

Meeting Number	13
	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 (21th October, 2023)

1. Management of Year-Down Students:

In discussions with the Honorable Vice Chancellor, it was noted that over 50 students have not cleared Semester I, preventing their progression to higher semesters. To address this, faculty members are tasked with the internal assessment (IA) marks process. Marks will be kept within the department temporarily without submission to the university until these students clear Semester I in the winter examinations. Students are required to pay full fees upon admission for this process.

2. Examination Form Filling Status:

Emphasizing the importance of timely processes, all registered students must complete the examination form filling process before the semester examinations. Heads, through the GFM (Guardian Faculty Member) of respective classes, are urged to ensure all students comply. This is crucial for the timely generation of examination numbers by the university.

3. Oral/Practical Time-Table:

It is communicated to all for the preparation of oral/practical time-tables. The schedule should be displayed prominently for student convenience in planning. Only internal and external examiners are permitted during oral/practical examinations, and the entire schedule should be submitted to Indrajeet Sawant.

4. Submission of IA Marks:

Following the completion of internal assessment, Internal examiners are required to submit IA marks to the university before November 8, 2023. All entries should be made online, with hard copies submitted to department offices. A designated senior staff member, along with the Head of Department (HoD), is responsible for this task. Care should be taken to ensure proper entries, with a code (999) designated for absent students.

5. Exam Remuneration Reforms:

Dr. M.R. Gidde and Dr. K.B. Sutar will gather information on examination remunerations from other universities. This data will be used to propose reforms for better remuneration, with the aim of discussing these improvements with relevant authorities or using them as a reference point in negotiations.

6. Structure/Syllabus of Semesters III and IV:

Continuing the implementation of the National Education Policy (NEP), workshops involving industry and academia experts will be conducted to finalize the syllabus for Semesters III and IV. Faculty involvement is crucial, and subject distribution should be discussed within departments before the vacation period to allow, faculty members to work on these preparations.

7. Vacation Plan:

Following the decision on vacation dates, department heads are required to submit the availability of faculty on a day-wise basis. This information will facilitate effective planning and utilization of faculty during the vacation period.

8. Academic Calendar Term II:

The Academic Calendar for Term II, outlined in the previous meeting, has been finalized by incorporating additional points such as Academic Audit and Feedback Week. This comprehensive calendar will guide the academic activities for the upcoming term.