

Meeting Number	26
	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 (5th February 2025)

1. Review of last meeting:

A review of previous minutes of meeting was taken, points discussed like membership of professional bodies, starting of local chapters.

2. Briefing of perspective plan:

Last week, the university authorities arranged presentations from all heads of institutions. For this, we prepared and shared our presentation with all the heads, seeking any suggestions or feedback. The plan was well-received and appreciated by the authorities. We encourage all heads to review the plan and provide any additional suggestions in the next meeting. Some of the suggestions provided by the authorities include:

- i) Focusing on increasing consultancy.
- ii) Expanding larger Memorandums of Understanding (MoU's) with external partners.

3. Review of work done by hostel committee:

As per the instructions from the Hon'ble Joint Secretary to the institute, separate hostel committees have been formed for the boys' and girls' hostels. To ensure a healthy and disciplined environment in both hostels, these faculty members will be visiting the hostels regularly to carry out necessary tasks and provide guidance. The required instructions have been given to them. Dr. I. A. Shaikh will serve as the coordinator, while Vice-Principal Dr. Sachin Chavan will be in charge of the hostel management.

4. Review of draft process documentation:

As part of the preparation for the NBA/NAAC documentation, it was decided to begin work on at least four processes. In a recent meeting, these processes were outlined, and discussions will take place on them. Therefore, in the next meeting, four processes, namely points 05, 26, 29, and 30, will be discussed.

5. Budget and purchase status:

For the purchase proposals, some departments have yet to submit their purchase proposals. The authorities have requested that all files be submitted by Thursday, 06/02/2025.

6. Bhartiyaam:

Change of dates, if required: Due to the dates of our university convocation programme, the dates for our tech fest, Bhartiyaam, need to be changed. The new dates for Bhartiyaam will be from 28th February to 2nd March 2025.

7. Department visits in the next week:

Dr. Pravin Patil will visit each department starting next week, with one day allocation per department. The visit will begin at 11:00 AM and continue until the end of the day. Department heads will be required to give presentations, and in the second half of the day, documents will be verified.

8. Any other:

- a) In collaboration with ISRO, we can start a new course in our Civil Department. Dr. R. H. Jadhav will collect the necessary information for this initiative.
- b) AICTE website: Everyone is encouraged to visit the AICTE website daily, as there is a lot of valuable information to learn.
- c) Academic monitoring by principal Sir: Today, after lunch, Principal Sir reviewed the attendance through the cameras installed in each class. It was observed that more than 60-70% of students were present. Principal Sir appreciated the efforts made by the faculty members.