

Meeting Number	25
	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 (28<sup>th</sup> March 2024)**

**1. Purchase Status:-**It is suggested that the purchase files of all departments have to be modified as per the instructions received from the Hon. Vice-Chancellor. Hods of Civil, Chem, Mech, and R&A have to reduce the amount of the purchase, they must rethink about the required items and its purchasing and decide the right priority of the requirement. The previous file should be submitted in the new format with consolidated lists along with their usages and applications. The purchase file must be submitted within two days mentioning justifications for each required item.

**2. Requirement of cartridge, keyboard, mouse, and toner:-**

Discussion is held on the purchasing of new cartridges for every department as its amount is high so every department must use the cartridge properly if possible instead of purchasing a new cartridge try to fill it again and use it. If possible old mice and keyboards should be used to avoid unnecessary expenses

**3. 2nd April Workshop progress:** - The review is taken regarding the preparation of the workshop on semiconductors is to be conducted by the E&TC department on 2 April 2024 under the scheme of Viksit Bharat. It is found that all things are set, speakers are finalized

**4. Revised Timetable;**

The university has modified the timetable of the End semester theory exam summer- 2024 with seeing the forthcoming elections of the country and this timetable is displayed on the university/college website. All the heads of department should informed about this modified timetable to respective students so that they can make their ticket bookings and decide their travel plans accordingly.

**5. Academic Status, Syllabus covered:** - Detailed review is taken by the principal mam regarding completing the syllabus from all the heads. The faculties who have not completed yet five units must arrange the extra lectures and display the notice regarding it on the notice board and what sap groups of the students. PBL submission should be made before 30 March 2024 and the syllabus must be completed before 10 April 2024 hence in this regard all heads take necessary actions and strictly do the follow-up from each faculty

