

Meeting Number	20
	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 (15<sup>th</sup> Feb. 2024)**

- 1. NAAC Submission** – University has submitted NAAC IIQA yesterday at the auspicious hands of chancellor Dr. Shivajirao Kadam. SSR will be submitted before 27<sup>th</sup> March by the University. In this regard priority should be given to the criteria wise NAAC data submission to the university.
- 2. Visiting bills** – Financial outlay for visiting bills is submitted to the university for semester – II. Reference to the approval letter from the university, visiting bill will be sanctioned and payments will be done.
- 3. Unit test - I** – Unit test will be conducted on 4<sup>th</sup> and 5<sup>th</sup> march and shall be informed to students by HOD. Also, syllabus completion for unit test shall be reviewed by HOD.
- 4. UT paper printing** – Unit test paper printing shall be conducted in unit test cell by the departments as per the schedule discussed in the meeting. Students seating arrangement for unit test will be in the respective departments. Unit test coordinator should be appointed for the conduction of unit test.
- 5. Syllabus workshop** – For the finalization of semester III and V syllabus and structure, workshop shall be arranged and budgetary requirement for the same should be forwarded to the Principal by tomorrow 16<sup>th</sup> Feb. The workshop can be conducted on 20, 21, 22 Feb. or on 2<sup>nd</sup> or 3<sup>rd</sup> March. In this regard, BOS meeting for syllabus and structure approval shall be conducted on 09 March.
- 6. Winter 23 result analysis** – Reference to the result of winter-23 examination, explanation was asked from HODs regarding weak result for few subjects. It is observed that the explanation is not submitted by all HODs and it shall be submitted at the earliest. It is to be noted that the explanation will be discussed with the HODs.
- 7. Bharatiyam schedule** – A notice of Bharatiyam 2024 is shared with all the departments for the schedule of various events and activities of Bharatiyam 2024. All faculty members shall actively participate in the Bharatiyam activities and events.
- 8. Admissions** – For the admissions of A.Y 2024 – 25, student ambassadors from various cities should be identified. A meeting in this regard will be conducted in the month of March.