

Meeting Number	16
	2024-25

Prin.	V. Prin. (SSC)	V. Prin (SMJ)	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A
<i>[Signature]</i>														

Minutes of HOD meeting (26th November, 2024)

1. Academic Calendar: According to the academic calendar of the previous semester, the upcoming semester is scheduled to begin on 6th January 2025. A discussion was held, and several key dates were finalized during a meeting. A draft of the calendar has been prepared and sent to the Principal, both Vice-Principals, and department heads for review & finalization.

2. Internal Assessment: The assessment for Unit Test-II, as well as for Re-Unit Tests and students who have changed branches, is still pending. All assessment work should be completed by Saturday, 30th November 2024. Additionally, it has been observed that some higher semester students have not yet filled out the end-semester examination forms, as a result, the internal marks for these students are also pending. The respective GFMs should inform these students to fill out the examination forms at the earliest.

3. Bills for Term Work and Oral Examinations: The term work, as well as practical and oral examinations, have been completed for all departments. Therefore, all departments are requested to submit the bills for these examinations to the Accounts Department of our college by the end of this week, i.e., Saturday, 30th November 2024.

4. Central Assessment Programme (CAP): The process for this semester's Central Assessment Programme has begun. To ensure smooth implementation, a notice regarding the CAP will be circulated, signed by Principal. Detailed instructions will be provided in the notice. All concerned should strictly adhere to the instructions in order to complete the work within the stipulated time.

5. Bhartiyaam 2025: The dates for Bhartiyaam 2025 have been finalized in this meeting. Other activities and events will be decided in due course. This year, an additional activity, such as Research Paper Publication and Hackathon, may be included in Bhartiyaam 2025. These will be treated as part of a National Conference.

6. Purchase Proposals: At the beginning of each semester, the college requests submission of purchase proposals for instruments and equipment required for respective laboratories. This time, the proposals can be submitted by 10th January 2025.

[Handwritten Signature]
07/12/24