



GURU NANAK INSTITUTE OF TECHNOLOGY  
NAAC Accredited  
Dahegaon Kalmeshwar Road Nagpur – 441501  
Minutes of Meeting

Date: 05<sup>th</sup> Jun' 2020

Meeting of all HOD's and Institution Cell members with Principal had been conducted, online on Google duo dated 05/06/2020 at 11.10 AM.

**Agenda 1: Academic**

Resolution: Following points were discussed.

1. All the HOD's are instructed to prepare timetable for the academic session 2020-21.
2. Commencement of online classes from 08.06.2020
3. Online teaching should be done by using Google classroom or Google duo.  
In addition to this PPT's of respective subjects plus recording of voice should be done.
4. Through links or YouTube the lectures should be shared with student
5. RTMNU updated syllabus should be followed.
6. Academic calendar for the session 2020-21 should be prepare.
7. E-Notice board of all the branches should be updated.

**Agenda 2: Skill Development activity**

Resolution: Following points were discussed.

1. Prof.Niranjan Chitare has been appointed as the soft skill head for the online Skill development activity for the session 2020-21

**Agenda 3: E-Page for FB and magazine.**

Resolution: Following points were discussed.

- 1.Prof.Mankar has been given the charge of e-page design of Mechanical Department for the session 2020-21.
- 2.Prof. Katare has been given the charge of e-page design of Civil Department for the session 2020-21.
- 3..Prof.Manjusha Talmale has been given the charge of e-page design of Computer Science Department for the session 2020-21.

**Agenda 4: Projects**

Resolution: Following points were discussed.

1. All the HOD's are instructed to take the update of online projects of their students as the last date for the same was 31<sup>st</sup> May 2020.

**Agenda 5: Admission 2020-21**

Resolution: Following points were discussed.

- 1.All the faculties are instructed to take the efforts for the admission 2020-21.Everyone should put effort to enroll maximum students for MH-CET Mock test as date is extended to 31<sup>st</sup> June 2020.
2. Each faculty has to do minimum 10 admissions.
3. All the HOD's are instructed to take more activities like online Quiz,Workshop,Webinars and career Guidance online program for 12<sup>th</sup> and polytechnic students to collect the data for admission process.

**Agenda 6: Online Faculty Development Program & Short Term Training Program**

Resolution: Following points were discussed.

1. All the HoD's are instructed to organize Department wise at least one Online FDP or STTP.
2. Guest Lectures through webinars should be plan.

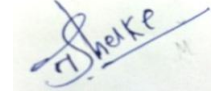
Agenda 7: World Environment Day celebration

Resolution: Following points were discussed.

1. All the faculties are instructed to plant atleast one plant at their place on this



World Environment Day-5th June 2020 since Institute is unable to celebrate it in College campus because of pandemic COVID19 situation.



Principal

Submitted for the kind information to -

1. Hon.CEO,GNI.
2. Hon.CMD,GNI.
3. Hon. MD, GNI