

Meeting Number	26
	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
													PR	PR

Minutes of HOD meeting (4th April, 2024)

1. Purchase Committee meeting, Vendors, Name of Purchase Co-coordinators:-

Required instruments, equipment's for various laboratories were sanctioned by our university authorities. For the same authorities of our college were continuously in touch with university officials. Now, Hon'ble Vice- Chancellor Sir, have permitted and final purchase meeting will be held in our college on 10th& 11th April 2024. The instruments/equipment's having fewer amounts than 1 Lakh will be purchased in our college. For the same all department purchase co- Ordinators have to call respective vendors on 10th& 11th of April 2024 for final negotiation. All heads shall have to submit the names of respective departments purchase co- coordinators. On 10th April, departments like computer CSE and E&Tc and on 11th April departments like chemical, Basic Science shall call the respective Vendors.

2. Unit Test paper printing:-

Unit Test-II is scheduled on 15th to 17th April 2024, Question paper printing for the same is decided from 11th to 13th April 2024. All the heads have had an idea about the unit test question paper printing schedules. The decided schedule must be followed and given instructions which are most essential while doing this important work.

3. Unit Test Time Table:-

Time- Table of Unit test-II is given by Dr. Oza madam: The given time table must be followed by all the departments. While preparing the timetable, care is taken for common subjects of every department and QTCV subject also. Hence, in a given format department specialized subjects can be added and department wise/semester wise timetable will be ready. It should be displayed immediately on the notice board, for the students.

4. Schedule of Oral/ Practicals, Examination forms:-

Our teaching term ends on 13th April as per academic Calendar. Backlog oral/practical examination starts from 22/04/2024 but still some of the students have not submitted university examination forms. If the examination forms are filled late the students then how university can generate exam numbers. Examination section of the university will require two

days at least to generate examination numbers, Hence, in this case, students will have to appear for backlog examination on PRN only. It will be difficult to faculty also to keep the record. GFM's should inform the remaining students to fill in the examination form as early as possible.

5. AMC Reports:-

Academic Monitoring committee is formed and is working for its duty. All are co- operating them. The committee have given the report for last week. The report is shared with all heads. Heads will inform to respective faculty members about the same. A Care must be taken about regular lectures and practical's. It should be conducted as per regular timetables.

6. Super schedule/ Vacation Slot:-

Due to elections duties, given supervision slot and accordingly vacation slot can be changed. Faculty members can see and check it thoroughly to avoid further complications.

7. NAAC Preparations:-

NAAC preparations are going on, it's the responsibility of everyone to co- operate NAAC co- coordinators and to submit the required documents as per requirements of the NAAC committee. Now it's a important stage of NAAC work hence, all should, support the team.

8.Theft committee report & action taken:-

As per the discussion held with university authorities, about the theft cases in our college. The respective faculty members of that department will be responsible. Hence, for these cases, teaching and non- teaching faculty members of the same department will be responsible, and they have to pay attention for the same. Hence forth care must be taken, that in future, such cases should not be happen.

9. M. Tech. Co-Po attainments 2018- 19 to 2022-23:-

As per NAAC data requirements, we have to submit the data of co-po attainments for M.Tech also. Hence, for the period 2018-19 to 2022-23 this data should be submitted to NAAC committee on or before this Saturday by all departments. It is most impartment data. Hence, on a priority basis it should be completed.

10. Any other:-