

Meeting Number	22
	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 (04th January 2025)

1. Syllabus framing of Semester-5,6,7 & 8:

At the start of the meeting, the Responsible Dean mentioned that the syllabi for Semesters I, II, III, and IV have already been prepared and are in practice. The next step is to focus on the syllabus for Semesters V, VI, VII, and VIII. Additionally, attention needs to be given to the **In-plant training** for students. The following points need to be considered:

i) Semester Allocation for In-plant Training:

- a. In-plant training must be incorporated into the syllabus of the relevant semesters.
- b. It should be decided in which semester the training will be offered and how many credits will be allotted for this training.

ii) Feasibility of Training for All Students:

- a. A discussion is needed to determine whether it will be feasible to provide in-plant training for all students at the same time.
- b. If not, a plan must be devised for how the remaining students will participate in training. This could involve staggering the training or providing alternate opportunities.

iii) Draft Preparation:

Heads of departments and BoS (Board of Studies) chairmen are tasked with drafting the initial proposals for their respective departments. This rough draft should include the planning for in-plant training, its duration, and its integration into the syllabus.

iv) Flexible Training Duration:

According to Principal Sir, another possible approach is to allow students to undertake training for varying durations (4, 6, or 11 months). During this time, students can also take online courses and appear for exams physically. Additionally, they can work on their projects during this period.

v) Departmental Discussions:

Each department head should have internal discussions to finalize how to integrate this flexible training model into their respective departmental syllabi.

vi) **Finalizing the Syllabus:**

The final syllabus draft will be prepared during a meeting involving the Dean, Principal, and all Heads of Departments and BoS chairmen. This meeting will consolidate all feedback and suggestions.

vii) **Syllabus Considerations:**

When finalizing the syllabus for the 5th to 8th semesters, the following should be kept in mind:

- i. Projects should be made compulsory.
- ii. Faculty availability and existing resources should be considered to ensure the feasibility of the proposed syllabus and training.

viii) **Reviewing University Structure:**

Before the next meeting, all department heads and BoS chairmen should review the university's existing structures and guidelines. This review will help ensure that the new syllabus aligns with university standards and regulations.

2. Bhartiyam Organization (Annual Tech Fest):

A meeting was held to discuss the upcoming **annual tech fest**, named **Bhartiyam**. The key points discussed during the meeting are as follows:

a) **Committee Member Updates:**

- o Vice Principal Chavan Sir read out the names of the previous committee members involved in the event.
- o Changes to the committee were made, including the addition and deletion of members.

b) **Technical Events:**

- o Information about the **technical events** planned for the fest was shared and discussed.

c) **Financial Planning:**

- o The financial outlay for the various events needs to be prepared and provided. This will include budget allocation and expenses for each event to ensure proper financial planning for the fest.