

Meeting Number	26
	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
													PR	PR

**Minutes of HOD meeting (4<sup>th</sup> April, 2024)**

**1. Purchase Committee meeting, Vendors, Name of Purchase Co-coordinators:-**

Required instruments, equipment's for various laboratories were sanctioned by our university authorities. For the same authorities of our college were continuously in touch with university officials. Now, Hon'ble Vice- Chancellor Sir, have permitted and final purchase meeting will be held in our college on 10<sup>th</sup>& 11<sup>th</sup> April 2024. The instruments/equipment's having fewer amounts than 1 Lakh will be purchased in our college. For the same all department purchase co- Ordinators have to call respective vendors on 10<sup>th</sup>& 11<sup>th</sup> of April 2024 for final negotiation. All heads shall have to submit the names of respective departments purchase co- coordinators. On 10<sup>th</sup> April, departments like computer CSE and E&Tc and on 11<sup>th</sup> April departments like chemical, Basic Science shall call the respective Vendors.

**2. Unit Test paper printing:-**

Unit Test-II is scheduled on 15<sup>th</sup> to 17<sup>th</sup> April 2024, Question paper printing for the same is decided from 11<sup>th</sup> to 13<sup>th</sup> April 2024. All the heads have had an idea about the unit test question paper printing schedules. The decided schedule must be followed and given instructions which are most essential while doing this important work.

**3. Unit Test Time Table:-**

Time- Table of Unit test-II is given by Dr. Oza madam: The given time table must be followed by all the departments. While preparing the timetable, care is taken for common subjects of every department and QTCV subject also. Hence, in a given format department specialized subjects can be added and department wise/semester wise timetable will be ready. It should be displayed immediately on the notice board, for the students.

**4. Schedule of Oral/ Practicals, Examination forms:-**

Our teaching term ends on 13<sup>th</sup> April as per academic Calendar. Backlog oral/practical examination starts from 22/04/2024 but still some of the students have not submitted university examination forms. If the examination forms are filled late the students then how university can generate exam numbers. Examination section of the university will require two

