

Meeting Number	21
	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 (29<sup>th</sup> Feb. 2024)

Minutes of previous meeting were confirmed,

**1. Unit Test -I, Time Table, Paper printing Status-**

Unit Test No. I is scheduled on 4<sup>th</sup> to 6<sup>th</sup> March 2024. Time Table regarding the same is displayed on the notice board of respective department. Also, GFM 's of respective class should inform to the students of respective class about the time table well in advance. The students should be aware about unit test examination. Further, for the question paper printing work, department wise schedule is given; each department follows the same schedule.

**2. Use of Library building-**

Our library is a five-storage building. The same building is utilized to conduct various practical classes of CSBS and CSE - Semester-II, as well as language laboratory. Practicals of Linear Algebra and Stastical Methods & Modeling are conducted in library building. It is observed that, after the practical conduction, students are playing with the instruments/ computers, to avoid this, concerned department can keep laboratory assistant at the time of practical slot. He will look after all these things in the laboratory. After the completion of practical, he will shut down all computers, if not done by the students.

**3. QTCV time-table adjustment-**

For the subject QTCV semester-VI, visiting faculty members are appointed. Due to some problems, it was advised to adjust practical batches. But unfortunately, from some of the department required cooperation was not received. Prof Bonsale also visited to some of the department about the same.

**4. Syllabus Revision-**

As per NEP structure syllabus revision process is in progress. Semester-I & II is now in practice. For the Semester III & IV, all department have to arrange workshops for the same. By following standard protocol workshop should be conducted. Lunch arrangement will be done from college side. Necessary instructions are given to office persons. Proposal for these expenses is forwarded to the higher authorities well in advance.

**5. Fee Dues and decision-**

All the students have to pay the remaining fees (if any) before the first unit test. Students whose fees are pending will not be allowed for the unit test examination. All GFM's and heads should inform those students to pay the fees. Further, Re unit test will not be conducted for the students whose unit test examination will be missed due to pending fees. This message should reach to all the students whose fees are pending.

**6. ARB Checking-**

Our second semester is started on 4<sup>th</sup> January 2024. As per the routine schedule, after every month academic record book checking was done by the committee. Report of the same is discussed in the HoD meeting. The picture is not satisfactory. Majority of the faculty have not submitted or incomplete. Hence, all are informed to do the needful. Heads have to look after this on priority basis. ARB should be completes.

**7. NAAC Data-**

As per the Hon' Vice-Chancellor Sir's message the distribution of NAAC work was done. Hence, all have to work as per the given distribution. While doing this work time line should be followed. Committee from the university is continuously watching the status of work completed. So, on priority basis, all NAAC work should be completed without any difficulty.

**8. Paper setting work-**

University has sent emails regarding paper setting work to the respective subject chairman (internal) along with external examiner. All examiners have to follow the instructions given by the university. Internal examiners have to co ordinate with external examiner and have to do the work. While doing this work, care must be taken regarding diagrams, equations etc. It is also ensured that Blooms taxonomy words are used or not. All necessary instructions must be followed while doing this task. In all means, Moderation of the question paper must be done by internal examiner with external examiner to avoid any lapses.

**9. Unit Test assessment, location & display of marks-**

Unit Test No. 1 is scheduled on 4<sup>th</sup> to 6<sup>th</sup> March 2024. All the higher semesters unit test paper assessment will be done in the respective department, assessment of Unit Test paper must be done at designated place in the department. The entire answer sheet must be masked then only answer sheets will be provided for the assessment. Without masking don't do any assessment. Heads have to prepare the schedule of showing of answer sheets in the department. Accordingly, answer sheets should be shown to the students. Assessment of the first-year answer sheets will be completed in the unit test cell. Mark list in the form of hard and soft copy will be prepared in the unit test cell. Also, question wise marks will be entered. Further, a detailed program will be prepared for showing of answer sheets, and will be implemented.

**10. Bhartiyaam Review & Expenses-**

Bhartiyam our techno cultural event was over in the last week of February 2024. All vouchers/bills of the same should be settled till 10<sup>th</sup> of March 2024. It is observed that attendance of the faculty for the programs of Bharatiyam was not satisfactory.

**11. Any other-**

a) University transfer cases- mark list submission,