

Meeting Number	21
	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 (04th January 2025)

1. Remuneration of visiting faculty every month:

It is observed that, bills of visiting faculty members are not sent on time. Due to this delay, it is difficult to manage these bills in time for the faculty members. Also, it is difficult to account section. Hence, it is advised that bills of visiting faculty members should be sent after completion of every month immediately.

2. Academic Monitoring Committee:

To ensure the smooth conduction of academic activities, an Academic Monitoring Committee is formed each year. This year, we will again form the committee. Last semester, the task was assigned to Dr. Ghongade. Principal Sir will discuss the formation of the committee with him, and the work will begin immediately.

3. Time-table, Lesson plan, Course file & Lab manual:

At the beginning of each semester, all teaching faculty members are required to prepare lesson plans, course files for their respective subjects, and laboratory manuals for the laboratories scheduled for the current semester. This semester, all teaching faculty should ensure these materials are ready before the commencement of classes. Lesson plans should be provided to students on the very first day of the term. Additionally, the timetable should be displayed well in advance.

The Heads of Departments (HODs) are responsible for monitoring these tasks closely. Regular classes, as well as practical sessions, should be conducted as scheduled. The HODs are accountable for the entire academic operation of the department. They should regularly observe and monitor the execution of academic activities. Lectures should commence on time.

4. Appointment of examiners for Summer 2025:

Appointments of examiners are an important task. The appointments for the upcoming summer university examinations will be made next week. As discussed in the meeting, please ensure there is no repetition of the same examiner. If an examiner has already been appointed three times, kindly choose a different examiner. Additionally, preference should be given to senior faculty members, and efforts should be made to assign a particular examiner to their respective subject areas.

5. NPTEL/Swayam:

We have a system for NPTEL/SWAYAM courses. Each faculty member is required to complete at least one certification course of 40/30 hours. Our students are already participating in this process, and from this semester onwards, faculty members will also be expected to take part.

In addition, UDAMI is another platform that can be utilized. We can start supporting the professional development of our faculty by offering lectures on UDAMI. Faculty members in departments like Mechanical and Chemical Engineering can also benefit from this platform by earning certifications.

6. UGC letter regarding draft guidelines on skill-based courses:

On 31st December 2024, UGC sent a draft copy regarding the guidelines for the introduction of soft skill-based courses and micro-credentials in higher education institutions, along with the Standard Operating Procedure (SOP) for implementation. These skill-based courses are essential for continuous development and personal growth. They also contribute to economic growth by creating a qualified workforce. Importantly, these guidelines align with the objectives of NEP 2020.

7. Other points if any:

A) Syllabus farming of semester VI, VII and VIII:

The suggestion to start framing the syllabus for Semesters VI, VII, and VIII earlier is a sound one. By beginning the syllabus development process well in advance, it will:

- i) **Reduce Last-Minute Rush:** By preparing ahead of time, you can avoid the last-minute scramble that often leads to hasty decisions and incomplete course content.
- ii) **Improve Quality:** Early planning allows faculty and academic planners to research, review, and refine course materials. It also gives time for internal feedback and revisions before the syllabus is finalized.
- iii) **Ensure Alignment:** More time allows for the alignment of the course content with the overall academic goals, industry trends, and student needs. This way, the curriculum can be updated and refined based on new developments in the field.
- iv) **Allow for Discussions:** Starting early provides ample time for faculty and stakeholders to discuss various aspects of the syllabus, such as teaching methods, evaluation criteria, and necessary resources.
- v) **Administrative Efficiency:** Syllabus approval and other administrative procedures can take time, and starting early allows the department to adhere to academic calendars and processes smoothly.

Revision of BOS:

The suggestion to revise the Board of Studies (BoS) by including outsider faculty members and senior experts is a valid and beneficial idea. Here's a breakdown of why this approach would be advantageous:

- i) **Expertise and Fresh Perspectives:** Including faculty from outside your institution brings in valuable expertise, offering fresh perspectives and innovative ideas. These external members may be well-versed

in current trends, research, and industry requirements, ensuring that the syllabus stays relevant and up-to-date.

ii) Industry-Relevant Input: Senior or outsider faculty often have strong industry ties or extensive academic experience, which can help shape the curriculum in a way that better aligns with industry needs. This could be particularly beneficial for programs that require a practical or applied approach.

iii) Diversification of Knowledge: Incorporating diverse viewpoints into the BoS helps in broadening the scope of the curriculum. External faculty may introduce new pedagogical methods, alternative teaching strategies, and insights into emerging trends in the subject area, which internal members may not be fully aware of.

iv) Academic Collaboration: Engaging senior faculty members from different institutions or backgrounds can create opportunities for collaborative research, joint projects, or inter-institutional academic partnerships. This will also improve the standing of your department or institution within the academic community.

B) Outside duties:

The suggestion regarding outside duties and the communication process for assigning those duties to faculty members appears to be well thought out and in line with promoting transparency, efficiency, and collaboration. Here's an analysis of the points made:

i) University Guidelines and Assigned Duties: According to university guidelines, faculty members may be assigned certain outside duties, and it is essential to follow these directives. Faculty should, in principle, be aware of the responsibilities they are being given, and in cases where the duties are not confidential, there should be a clear communication chain.

ii) Heads Should Be Informed (Non-Confidential Duties): The idea that department heads should be informed of outside duties (that are non-confidential) is a logical step to ensure smooth coordination and management. Heads need to be aware of their faculty's obligations, particularly for tasks that may affect departmental operations or teaching schedules. For example, if a faculty member is required to attend a meeting or seminar outside the campus, the head should be notified to accommodate that in the department's planning.

iii) Avoiding Overlap and Ensuring Adequate Coverage: By notifying heads of assigned duties, potential conflicts can be avoided. For instance, if a faculty member is assigned an outside duty, the head can ensure that the workload within the department is adjusted to prevent overburdening the faculty member. This can also help ensure that there is no overlap in duties or scheduling issues that may arise.

C) ARB completion:

The suggestion regarding the **completion and timely checking of the Academic Record Books (ARB)** is an important step to ensure proper academic documentation and accountability for faculty members.

Here's a detailed analysis:

i) Comprehensive Records: It is essential that **all faculty members** complete their Academic Record Books (ARBs) thoroughly, documenting their teaching, research, administrative, and other academic responsibilities for the semester. This ensures that faculty contributions are properly recorded for future reference, evaluation, and recognition.

ii) Timely Completion: Faculty members should be reminded to ensure that their ARBs are filled out completely and submitted by the designated deadlines. This ensures that the records reflect their full academic contributions during the specified period.