

Meeting Number	11
	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 (03<sup>th</sup> October, 2023)**

**1. Induction Program :-**

Freshman induction Program for the First year students is scheduled on form Thursday 5<sup>th</sup> October 2023 to Saturday 7<sup>th</sup> oct. 2023for three days. For the inaugural program all the heads of the department must present.

Purpose of student induction programme is to help new students to adjust and feel comfortable in the new environment, to inculcate in them the ethos and culture of the institution and help them to build bonds with students and faculty members and expose them to a sense of larger purpose and self-exploration.

**2. Exam fees:-**

As per the University Examination section, all the students have to fill the online examination forms for all semester. With this process examination forms must be filed faster. In this process, examination fees should be submitted to university. But unfortunately some of the students are paying fees on college portal. And by this way collected examination fee, college has to submit to university and it is very difficult task. Hence all GFM/faculty should inform to respective class students to pay the examination fees to university only not to college portal. Also, direct second year students and other (Nepal) students have to pay on old procedural part. Another important thing is mobile no. on which the registration should be done by the student while filling the examination form.

**3. ABC id Data:-**

Academic Bank of credit data is one of the important aspects now It is observed that some of the students have given wrong ABC id. Also, to generate ABC id, mobile no and Aadhar no. should be linked then only ABC id generation process works If the students are giving wrong ABC id, in that case GFM can collect proper screen shot of generator ABC id from the students, which will be authentic.



**4. CAP Record Accounts:-**

Central Assessment Programme (CAP) is conducted at every semester in our college for the same process CAP director and other required staff is appointed as per the directives of the university. After completion of the assessment work process of CAP bills are generated. Important thing is CAP bills should be prepared as per decided total no of days. If the period is extended then it should be communicated to university and prior permission should be taken from the university authority. Also, care must be taken that all the bills must be prepared as per the university booklet. Further, required non- teaching staff (clerk, peons) must be sanctioned from the University for the Same Work.

**5. Skill Development:-**

Developing skills is important because it allows students to improve attributes and qualities so that it is vital to perform effectively at workplaces. To guide our students in this regard, Mr. Sanjay Gandhi is invited for the implementation of this skill development program.

**6. Schedule of Unit Test- II:-**

As per the academic calendar Unit-Test –II for semester III,V & VII was scheduled on 12 to 14/10/2023, but due to non- coverage of syllabus Unit Test- II is postponed to 19 and 21<sup>st</sup> Oct 2023. Also at the same time Re- Unit Test I will be conducted for the late admitted, branch change and the students who missed the first unit Test

Also, Unit Test –II for the semester-I, students will be conducted as per the schedule given in academic calendar i.e. on 26 to 28<sup>th</sup> October 2023. Internal Assessment fail students also can appear at Re- unit Test 1.

**7. Vacation:-**

Diwali Vacation for the eligible teaching and non-teaching staff will be given for 20 days. These 20 days will be excluding the Diwali holidays declared by university. The faculty members can take Diwali vacation in a period from 08/11/2023 to 31/12/2023.

**8. Any Other:-**

Blood Donation Camp: NSS unit of our college is organizing a blood donation camp along with Bharati hospital on 10/10/2023 all GFM's and faculty members should inform to the respective class students for their willingly participation in this regard, separate schedule will be given via notice.