

Meeting Number	25
	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 (30th January 2025)

1. Review of last meeting:

A review of last meeting was taken by Principal Sir.

2. SOP draft:

A draft of the Standard Operating Procedure (SOP) has been prepared by Dr. Deepak Bankar and Dr. Prakash Chavan. This draft will be shared with all Heads of Department. The Heads of Department are requested to discuss it in their departmental meetings with faculty members.

All concerned individuals should thoroughly review the document and provide any suggestions or feedback, if applicable. Please note that this draft is confidential and should not be circulated further. Do not share it with department staff at this stage.

3. Schedule of Dr. Pravin Patil's Visit (10th - 15th Feb 2025)

A visit from Dr. Pravin Patil, Director of Academic and Administration at Bharati Vidyapeeth (Deemed to be University), Pune, is scheduled from 10th February 2025 to 15th February 2025. During this visit, Heads of Departments will present their respective departments. Following the presentations, various departmental files will be verified. A list of the required documents has been shared in advance with all departments.

4. Discussion on perspective plan presentation:

As per the directives issued by the university authorities, every head of the institution is required to present a perspective plan in front of the university authorities. To prepare this, a detailed perspective plan was developed, incorporating data collected from the IQAC (Internal Quality Assurance Cell).

The presentation was conducted in a meeting, where feedback and suggestions were solicited from all the heads of the institutions present. The plan outlined the strategic direction for the institute over the next two to three years, covering key areas of development, goals, and initiatives.

5. Updates on professional society membership and chapter formation:

It is essential that all faculty members are registered members of professional bodies. Each faculty member should hold at least one membership. Additionally, efforts should be made to establish chapters within departments, promoting active involvement. Through these memberships, our faculty can contribute to the professional community. It's important that we give back to society by engaging with and supporting these professional networks.

6. Outgoing muster monitoring process:

As per the notice from the Hon. Secretary, no faculty member is allowed to leave the college premises during college hours. Heads of departments are required to closely monitor the outgoing muster. Faculty members are prohibited from leaving the campus for lunch or any other purpose during working hours. Additionally, a movement register should be maintained at the department level, where all departures must be recorded. This register should be regularly checked and monitored by the respective heads of departments.

7. Other points if any:

Discussion was held on preparation of Bhartiyaam and sponsorships collected by the students and faculty.