ARMY INSTITUTE OF TECHNOLOGY
Dighi Hills, Alandi Road, Pune 411015
Department of Mechanical Engineering

April 05, 2021, 12.45 pm to 1.30 pm

Departmental Meeting following DIR~HODs meeting

1. Work from home applicable from April 06, 2021 to April 30, 2021. If required, staff will report. Various AIT Admin offices will be functioning from 9:00 am to 1:00 pm; details, schedules to be shared later
2. Library will be closed; online facility available
3. All subject teachers of SE/TE/BE (those who haven't already) urgently submit in-semester examination marks and absentee report by email today to HOD. Only one student Vikrant Sahu of SE was absent; he had filled the exam form, but has chosen NDA. Respective teachers will have to enter Absent at portal
4. Marks have to be urgently sent to CEO/PRIN; on approval, marks to be entered on SPPU portal, and then share with students. **SMG**: Marks to be shared with students by publishing them on department website after all SPPU portal entries are done
5. Keep Termwork marks ready
6. Even semester (Current semester): All faculty to ensure at least 60% syllabus completion by April 15, 2021
7. April 16, 2021 to May 11, 2021 SPPU examinations. **JDP** to compile Timetables; we will have to share Timetables with Students/Staff/PRIN no later than tomorrow
8. **SMG** will be our department examination representative
9. Plan for 15 days vacation/EL/PL as per eligibility in 1 or 2 slots (7 and 8 days) from April 13 to May 10, 2021. Have to submit vacation plan details to Principal by April 8, 2021, so email plan by noon **April 07**. **Jirgale**: Please take input and summarize non-teaching staff vacation; then email me. Everyone to use format enclosed
10. Do not leave station; in case of unavoidable circumstances, get approval of DIR through HOD. Faculty must be available during vacation period on telephone and online
11. (ME-I related point not discussed in our meeting, but added after discussion with PRIN and some Faculty): Plan vacation such that during the time besides vacation between now and May 10, complete 70% to 80% of syllabus, accomplished by engaging extra sessions
12. Encourage students that are on campus to go home. Students that are interested to stay on campus can; they should get approval of DIR.
13. ME students, who are interested to work and be on campus (Piyush and Manoj) must take permission from Director
14. Three students of SE have not chosen audit course; list is available with **RSV**. This issue will be closed today
15. If any faculty needs to work in institute, they need to inform and take permission from HOD. They will have to manage keys, opening, closing, etc
16. Prioritize vaccination

Dr Sanjiv M Sansgiri
Professor and Head