

Meeting Number	24
	2023-24

Prin.	V. Prin. (SSC)	V. Prin (SMJ)	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A

Minutes of HOD meeting (21th March, 2024)

1. Exam Time-table:-

As per the academic calendar our semester Backlog examinations are in the period of 06 to 14/05/2024 and regular examinations are starting from 16th May to 3rd June 2024. But due to elections of MP in our country these dates will be changed. i.e. some minor changes will be observed in the decided examination dates. Our usual practical is as per academic calendar, generally students do make a change in their travel plan and tickets booking will be done as per schedule. Hence, all GFM's should inform to respective class students, not to do the booking or travel plan until examination dates are not finalized, to avoid further complications.

2. Exam form filling:-

Already the end semester examination time-table is given by university and basic requirement from student's side is to fill the university examination forms. But as on today as per record of our students section, very few students have completed this process. It is an unrest request to all GFM's to inform all the students to fill the examinations forms- in time, to avoid late fee charges. Otherwise, after due date students have to pay late fee charges.

3. Supervision Schedule:-

For the end semester examination supervision duty slots are accepted from every department. But due to Loksabha elections in our country, some changes in the given program are possible. Hence, all the faculty members are advised not to do any travel plan or travel booking for vacation till the dates of examination will be finalized by our university.

4. Year down students:-

In our engineering college, year down students one of the most important and difficult problem. But with request of some heads and principal madam, Hon'ble vice- chancellor sir has agreed to give a chance to these students. They are allowed to take admission again. Now, next important task is to take/accept TW/internal assessment of these students in time and accordingly prepare the mark sheets.

5. Paid Fee is not identified:-

Now a days, students are paying fees online; whether tuition fees or examination fees from our office records it is observed that near about 17 students are found who have paid fees on office portal but they are not identified from which department/ year they are Hence, it is informed to all heads, if possible please go through the list of these students and identify them, and inform to account section.

6. Progress of FDP, STP & MoU:-

As per instructions from university and requirement of NAAC/ NBA, every department has to organize FDP, STP and MoU for the students and faculty. In our last meeting also we have discussed about the same. All are informed that this activity should be planned till end of June 2024. At least one FDP/STP per department should be organized. MoU's for the students/faculty exchange research, guidance, industry training, visit etc. can be arranged.

7. Details of Academic Council:-

A meeting of Academic council was conducted on Monday 18th March 2024. Lots of discussion were held in the meeting. Various points were discussed such as change in BoS members after change in constitution of BoS, in existing constitution no any co-opted members from industry are available. A meeting of academic council is conducted due to the coming elections and rescheduling of university annually examinations the time - table is essential. Another point discussed was about NEP-implementation's per rules discussed for NEP, it is observed that multiple entry/exit point is missing. Some modifications are essential in our existing policy. Some courses like, diploma certificate and advanced diploma should be added in our curriculum by sending a proposal to resp. dean further regarding Ph.D. course work examination and completion of Ph.D. in stipulate time period like 5+ 2 was discussed.

8. Academic Audit format:-

Academic audit is one of the essential part in academics. After the term end or after the declaration of results, academic audit should be done. For the same format will be prepared by vice- Principal Madam. Also, it was discussed that, one committee will be formed for the draft of the academic audit format. Committee will prepare the format for the same and in a next meeting discussion will be held on the same.

9. Seed money status:-

To enhance the research activity, our university is giving seed money to the faculty members/ research scholars every year. It's a responsibility every faculty member to give the status of utilization of that money to the university. Utilization certificate should be submitted to the university.

10. Site Visit:-

As per the curriculum, Site visits are arranged by various departments. For the site visits budget is allocated by every year; and department should use this budget. For the use of budget for the site visits, prior approval and necessary permissions are required. For the outside visits,

regulars/PMPL bus fair will be given by the college. This provision is for in and around Pune city. For this no need to take any contribution from Students, College will pay for the same. Only required procedural part should be completed by the respective department.

11. Any Other:-

- Clearance format
- Food for thought
- World optometry Day