

Meeting Number	37
	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 (5<sup>th</sup> May 2025)**

- 1. IQAC Members:** The Internal Quality Assurance Cell (IQAC) at the college has been restructured by the college authorities. In the previous committee, only two or three department heads were members. However, in the new setup, all department heads are included as members of the IQAC. This step aims to build and ensure a quality culture at the institutional level. The primary responsibility of the IQAC is to initiate, plan, and oversee activities that are essential for improving the quality of education imparted at the institution.

A meeting has been scheduled for this (12/05/2025) Monday at 2:00 PM in the NAAC Room to discuss the next steps and the roles of the members in this initiative.
- 2. Processes Written be Dr. Devale Sir:**  
**By discussions with all heads, Standard Operating Procedures (SOPs)** have been prepared by Dr. Devale Sir and a team. For the same several modifications were made and discussed in HoD meeting time to time. Now the final version is ready for implementation, from next semester we can implement it. We can send it to our university for the also.
- 3. NBA Compliance Date:** NBA compliance date is declared, and it is 25/05/2025 (Sunday). Both the departments Viz. Civil and Computer along with Basic Science should be ready with necessary documents. Also, personal and Course files of each faculty should be ready. As per the instructions given by Dr. Sunita Jadhav madam, Vice Principal every document should be ready and presentable.
- 4. Internal Audit:**  
 To verify the entire academic process an internal audit plays an important role. For the same one external member and other departmental faculty will make a committee. This committee will check all the internal documents which were used by the faculty to run the entire semester. This is one of the requirements of NBA/NAAC committee.
- 5. Teaching Load Distribution for Next Semester:** For the coming semester, as per the given norms, every department should show the load distribution to the Principal Sir. Dr. Bankar Sir and Bindu madam have shown the teaching load up till now. Rest of the heads are requested to show the teaching load as early as possible.

6. **Admission Process:** Admission process is in progress. Every department is organising the webinars in respective areas as a career guidance and other related to students' opportunities in various fields. In connection with that part, all heads can give small bites regarding the same things. During vacation period, in every department one faculty member should be present and one in admission cell. All heads should make arrangement accordingly.
7. **Faculty/Student Achievements:** Regularly faculty members are enhancing their qualifications. Also, some of the students are doing best in all the areas. It's a time to appreciate teaching faculty as well as students at least at the end of semester/year. Hence, it is decided in a meeting to do felicitation of these students/faculties at the end of the academic year.
8. **Ayurved College Health Camp:** On 8<sup>th</sup> May 2025 our Ayurvedic College had organised health camp in our college at 3.00 pm. The program will be conducted in seminar hall. All teaching and non-teaching faculty should attend it compulsory. After that Random Sugar, BP, checking process will be done.
9. **Conference:** End to end multidisciplinary conference proposals are accepted from each department. Every department should try for the same. Please try to find out agencies for the same and start discussions for the same.
10. **NBA New Proposals:** Last year three departments Viz. Civil, Computer and Mechanical have gone through NBA process. Remaining and eligible department should start for prequalifier this time in vacation period. Due to this sufficient time will be available for the preparation.
11. **Environmental Studies Subject:** As per guidelines given by UGC a common subject named Environmental Studies is kept for all branches. If a slot is kept common and having same time for all the branches it will be easy to implement. Care must be taken to keep a common slot.
12. **Regular College Time:** College time should be strictly followed. If any faculty is coming late, in that case he/she should inform to respective head. A prior permission should be taken about the same. One late in a month will be considered by informing the head. Also, movement register should be maintained in each department.