

Meeting Number	20
	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

**Minutes of HOD meeting (26<sup>th</sup> December 2024)**

**1. Review of the minutes of the last meeting:**

Principal Sir had taken a review of the last meeting, which was held on Thursday (20/12/2024) in a NAAC Room.

**2. Updates on data filled up on Clever ground:**

As discussed in the initial meeting regarding data entry on Clever Ground, it is mandatory for all faculty members to complete the required entries within the specified time frame. All department heads are instructed to inform any difficulties faced by their teams while filling in the information on the Clever Ground software. These issues should be brought to the attention of the person responsible for overseeing the software. Additionally, any queries should be resolved on a common platform to ensure efficient problem-solving.

**3. Load distribution:**

Ensure all department heads have submitted the teaching load for each faculty member by Monday (30/12/2024). The data should reflect the following:

- The number of hours each faculty member will be teaching.
- Any special considerations, such as research time, administrative duties, or sabbaticals.

For each department, compare individual faculty teaching loads to the standard load. Look for:

- Overloaded Faculty: Faculty members who are teaching more hours than the designated standard.
- Underloaded Faculty: Faculty who have fewer hours than the standard load.

Ensure Even Distribution

In each department, try to adjust teaching loads to ensure no one is either overloaded or underloaded. If necessary:

**4. Paper Assessment and MAS:**

In today's HoD meeting, the CAP Director, Dr. Sutar Sir, provided the status of the university paper assessment for the winter examination. Principal Sir clearly informed everyone to complete the remaining assessment work on time. The CAP Director can send the names of the subjects and the assigned faculty members. Additionally, as per the instructions given by our university, every subject chairman should submit the MAS to the CAP Centre. The remaining faculty members should submit the MAS on or before Friday, 27th December 2024. For the smooth completion of task, some necessary steps should be taken.

## 5. Other points if any:

### A. Centralized Time Table:

- A centralized timetable is an efficient approach to manage resources (laboratories, equipment, etc.) across multiple departments. This ensures that resources are used optimally and avoids conflicts or overlapping schedules.
- This approach helps in maximizing the use of facilities and can streamline the coordination between departments.

### Departmental Responsibility:

- Having each department identify a faculty member to manage the scheduling of resources is a good practice. The designated faculty member would act as a point of contact for coordinating the availability of resources and ensuring that the timetable aligns with the department's teaching and research requirements.
- This faculty member could also help with resolving scheduling conflicts, providing feedback on resource usage, and communicating any updates or changes to the centralized schedule.

### B. Social Media:

The idea of posting departmental achievements on social media immediately is a good way to showcase success, promote the department, and keep stakeholders informed. However, there are a few considerations to ensure this is done effectively.