

Meeting Number	16
	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 (16<sup>th</sup> December 2025)**

**1. Virtual Lab:**

Dr. Pooja Deshmukh was working as the In-charge of Virtual lab committee. Now Dr. Priya Hirve will replace her and will work as the In-charge of Virtual lab committee. Prof. Harshal Hemane will work as the outreach coordinator.

**2. Spoken Tutorial Implementation:**

The Spoken Tutorial program has been implemented in the department to enhance students' technical skills through self-paced, video-based learning. As part of the implementation:

- Relevant Spoken Tutorial courses were identified and mapped to the curriculum.
- Students were enrolled and guided to complete tutorials and assignments within the stipulated time.
- Lab sessions and mentoring support were provided to ensure effective learning.
- Online tests were conducted, and successful candidates received certificates

**3. International Conference:**

For each department, kindly suggest 5–6 potential reviewers for the conference. The compiled list of reviewers should be submitted to Dr. A. A. Shinde, Dr. K. B. Sutar, Dr. D. S. Bankar, and Dr. S. B. Vanjale.

**4. NBA Prequalifier:**

The Departments of Mechanical Engineering, Information Technology, Electronics & Telecommunication (E&TC), and Chemical Engineering will prepare the Self-Assessment Report (SAR) using different parameters. The NBA pre-qualifier format will be provided by Dr. Sunita Jadhav Madam. A meeting regarding the same is scheduled for Monday, 22nd December 2025

**5. Minor Research Project :**

Faculty members who received a Minor Research Project grant in the previous year are requested to ensure full utilization of the sanctioned grant amount. Dr. Sunita Jadhav Madam will review the status of these Minor Research Projects and provide suggestions to the concerned faculty members.

## **6. ERP:**

The University has provided ERP software for faculty members and students. The effective implementation of the ERP system will begin from the next semester. All faculty and students are required to upload their Aadhaar card details on the ERP software on or before 17th December 2025.

Every year, the fee structure must be uploaded on the ERP system. This week, the remaining fee status should be updated. The timetable for the next semester is ready and should be uploaded to the ERP system by next week.

## **7. CAP:**

To ensure completion of the assessment process within the stipulated timeline, faculty members are requested to assess the answer sheets promptly. While evaluating the answer sheets, faculty should not allow personal anger or disappointment to affect students. The results of all subjects should reflect a pass percentage of more than 90%.

## **8. Program during first week of January:**

On the occasion of the birth anniversary of Dr. Patangrao Kadam Saheb and the birthday of Dr. Vishwajeet Kadam, the institute has been assigned the responsibility of organizing a Blood Donation Camp on campus.

The Departments of Mechanical Engineering, Robotics & Automation (R&A), Chemical Engineering, and Civil Engineering have been instructed to invite external students to deliver presentations on their projects from the previous and current academic years.

Each department is requested to submit a detailed list of events to Dr. Sachin Chavan Sir.

## **9. Bhartiyaam:**

Wing 1 and Wing 2 are fully occupied due to ongoing renovation work; therefore, it is not possible to organize the Bhartiyaam Department event in Wing 1 or Wing 2. The Bhartiyaam team is requested to present all event details, including team members and the proposed budget. A meeting regarding the same is scheduled for 22nd December 2025.

## **10. Sponsorship:**

The Bhartiyaam event and the International Conference require a minimum sponsorship of ₹2 lakh each. Prof. Pramod Dastoorkar and Dr. Pramod Londhe will lead the sponsorship activities for these events.

## **11. HR Conclave:**

The planning process for the HR Conclave is currently in progress. Prof. Pramod Dastoorkar and Dr. Pramod Londhe are requested to prepare and execute the HR Conclave within the stipulated timeline and submit a detailed preparation plan on **20th December 2025**, and all necessary academic, administrative, and logistical arrangements should be completed accordingly to ensure the successful conduct of the event.

## **12. Alumni Meet:-**

As discussed in the previous meeting, two tentative dates have been proposed for the Alumni Meet. Emails have been sent to all alumni to check their availability. Based on their responses, the Alumni

Meet will be organized on either 7th March 2026 or 14th March 2026. In addition, we are planning to organize a separate Entrepreneur Alumni Meet. We also propose to invite one or two alumni batches to participate in the Bhartiyaam event.

**13. Admission: -**

The CSE, CSBS, and Information Technology departments have not yet submitted their admission plans. More than 2,000 leads have been generated by the other departments. The approved intake has been increased as follows: CSE from 180 to 240, IT from 120 to 180, and Chemical Engineering from 30 to 60. Additionally, the intake for certain M.Tech programs has also been increased.

All departments are requested to complete their outreach activities within the stipulated timeline and generate additional leads. Kindly ensure that these changes are updated in all admission-related materials, including the admission brochure, flyers, and other promotional content.