

Meeting Number	24
	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 (23rd January 2025)

1. Academic Monitoring:

Academic monitoring is essential to ensure that students are meeting the required academic standards, both in terms of attendance and participation. This committee should be focused on tracking attendance, following up with students who are underperforming or not attending, and ensuring that any necessary actions are taken.

Attendance Expectations:

- a) **First-year students:** It makes sense to expect more than 90% attendance, as they are still adapting to the academic environment and may need more guidance to establish good habits early on.
- b) **Second- and third-year students:** An expectation of more than 80% attendance is reasonable. By this stage, students may have a better understanding of their workload and time management but should still be encouraged to maintain strong attendance.

2. Bhartiyaam Preparation:

Segment your potential sponsors: Identify local businesses, tech companies, educational institutions, and large corporations that align with the themes and goals of your event. Tailor your pitch to each type of sponsor, focusing on how partnering with Bhartiyaam will benefit them (brand visibility, access to students and professionals, etc.).

Offer different levels of sponsorship with corresponding benefits such as logo placement, speaking opportunities, product displays, etc. This gives potential sponsors flexibility based on their budget.

Clearly communicate how the funds will be used for different activities within Bhartiyaam and how each sponsor's contribution will directly support specific events, workshops, or competitions. Engage both students and faculty in reaching out to their personal networks, which could include alumni, industry professionals, and other partners who might be interested in sponsoring or supporting the event.

3. Reformation of Committee:

Review the existing roles and responsibilities within each committee. Identify which faculty members are not currently assigned to any specific role or committee and understand why they may not be involved.

a) Look at the workload distribution: -

Sometimes, faculty may not be involved because they are already overloaded with other responsibilities. Adjusting workloads or offering more manageable roles could help increase involvement.

b) Identify Strengths and Skills: -

Match faculty members with committees that align with their strengths, interests, or expertise. For example, someone with experience in marketing might be suited for the Sponsorship/PR committee, while someone with technical expertise might be better in organizing workshops or competitions. Hold discussions with faculty members to understand their preferences and availability. This ensures that their roles within the committee are both effective and fulfilling.

4. Admission Promotion:

a) Webinars as Admission Promotion Tool:

Webinars are a great way to connect with prospective students and provide them with valuable information while also helping to ease any tensions they may have about the admission process. Having two webinars per department is a solid approach because it provides multiple opportunities for students to join, and you can cover different aspects of the academic experience, such as:

- i) Motivational talks about the value of education and the future opportunities that the department can provide.
- ii) Insights into the curriculum, student life, and departmental activities.
- iii) Q&A sessions to clarify any doubts or concerns prospective students may have.

b) Focus on Creating a Relaxed Atmosphere:

The intention to keep the webinars in a relaxed and tension-free mood is important. Admission periods can be stressful for students, so maintaining a positive, welcoming environment will help them feel more comfortable and open to learning about what the departments have to offer.

Prof. Beldar sir seems to be responsible for distributing the links to these webinars, which is great for maintaining a central point of coordination.

It's important that Prof. Beldar ensures the links are shared in a timely manner, well in advance of the webinar, and maybe even one final reminder a day before the event to boost attendance.

5. HR Meet Preparation:

All heads are already informed about the HR list. This should reach to Prof. Londhe sir as early as possible.

6. Purchase Proposal:

It makes sense that some of the initial quotations have become invalid due to expired time periods. Departments should review the existing quotations and either request updated ones from suppliers or look for new quotations to ensure they are current and valid.

Departments should reach out to suppliers promptly to request updated quotes with the correct validity period. Ensure that each department clearly communicates with the admin office about any changes in costs or specifications when submitting the revised proposals.

Including Additional Items: Since the proposals are being revised, departments could add any new items or instruments that may be needed for the upcoming semesters. This is a good chance to ensure that the department is fully prepared for the academic year ahead. Proposals less than one lakh should be submitted immediately.

7. 26th January 2025 Program

Physical director Mr. Ashok Jagtap will look after the preparation of this program. As per notice of our university, further things will be declared.

8. Structure and syllabus of semester 5,6,7 & 8 with implant training:

It seems that the heads of the various departments have already presented the structure for each semester, including details about:

Electives: Course options that students can choose based on their interests or specialization.

Projects: Major assignments or research projects.

Other Courses: Core courses that students must take as part of the curriculum.

Implant Training: Practical training in the industry or with external organizations.

This is an excellent starting point, as you already have a broad overview of the academic structure for these semesters. The next step involves refining the structure based on the feedback provided during the meeting.

Principal's Advice:

a) **Club the courses:** This means combining or grouping related courses together into coherent modules or categories, which could help streamline the syllabus and avoid redundancy. This can also make it easier for students to see the connections between various subjects.

b) Multidisciplinary Courses: Principal's suggestion to add multidisciplinary courses is crucial, especially in today's dynamic academic environment. These courses encourage students to broaden their skills beyond their core area of study and gain insights into other disciplines.

The inclusion of multidisciplinary courses should ensure that all students, regardless of their specialization, have access to them.

c) Syllabus Alignment with Implant Training:

Implant Training is a key component that bridges theoretical knowledge with practical experience. Ensure that the timing of implant training aligns well with the curriculum.

The structure should be flexible and inclusive, allowing it to accommodate the needs of students across different disciplines while ensuring consistency in the overall educational experience.

The curriculum should also ensure a balance between theoretical knowledge, practical skills. It is expected that, in a next meeting this will be finalized.