

Meeting Number	30
	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 (20<sup>th</sup> March 2025)**

- Leadership Development Program:** As part of an initiative by the Hon. Vice-Chancellor, the Leadership Development Program has been executed since 2023 to foster leadership qualities in Directors, Principals, Vice-Principals, and all faculty members. This year, our university has given us the opportunity to host the Leadership Program at our institute on March 21, 2025, at 2:30 PM. The program was attended by the Hon. Vice-Chancellor, Registrar, Directors, Deans, Principals, and Vice-Principals. Faculty members who did not have teaching commitments participated in the program online at WW-306 (Seminar Hall).
- Canteen Bills:** Please ensure that the canteen bills are authentic, as some bills have been found to be repeated. Kindly refrain from keeping the sanctioned bills with you. All bills must be submitted to the office immediately. Please note that bills should be submitted to the office without fail during the first week of every month. Also, it was decided to keep one register for the canteen bills entries. Due to this verification will be easier at both the stages.
- Inauguration of Happiness Forum by hands of Vice Chancellor:** In order to keep the workspace happy, healthy and stress-free our institute has formed happiness forum. Inauguration of this forum will be done by Hon. Vice-Chancellor Prof. Vivek Saoji Sir on 21<sup>st</sup> March 2025 at 04.00pm in our NAAC Room. The in charge of this committee will Prof. Prakash Devale Sir. Dr. Sachin Chavan Sir, Dr. Yogini Kulkarni and Prof. Akshay Harale will be the members.
- Purchase Meeting Feedback, Revised Quotation, and Comparative:** A Purchase Committee meeting was held on March 19, 2025, in the NAAC room. Purchase proposals under Rs. One Lakh were discussed and finalized during the meeting. The respective vendors were informed to submit revised quotations reflecting the approved discounts.
- Making entry in muster for work related to Electrical at Abhijit Patil Office and another at Stores:** Electrical work is required at various stages within our college. Mr. Abhijit Patil is currently working as an electrician and may be called upon by different departments. To ensure accountability and fairness, a separate muster should be maintained for his work. Accordingly, he can make the necessary entries. Similarly, a separate muster should also be kept for store-related work and utilized as needed.

6. Any Other:

- a) **Social Media Use:** After giving the instructions again and again it is observed that, some of the faculty members are not liking their department page also. Hence, all faculty members should take a note.
  
- b) **Certificates in the time of vacation Slots:** During a meeting, it was discussed that, for vacation periods, every faculty member must submit a certificate for at least one week of subject-related FDP (Faculty Development Program), Seminar, or Workshop. Only upon submission of this certificate will the vacation be sanctioned.