

Meeting Number	19
	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 (1st February, 2024)

- Review of Last Meeting:** A review of the last meeting was taken
- C-DAC Boot Camp Attendance:** The C-DAC Boot Camp, coordinated by Dr. Deepak Bankar, Head Department of Electrical Engg, has seen poor attendance post-inauguration. Faculty coordinators and department heads were notified emphasizing the need to increase attendance.
- Bhartiyam Event, Days:** Bhartiyam, our cultural fest, is scheduled from February 23rd to 24th, 2024. A meeting was conducted and discussed the technical and cultural events, as well as various days associated with the event.
- Data of Mooc courses:** A review of MOOC courses for Sem VIII students was discussed in the last meeting. It was emphasized that MOOC I & II are compulsory for Sem VIII students. Heads of departments should ensure students' enrollment, and if any student fails to complete these courses, will result in the non-declaration of their semester results.
- Students Attendance:** Student attendance in regular classes has significantly decreased. As per university rules, every student must maintain 75% attendance for theory and 100% attendance for practicals. Therefore, it was decided in the meeting that PBLs will not be accepted for subjects where a student's attendance falls below 75%.
- Ph.D JRF:** Regarding Ph.D. JRF, our university has issued a circular prioritizing regular Ph.D. student with no workload from any external college/company. The university has also mentioned some terms and conditioned to which students have to follow during the fellowship.
- Academic Committee:** An Academic Committee previously existed to ensure the conduction of lectures. However, it was discontinued last year. Now, HODs will take regular rounds to observe the lecture of their respective departments. This was agreed upon by all heads during the meeting.

8. **Digital Marketing - Facebook, Instagram, Regional Marketing, and Student Ambassadors:** For the upcoming academic year's admissions process, various platforms will be used. We can encourage existing students to like our Facebook and Instagram pages to increase publicity. Additionally, student ambassadors should be identified from key cities/states to aid in regional marketing efforts.
9. **Dead Stock Verification Status:** Dead stock verification for all departments was completed. Department heads were given the responsibility, and a detailed report will be submitted to the Principal. The auditor will then review the dead stock verification report.
10. **Face Recognition App:** The Face Recognition App has been installed at two entrance points. Faculty members have provided the necessary data for entry and exit. The university office has total control, and salary and leave will be based on App records.
11. **Academic Audit:** As per the academic calendar, dates were selected for the academic audit from January 15th, 2024. However, due to NAAC commitments, it was postponed. The audit will be conducted immediately after the end of the semester.
12. **Alumni Records:** Our strong alumni database is an asset. The alumni association regularly conducts successful meets. During the HOD meeting, it was decided to collect information on prominent alumni and publish it in a year-wise booklet, highlighting their startups and other activities.
13. **Project Database:** To celebrate the birth anniversary of our founder chancellor, Hon. Dr. Patangrao Kadam Saheb, various societal activities were organized during the week of January 8th to 15th each year. One such activity was a project exhibition. A suggestion was made to create a souvenir booklet containing the database of all presented projects, including information on the projects and the names of the students and guides involved.