

Meeting Number	23
	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 (14<sup>th</sup> March, 2024)**

**1. Bharatiyam Expenses:-**

As per the discussions in HoD meeting we have decided to submit the Bhartiyaam Expenses bills to Prof. Chaudhary sir in the second week (i.e. 10<sup>th</sup> March 2024) Hence, this regards it is observed that most of the bills are received but, bills for technical events of some departments are more and these are received without prior permissions Now, it is difficult to proceed with these bills at this time. It was informed to all to take prior permission for expenses. All these bills should be submitted through dept. bills only.

**2. Status of MooC Courses:-**

MooC Courses are one of the mandatory requirements of UGC/AICTE for the students of technical education. In this record our Sem - VIII. students have to complete these courses as MooC -1 and MooC -2. Now for this important task all the departments have already been informed to appoint one faculty member who will keep the record of these Mooc-1&2 courses. The majority of the students have completed these courses yet, for them another strategy should be implemented like any short duration courses can be done for minimum duration.

**3. Unit Test Assessment:-**

For the current semester, Unit Test I, was conducted in the period of 4<sup>th</sup> to 6<sup>th</sup> March 2024. Immediately after Unit Test, assessment was started. Up till now all the assessment work is completed. Also, question-wise marks are also entered. This is one of the requirements of NAAC and NBA Hence, after the assessment of all subjects question wise marks are important to check the proper evaluation/ understanding of all units. Cases of grievances must be noted, and proper solutions should be given for the same.

**4. Summer Examination supervision duties :-**

Theory Examinations of backlog and regular are starting from 6<sup>th</sup> May 2024 and 16<sup>th</sup> May 2024 respectively. Regarding this work of examination, we need Sr. and Jr. Supervisions. Hence, for this every department should provide the information for the supervision duties. Due to this faculty members and examinations section can work smoothly.



#### **5. Exam Evaluation and form filling:-**

After the semester end exams result declaration, revaluation and current semester examination forms are accepted by the university. Now for the semester results are declared and the process of revaluation is started. To avoid late fee charges, GFM's of respective classes should inform students to complete the process within time for it was observed at the last semester's process that students are paying examination from fee on college portal. But the examination portal is different; students should use that portal to pay examination fees not the college portal.

#### **6. FDP and STP:-**

As per the guidelines given by our university, as well as NAAC & NBA, every department has to arrange at least one FDP/ STP in a semester. FDP/STP should be offline. Now, for the current semester before the end of June, a program should be arranged.

#### **7. International conference:-**

Like FDP/STP, any international conference should be arranged in our college. University as well as college will support in this regard. Heads are informed to submit a valid proposal from a department. It was also discussed in the meeting that, in our college circuit and non- circuit branches are there, hence, faculty members from both streams shall be involved. The motive of organization of interment conference is, outside faculty members can visit our campus as well as university, faculty interactions and exchange of thoughts on all ground is possible by this way.

#### **8. NBA Model:-**

In the last semester three departments of our college have been accredited by NBA, viz, Computer, Civil and Mechanical. The results of these three departments are now with us. It is essential to discuss the obtained marks department wise and we have to focus on SWOT analysis with help of this we can face next visit. Further, it was decided in a meeting to have a common model of NBA to avoid further complications. Which will be suitable for all departments and easy for reference abo.

#### **9. ERP Model:-**

By our university clever ground one of the ERP models has been selected for all our institutes. A meeting of these officials with our faculty members was called for the same. In a meeting all the instructions regarding ERP model were given by them; Initially, it is expected, to complete the faculty information rather than bank details like personal information now further instructions will be given for rest of the things.

#### **10. Department target MoU:-**

MoU with outside university/ company/ Research agency/ is essential. From every department attest two MoU per year are required. Due to this our students/faculty will have better opportunities as well as facilities to complete/ achieve their task.



### **11. BoS formation:-**

As per the instructions from Resp. Dean & Principal madam, new BoS formation process is in progress. All existing BoS chairmen have instructed in a meeting about the same. As per the university guidelines re-constitutions of BoS will be formed. Also, it was suggested we do not give chances to old members, new members must be involved.

### **13. Any other:-**

- (a) Bio-nest scheme (for ladies faculty members)
- (b) Data base- Mrs. Lad- is appointed from office.
- (c) Convocation-
- (d) Dead stock- missing/ beyond repairable items.