

Meeting Number	17
	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 (18<sup>th</sup> January, 2024)**

**1. Financial outlay for term II:-**

As per syllabus and availability faculty members, we have to arrange visiting faculty members for some subjects. Hence, for Sem II IV VI & VIII, if any visiting faculty members are required, then on priority basis, respective HoD should give the financial outlay to office as early as possible including industry taught courses. In this regard minimum teaching load should be considered.

**2. Result Analysis Justification:-**

University result for the sem I, III, V& VIII are declared recently. Subject teacher having poor results/ performance should give justification about the same because, at the time of admission, parent asks about last years results, hence, faculty members whose results are poor should give justification to principal madam.

**3. C- DAC-Pune Boot Camp:-**

As per the notice circulated by principal madam regarding 5 days Boot camp programme which is starting from 29<sup>th</sup> Jan 24<sup>th</sup> on Unmanned Aircraft systems, by CDAC pune. All departments have to nominate 5 students of sem VI along with one faculty members to participate on or before 18<sup>th</sup>jan 24 to said camp.

**4. Bhartiya Budget:-**

Every year our college technical fest named Bharatiya we celebrate with full of joy and healthy atmosphere. But, for the same expected budget is required and we have to take sanction of the same from authority well in advance. Also, it is decided in the meeting that



no student will be sent for the marketing. We all students & faculty can try for sponsorship to make the event successful.

**5. Visiting faculty Status:-**

Academics of sem II, IV, VI, & VIII have started from 4<sup>th</sup>jan 2024. Whether the required visiting faculty members have joined or not, all heads shall take a review of it and do the needful. All lectures and practicals should be conducted properly.

**6. Syllabus & Structure- Major & minor:-**

As per the structure and syllabus, a list of major/ minor courses should be submitted by every head to the college office. After proper discussion on it, a final list will be decided.

**7. EoA- faculty list:-**

All AICTE affiliated colleges have to apply for AICTE Extension of Approval along with required faculty and other details for every year. Hence, in this regard, a list of all teaching faculty members is given to all heads. This list includes names of regular/ visiting faculty and necessary details. This information should be submitted to office before 31<sup>st</sup>jan. 2024 from every department

**8. Consumable Requirements :-**

For the smooth running of academics, all departments need some consumables, all heads are informed to submit a list of the same before Saturday 20/01/2024.

**9. Dead stock verification:-**

Every year by taking help of three HoDs dead stock Verification process is carried out. Now for this semester also, this process should be completed before 31<sup>st</sup>jan 2024. All should cooperate to team members while visit for the verification.