

Meeting Number	3
	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 (24<sup>th</sup> July, 2025)

- IBM Minor Program:** As per the signed MoU with IBM, the IBM Minor Program will be introduced in our institute. Under this program, IBM faculty members will conduct sessions for our students. Initially, all sessions will be delivered by IBM professionals. Simultaneously, our faculty members will be trained by IBM experts to gradually take over the sessions. In a recent meeting, it was decided to prepare a total of 120 students in the first stage: 60 students from computer-related branches 60 students from non-computer branches  
This number is expected to increase every year. Each student will pay a fee of Rs. 30,000 for this course. Based on current intake capacity, 9 students per division should be enrolled in the program to meet the target of 120 students.
- Admissions:** As of today, our intake capacity for UG programs is 1050 students. We are actively working to achieve at least 1000 admissions this year, which is an improvement over last year's admission count. To reach this goal, we must focus on filling the remaining vacant seats through both CET and Non-CET channels. An additional CET round is planned for next week, and various leads have been provided for follow-up and outreach. All team members are putting in commendable efforts. This year, Direct Second Year admissions have also increased, which is a positive development. Similarly, M.Tech admissions are showing a good response, although there is still scope to intensify efforts to further improve PG admissions. Traditionally, our admission process has started around January/February each year. However, for the 2026 academic year, we plan to begin the admission process as early as September 2025. This early start is expected to enhance our outreach and conversion rates. We appeal to all stakeholders to suggest strategies or strategic plans that can help improve our overall admissions, including outreach, lead conversion, and retention. Lastly, we must also focus on NRI admissions, which have strong potential and should be considered a strategic priority.
- Academic Monitoring:** The current semester has now commenced. To ensure smooth and effective academic operations, the following points must be strictly implemented:  
Every faculty member must prepare their course file well in advance. The Head of the Department (HoD) must check and verify each course file before the start of the semester. Similarly, the Academic Record Book (ARB) must also be completed and reviewed by the respective HoD prior to the commencement of classes. Regular monitoring of lectures and practical sessions should be carried out by the HoDs to ensure consistency and adherence to the academic calendar. These practices will contribute significantly to maintaining academic discipline and ensuring the smooth conduct of teaching-learning activities throughout the semester.

4. **Reporting of Students:** A review meeting was conducted to assess the reporting status of students from higher classes, department-wise. During the meeting, specific instructions were given regarding Direct Second Year students and M.Tech students. It was noted that some Direct Second Year students have not yet reported to the college. To address this, all departments were instructed to start contacting students using the provided list, and to ensure their timely reporting. These follow-up actions are crucial to maintaining accurate student records and initiating academic activities without delay.
5. **Academic Audit:** The Academic Audit for the academic year 2024–25 will be conducted on 5th and 6th August 2025. The audit format has already been shared with all faculty members. To assist with the calculation of Citation Index, H-Index, and to address any related queries, an online session will be conducted by the Vice-Principal on Saturday, 26th July 2025. All faculty members are requested to prepare their documents as per the given format and attend the session to clarify any doubts before the audit.
6. **Mentor/ Mentee App:** Last week, a student from the Computer Department gave a presentation on an app named Mentor/Mentee App. As per the instructions given in the Heads' meeting, this app should be implemented for First Year students in the current academic year. In case of any queries or support required for implementation, the concerned student can be contacted to provide guidance.
7. **Conference and Paper:** In March 2026, the Mechanical Engineering Department and the Electronics and Communication Engineering Department will be jointly organizing an International Conference on our campus. All faculty members, UG/PG students, and Ph.D. scholars are encouraged to submit research papers for publication as part of this conference. Based on the quality and originality of the submitted papers, selected papers will be forwarded to indexed journals (Q1, Q2, Q3, etc.) for possible publication. This is a valuable opportunity for academic and research exposure. All are encouraged to participate actively.
8. **Annual Increment Policy:** One document was given to all faculty members about annual increment. But in that all positions of faculty were given some whetage except HoD position. For the marking schemes HoD position had not considered.
9. **Spark Proposal:** Now round the year these proposals can be sent. Everyone can check it on web site. As on today following faculty members have sent the proposals.
  1. Dr. Datta Chavan- 02,
  2. Dr. Pramod Jadhav 01
  3. Dr. Chetan More- 01Dr. Priyanka Paygude -01, Other faculty must take interest to send the proposals.
10. **Winter TT:** Winter university examination timetable is prepared, and it will be sent to all heads to check and then we will finalize it.
11. **Non-Teaching Training:** To enhance the technical skills of our non-teaching staff, a training program was recently conducted in our college. The program received a positive response from the participants. The involvement and enthusiasm of the staff during the training sessions were commendable. Such initiatives play a vital role in continuous professional development and should be continued regularly.