

Meeting Number	25
	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 (28th March 2024)

1. Purchase Status:-It is suggested that the purchase files of all departments have to be modified as per the instructions received from the Hon. Vice-Chancellor. Hods of Civil, Chem, Mech, and R&A have to reduce the amount of the purchase, they must rethink about the required items and its purchasing and decide the right priority of the requirement. The previous file should be submitted in the new format with consolidated lists along with their usages and applications. The purchase file must be submitted within two days mentioning justifications for each required item.

2. Requirement of cartridge, keyboard, mouse, and toner:-

Discussion is held on the purchasing of new cartridges for every department as its amount is high so every department must use the cartridge properly if possible instead of purchasing a new cartridge try to fill it again and use it. If possible old mice and keyboards should be used to avoid unnecessary expenses

3. 2nd April Workshop progress: - The review is taken regarding the preparation of the workshop on semiconductors is to be conducted by the E&TC department on 2 April 2024 under the scheme of Viksit Bharat. It is found that all things are set, speakers are finalized

4. Revised Timetable;

The university has modified the timetable of the End semester theory exam summer- 2024 with seeing the forthcoming elections of the country and this timetable is displayed on the university/college website. All the heads of department should informed about this modified timetable to respective students so that they can make their ticket bookings and decide their travel plans accordingly.

5. Academic Status, Syllabus covered: - Detailed review is taken by the principal mam regarding completing the syllabus from all the heads. The faculties who have not completed yet five units must arrange the extra lectures and display the notice regarding it on the notice board and what sap groups of the students. PBL submission should be made before 30 March 2024 and the syllabus must be completed before 10 April 2024 hence in this regard all heads take necessary actions and strictly do the follow-up from each faculty

6. Misbehavior of students:-

It is found in the camera that some students including girls were doing wrong behavior in the reading hall of the college library. They were called to the principal cabin and strongly warned and a written undertaking was taken by the principal mam. To avoid further such cases Hods and GFMs must instruct the students regarding discipline and the code of conduct of our college to the students to avoid misbehavior in college premises.

8. ARB checking committee report:-

The academic Record Book checking committee has submitted its report to the principal mam and discussed certain issues regarding their task. As per their remarks, most of the faculties are not completing all the fields of ARB, Hods checking is not strict, and visiting faculty members' ARBs are not completed and not submitted for checking either. The newly joined faculty members must understand the process of writing ARBs from the senior faculty members so that they can complete their ARBs in the right way hence fourth memos will be given to the faculties whose ARBs will be incomplete and such faculties may not allow for vacation unless they complete their Academic Book. All Heads should look into this matter seriously and take the necessary steps for the completion of ARBs

9. Academic Monitor Committee Report:-

To enhance the quality of Academics, the Institute has formed the academic monitor committee at the central level in the college which submitted its results. All Hods are instructed to inform concerned faculty members whose names are in the report that they should conduct lectures and practical's on time otherwise next time memos will be issued to such faculty members, in this context Hods must increase their rounds to check the academics.

10. Any applications for professor of Practice:-

All Hods would suggest the names of persons who can apply for a professor of practice for different subjects in our college. That person must be from the industry field and complete the norms of our university. Desirable candidates will get better remuneration from the university hence all Hods shall check the possibility of finding such persons from their contacts

11. Any Other:-

- IEEE Registration
- Academic Audit
- Review of Available Infrastructure facility in each department