

Minutes of Meeting

A meeting was held at COE Siemens room, L. D. College of Engineering, Ahmedabad on 18-2-2019, at 5.15 pm. The following faculty members were present:

ATTENDANCE SHEET				
The meeting of COE - Siemens centre faculties is arranged on 18/02/2019 at 5.15 p.m in conference hall. COE - Siemens centre, workshop building. The following staff members are present				
Sr no	Name	dept	Mobile no	signature
1	Prof. N. M. Bhatt	HOD. mech.	9904406000	
2	Prof. Y. D. Vora	Coordinator COE - mech.	8401621945	
3	S. S. Pathan	Coordinator COE - mech.	9428598736	
4	Prof. L. S. Patel	Asst. Prof. IS Dept.	989844788	
5	S. N. Shelke	A.P. (I.C.)	9909102300	
6	H. M. Gajani	A.P. mech.	9725698026	
7	Nilesh Panchal	Asst. Prof. mech.	9925211683	
8	S. N. Shirani	Electrical	9496240869	
9	Z. B. Parekh	Electrical	9879126838	
10	D. R. Shah	mechanical	9908237030	
11	S. B. Jafar	Elect	9895678750	
12	M. A. Sabharwal	Elect	9106845887	
13	B. K. Patel	Mech.	9427139193	
14	K. R. Sheth	EC	8160520634	
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The following points were discussed:

- Prof. Y.D.Vora discussed about the security issue of various laboratory equipment and decided that the backside door (beside conference room) should be kept closed. It should be opened only during STTP/FDP program for ease of entry and exit only for short period of time for entry dignitaries visiting COE Siemens center. and

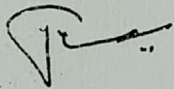
Moreover, the concern staffs who are taking lab at COE Siemens should check if anything is missing in the starting of lab. If so, inform the COE lab faculty/coordinator immediately. After the completion of lab, concerned faculty should ask the peon to lock/close the lab immediately.

The student's belongings – bag, etc are not allowed to take inside the laboratories.

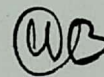
Dr. N. M. Bhatt suggested /proposed the installation of CCTV camera inside all the COE Siemens laboratories.

- With reference to utilization of COE Siemens labs, faculties were asked to keep and submit record /details of projects carried out using facilities of CoE - like title of the project, name of the students, COE Siemens lab used and time in hrs used. These details will be coordinated by Prof B K Patel and will be responsible to submit as and when required by the authority.
- Regarding the repairing of electrical and civil works, the concerned COE Siemens lab should send reminder letters to R&B departments at every 15 days through CoE in-charge and follow-up must be taken till the work gets done.
- The concern laboratory-in-charge faculties should take care about cleanliness in their laboratories. The cleaning should be done regularly in all COE Siemens laboratories. Prof N K Pranami and Prof H M Gajera are also informed to take care for cleanliness of COE Siemens center regularly.
- Prof. Y.D.Vora informed all that faculties can prepare the charts in various laboratories to update the COE Siemens laboratories and better teaching. The required finance will be provided from the revenue generated by the CoE. The sanction for the same should be taken well in advance from the authority.
- The procurement of chairs and cupboards for COE Siemens laboratories is assigned to Prof N H Pancholi since long time and tender document is to be prepared immediately and uploaded on GeM before next BOG meeting. Prof N H Pancholi is asked to finish this work and remaining items to be purchased for COE Siemens will be carried by Prof. S.P.Shah and Prof. A.C.Pambhar (following standard procedure of procurement.)
- All faculties must make entries in utilization register of the laboratories on regular basis. The concern laboratory-in-charge will check the register and be responsible to maintain it.
- All laboratory in-charge were asked to submit brief course manuals of related lab course as per syllabus (This should be placed with subject journal).
- As per DTE's instruction, atleast one training proposal is required to be submitted by PDVE lab, AM and Machine/CIM lab and Automation and PI lab for summer vacation. Prof. Y.D.Vora requested following faculty members to send the details of the ISTE and CTE approved training program (STTP) / workshop to be arranged during summer vacation May - June 2019 in the COE - Siemens centre on or before 28/02/2019 (at least one course in each of the following lab) .This will make possible to get approval from ISTE and CTE and finance also from CTE or other agencies well in time. This is necessary for the better utilisation of COE - Siemens centre facilities as well as updating staff knowledge.
 1. PDVE lab - Prof B K Pate , Prof N K Pranami and Prof Keyur Hirpara
 2. AM and Machine/CIM lab - Prof S P Shah, Prof D R Shah, Prof N H Pancholi, Prof A C Pambhar & Prof H M Gajera
 - 3 Automation and PI lab - IC faculty members
- Prof. Y.D.Vora told that All COE Siemens faculties must take interest and initiative to arrange visits of students of other Government colleges on working Saturdays. This is necessary for the better utilisation of COE - Siemens centre facilities as well as updating student's knowledge.

- Dr. S.S.Pathan informed that alternatively one of the two trainers of M/s Design-Tech system Pvt Ltd are presently deputed in our CoE siemens. The faculties can take their help for maintenance or technical assistance.



Prof. Y.D.Vora
COE Siemens coordinator



Dr. N.M.Bhatt
Head of Mechanical Department

Prof. Y.D.Vora

Dr. N.M.Bhatt