midterm results and student having low attendance. Special doubt class for Numerical subject are planned and also for weak students special revision classes are planned

* 1. Remedial classes for weak and short attendance students. Following subject classes are arranged:-

|  |  |
| --- | --- |
| FACULTY | I SEM |
| Dr Payaj Jain | Mathematics-I |
| Dr. Gopal Choudhary | Engineering Physics |
| Dr. Yasmin | Engineering Chemistry |
| Mr. Gajendra Sharma | Basic Electrical & Electronics Engineering |
| Ms. Tanu Verma | Basic Electrical & Electronics Engineering |

* 1. Practical examination schedule

For conducting practical exam on time, schedule has to be prepared by the coordinator. Faculty must prepare:

* + 1. Question papers for practical examination
		2. MCQ questions
		3. Viva Questions
		4. Check all the apparatus are working properly.

Techno India NJR Institute of Technology

**Minutes of Basic Sciences Dept. Meeting**

**Venue** – Basic Sciences Dept.

**Date** – 23/07/2016

**Time** – 3:00 PM – 4:00 PM

#### The following faculty & staff members were present in the Meeting:-

|  |  |
| --- | --- |
| Dr Yasmin |  Mr. Dilip Porwal |
|  Dr Amit Sahu |  Dr. Kirti Kurdia |
| Dr. Somnath Mukherji | Mr. Vivek Mali |
| Dr. Gopal Chaudhary  | Mr. Gajendra Sharma |
| Dr. Payal Jain | Ms. Tanu Verma |

Department meeting held on 23/07/2016 in Basic Sc. Department ended with discussion on various following issues.

1. **Subject distribution for the academic year of 2016-17(Aug.-Jan.)**

Based on faculties’ expertise, subjects and labs have been assigned to all faculties.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FACULTY |  Section-A ME | Section-BCE | Section-C EC+EE+EEE | Section-D IBM+PHP | Section-E CS+IT |
| Dr Yasmin | Chemistry lab | Chemistry lab | Engineering Chemistry | Chemistry lab | Engineering Chemistry |
|  Dr Amit Sahu | Engineering Chemistry | Engineering Chemistry | Chemistry lab | Engineering Chemistry | Chemistry lab |
| Dr. Somnath Mukherji | Communicative English | Communicative English | Communicative English | Communicative English | Communicative English |
| Dr. Gopal Chaudhary | Engineering Physics | Engineering Physics | Physics Lab | Physics Lab | Physics Lab |
| Mr. Dilip Porwal | Physics Lab | Physics Lab | Engineering Physics | Engineering Physics | Engineering Physics |
|  Dr. Payal Jain |  |  |  | Maths-I |  |
| Dr. Kirti Kurdia |  |  |  |  | Maths-I |
| Mr. Vivek Mali | Maths-I | Maths-I | Maths-I |  |  |
| Mr. Gajendra Sharma | EE and EE Lab | EE and EE Lab | EE and EE Lab | EE and EE Lab | EE and EE Lab |
| Ms. Tanu Verma | EC and EC Lab | EC and EC Lab | EC and EC Lab | EC and EC Lab | EC and EC Lab |
| Mr. | Practical Geometry | Practical Geometry | Practical Geometry | Practical Geometry | Practical Geometry |
| Mr. Rajendra Chouhan | Workshop | Workshop | Workshop | Workshop | Workshop |

1. **Departmental Time Table** duties are assigned to coordinator

#### Course File & LAB Manual

Faculties have to prepare their respective file and lab manual including following documents:-

COURSE FILE –

Syllabus

Lecture plan (In a column target date or date of teaching can be included) Notes

Assignments

Mid Term question paper and solution with marking scheme List of Marks obtained by students in midterm exams

List of important questions, provided to students Solution of last year RTU question paper

Any other relevant material LAB MANUAL –

Syllabus

Notes regarding theoretical concepts involved for conducting lab Lab Manual

20-30 Viva questions of each experiment

Practical importance of results obtained from the experiments Practical File

1. **Other documents** to be attached in course file during the semester: Midterm exam paper Midterm exam paper solution

Best student answer book (photocopy) Copy of results of mid semester exams

1. **Lab** :

Faculty has to perform all the practical before starting of semester and check for all the requirements and correction of any instrument if any.

Lab manual and Lab score sheet