

Meeting Number	19
	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
<i>[Signature]</i>	Ab	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

**Minutes of HOD meeting (13<sup>th</sup> January 2026)**

The HoD meeting began with extending birthday wishes to our dynamic leader, Dr. Vishwajeet Kadam Sir. This week, our institute organized various events such as a lecture on AI & ML, an International FDP, a Blood Donation Camp, etc., all of which received an excellent response. We sincerely thank all teaching faculty members and non-teaching staff for successfully organizing and completing these events.

**1. Admission:-**

Outreach activities should be increased and completed within a stipulated timeline. We have received more than 10,000 leads through CRM and outreach initiatives. Starting from Monday, we will begin conducting department-wise webinars, which will help increase admissions. Heads of Departments (HoDs) should ensure that all calling data is completed and that regular follow-ups are carried out. Our target is to receive 1,50,000 leads during this year. We also need to identify five faculty members to ensure that social media leads are contacted and completed on the same day.

**2. Student Attendance:-**

All teachers are instructed to inform students to report to the college immediately. From Monday, 19th January 2026 onwards, a fine of ₹100 per day will be imposed on students who remain absent. All ARB data must also be filled in the ERP system accurately and on time.

**3. Hol Presentation:-**

Ph.D. and patent-related data should be submitted to Dr. Sunita Jadhav Madam. We must ensure that 80% of students complete their Ph.D. within five years. Heads of Departments are requested to submit complete and corrected data regarding Hol presentations to Dr. Sunita Jadhav Madam.

**4. E-Waste & Scrap:-**

ECE & E&TC department are instructed to complete their e- waste process immediately.

**5. Dead Stock Committee: -**

It was discussed and decided that the internal audit and dead stock verification will be conducted in the last week of February, commencing from 18th February 2027. For the smooth execution of this process, the Internal Audit Committee and the Dead Stock Committee will be constituted accordingly.