

Meeting Number	31
	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 (26th March 2025)

1. Academic Monitoring:

During the college's annual technical and cultural fest (Bhartiyam 2025), along with other extracurricular activities, academic schedules were impacted as students and faculty were occupied with various events. As per the standard norms, around 90-95% of the theory syllabus and 100% of the practical syllabus should be completed.

If necessary, extra online lectures should be arranged to ensure syllabus completion. However, the number of extra lectures should remain reasonable, adhering to the existing academic structure. It is important that extra online lectures are scheduled without burdening the students. A balanced and appropriate time slot must be maintained, ensuring that it is convenient for both students and faculty. The balance between academics and extracurricular activities must be carefully managed, with regular lectures and practicals remaining a priority. The Head of Department (HoD) should continuously monitor academic progress.

In case of any requirements or concerns, the Principal or Vice-Principal may conduct checks to ensure academic activities are on track.

2. Admission:

For the promotion of admissions, department photographs were requested by Vice-Principal Dr. Sachin Chavan Sir. These photographs play an important role in enhancing the outreach program. Webinars have been organized by each department to support the admission process. The frequency of these webinars should be increased to reach a broader audience. Active involvement from every department is essential. Every member must contribute towards the admission efforts to promote our institute effectively. Additionally, it is important to ensure that the management quota is filled completely.

3. Purchase:

A purchase meeting for all departments with amounts exceeding One Lakh Rupees is scheduled for 2nd April 2025 at 11:00 AM at the Central Office. Each department is required to depute one faculty member to represent them in this meeting. This faculty member will be responsible for liaising with vendors to ensure the completion of the purchase process.

Please note that all vendors must attend the meeting in person. Online participation will not be entertained. For any online meetings, separate permission must be obtained from the Central Office.

All purchase-related decisions will be made by the management.

4. Any Other:

- a) A discussion was held regarding the Internal Assessment process. Dr. R. H. Jadhav Sir presented various models and assessment tools, while Dr. Bankar Sir provided valuable insights on the matter. Principal Sir suggested that we could create a basket of similar subjects, such as grouping theoretical subjects or mathematical subjects together, to streamline the assessment process.
- b) Standard Operating Procedures (SOPs) : Principal Sir has provided a draft that covers all the necessary processes. Everyone is encouraged to give suggestions for the improvement of these processes. Dr. Devale Sir and his team will work on finalizing the SOPs. From the upcoming academic term, we will begin using the SOPs and make any required changes based on future needs.