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| Meeting Number | 8 |
| | 2025-26 |

| Prin. | V. Prin. (SSC) | V. Prin (SMJ) | Basic Sci. | Chem. | Civil | Comp. | CSBS | CSE | Elect | ECE | E&TC | I.T | Mech. | R&A |
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| <i>[Signature]</i> |

Minutes of HOD meeting (04th September, 2025)

A review of last meeting was taken regarding Smart India Hackathon, ARB and course files, Infosys Springboard Program, TCS Code- Vita

1. Students training (Letter from University): We are pleased to inform you that Dr. Shravan Kadvekar, Director of BVDU IMED, Pune, has developed a comprehensive skill development program tailored for the students of our university. These programs are technology-focused and are designed to equip students with the necessary competencies across various technological domains. The structure of the training aims to address the growing demand for skilled professionals in today’s fast-evolving digital landscape.

2. Conference committee: The Departments of Mechanical Engineering and Electronics & Communication Engineering of our college are jointly organizing an International Conference in March 2026. In preparation for this event, various committees will be constituted to ensure smooth execution. Vice-Principal Dr. Jadhav madam is preparing the list of committees, which will be shared in the Heads group shortly. If required, necessary modifications will be made based on feedback or specific requirements.

All departments are expected to actively participate and contribute to the various committees to ensure the success of the conference.

3. Head’s ARB and course file: The Academic Record Books (ARBs) and course files of all department heads have been collected by the Principal Sir for review. While some submissions have been found to be satisfactory, others require necessary corrections and updates.

All concerned heads are requested to make the required changes and complete the documentation within the stipulated time.

4. Academic calendar, activities calendar: A circular has been issued by the University to all affiliated units regarding the Academic Calendar and Activity Calendar for the current academic year.

All departments are instructed to implement the calendar strictly as per the guidelines provided in the circular.

5. Minor research proposal: The University has sanctioned funds for various minor research proposals. However, it has been observed that some faculty members have not yet utilized the allotted amount. During a recent meeting, it was advised that all sanctioned funds should be utilized by the end of this month. Faculty members are requested to ensure timely usage of the funds as per the guidelines.