

PSS Central Institute of Vocational Education, NCERT, Shyamla Hills, Bhopal
Department of Engineering and Technology

F.No. 14-4/MoM/PSSCIVE/2024-25/

Date: 22/8/2024

Minutes of the Meeting

A meeting of the Department of Engineering was conducted with the faculty members of the Department. The following members were present during the meeting:

1. Dr. Deepak D. Shudhalwar, Professor and HOD
2. Dr. Saurabh Prakash, Professor, DET
3. Dr. Munesh Chandra, Professor, DET
4. Dr. Vinod Kumar Yadav, Associate Professor, DET
5. Mr. Vinod Kumar Soni, Computer Operator (G-II), DET

Agenda:

Preparation for the forthcoming visit of the Honourable Union Minister of State (Independent Charge) for Skill Development and Entrepreneurship, and Minister of State in the Education Department, Government of India and the progress of the work of the department.

Discussions and Actions

Maintenance and Repair Work

The discussion on this issue was held with the department faculty and staff. Through discussion it was evolved that all the necessary maintenance, repair, and painting work of the labs and department offices should be taken up on priority basis and a note regarding this should be moved to Section Officer (C&W). This work is assigned to the department computer operator, Mr. Vinod Kumar Soni.

Upkeepment of Labs

The discussion on this issue and it was suggested to keep the labs of the department upto date. The sitting arrangement should be properly arranged as suggested by the Joint Director in the faculty meeting. The posters with recent innovations will be prepared by the incharge of the Labs. Dr. Vinod Kumar Yadav has shoulder the responsibility of Automobile lab with the assistance of Mr. Ashish Sharma, Lab Assistant, DET, and Mr. Surendra, SRA, DET.

The Graphics Artist of the department Mr. Gaurav Sharma will design the posters and sign boards for the department in consultation with the faculty.

Conversion of unpublished textbooks into modules

As informed by the Joint Director in the faculty meeting, conversion of the unpublished textbooks into modules may be done on priority basis. So this work may be taken up by the respective coordinators of the textbooks. The modules will be checked by the committee constituted by the Joint Director.

Status and development of the Video Content

As it was already informed by the email received from JD Office to all faculty to provide the list of video contents developed by each faculty. During the discussion it was emerged that the faculty wise list is maintained with the Mr. Vinod Soni and he will share the faculty wise list of videos developed so far to the faculty as well as to the coordinator of Digital Resouces. It was also suggested that the videos pending for editing may be given to the video editors through proper channel.

Presentation on Expansion of Department

After the presentation on discussion held on 360 degree development of the institute in the faculty meeting, it was suggested to prepare the department futuristic development plan with expansion, a draft presentation was developed with Dr. Vinod Kumar Yadav. The printout of the draft was discussed in the department meeting and it was suggested to share the presentation to the faculty of the department and the suggestions will be invited to improve it with the ideas of all faculty. Dr. Vinod Kumar Yadav was asked to incorporate the suggestions received by Dr. Munesh Chandra in this meeting. Once all the faculty will go through the presentation and finalise it to be presented to the Joint Director.

Programmes and the Activities of the Department

It was discussed on the dates of the programmes. During the discussion it was evolved that the faculty are following the dates of training programmes as given in the calendar of programmes. But for PAB programmes the workshops dates are not fixed in the calendar and the faculty are planning the dates as per the available dates with them. It was suggested to provide the dates of the workshops and provide it to Mr. Vinod Soni, who will prepare a cumulative activity calendar for the department. This will help to resolve the conflict of sharing the committee room and conference room of the department for conducting the programmes.

Project Staff

The issue of project staff particularly the Graphics Artist was discussed in the meeting. It was suggested that the project staff provided to the faculty coordinators under them for their projects may be used by them as the project staff are provided in the their projects. The services of the Graphics Artist Mr. Gaurav Sharma can be utilised by all the regular faculty of the department. They can assign the work to him for the graphics of textbooks and videos as well as other materials such as preparation of posters and boards of the department through mail. The Graphics Artist will undertake the work assigned to him by the faculty and will maintain the record. The contractual faculty can be nominated by the coordinator to monitor the progress of the work and getting it complete.

The meeting ends with thanks.