

Meeting Number	2
	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

Minutes of HOD meeting (16th July, 2025)

1. **Academic Monitoring:**

All academic-related tasks—such as preparing course files, finalizing the GFM list, and creating time-tables—must be completed during the vacation period. These tasks should be fully ready before the commencement of the semester. The Head of the Department will be responsible for ensuring the timely completion of all academic activities. To ensure the smooth functioning of the teaching-learning process, the Principal and Vice-Principals will conduct random rounds of inspection. Follow-up communication is essential for students who have not yet reported. Phone calls should be made, and emails or messages can also be used for effective communication.

2. **Admission Status:** The admission process for first-year students is a collective responsibility shared by all faculty members of the college, not just a single committee. Every faculty member is expected to actively participate in this process. In a recent meeting, department-wise updates were taken regarding the admissions of Direct Second Year and M.Tech students, as well as the remaining seats for First Year. Admission leads have been distributed among faculty members. It is essential to follow up with both CET and Non-CET students through phone calls. All necessary efforts must be made by every faculty member to support and strengthen the admission process.
3. **International Conference:** As you all are aware, our college is organizing an international conference in March 2026. Dr. Sutar and Dr. Shinde madam have submitted a proposal to the Registrar regarding financial assistance for the event. Please inform to our PG/Ph D students not to send any publication material for the publication outside. You can publish in our conference.
4. **Non-Teaching Training:** On 23/07/2025 and 24/07/2025 training to the non-teaching staff will be given by Mr. Rahul Paygude. In this how to use power point, Excell, various word file formats will be taught. From every department one Cleark/laboratory assistant should participate. Hence, all the heads are informed to send names of the non-teaching staff for the same.
5. **Id Cards:** Regarding the id cards all the necessary information of faculty members is collected by every department. The collected information should be sent in each format for the proper implementation and necessary action.

6. **Minor Course:** As per NEP structure we are teaching Minor courses. For the proper implementation of minor courses one internal team is designed in a meeting. Dr. A A Shinde madam, Head Electronics will head that team. Along with Dr. Bewoor madam and Dr. K S Kulkarni madam will work. For IBM minor course Dr. Vanjale sir, Dr. Shrikala Deshmukh madam and Dr. Iyesha Sayyad will madam work.
7. **UHV Cell:** As per the directives of AICTE, every college must prepare a UHV cell. Like wise in our college also Universal Human Values Cell (UHV cell) is prepared. The detailed information of this cell is sent to AICTE through Google form.
8. **Academic Audit:** Academic Audit is one of the important parts in the academics. In our college, external academic audit will be done on 5th & 6th August 2025 for the year 2024-25. Internal audit for this year 2025-26 will be done in the first week of July 2025 and first week of January 2026.
9. **Scholarships:** At the time of admission process, students are continuously asking for various scholarships. Hence, every head must know about scholarships given to our students. More than Two Cr. Rupies are received through scholarship to our students last year.
10. **Alumni Count:** Alumni is major strength of every institute. We are also having a strong alumni association.
11. **VAC-II:** VAC-I, Term-I, Dr. Milind Gaikwad will coordinate, VAC-II Term-II Dr. K B Sutar Sir will coordinate. As per NEP 2020 VAC is having more importance. From computer department one additional VAC-II should be floated before the term II similarly from CSE two and CSBS one should be floated before term-II.