

Meeting Number	24
	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 (18th April 2026)

1. Project Exhibition :-

We are planning to organize a Project Exhibition for Diploma students on Monday, 20th April 2026. As of now, 41 registrations have been received for the exhibition, while our target is to achieve 50 registrations.

The exhibition will be conducted in a hybrid mode, with 30% participation online and 70% participation offline. The inauguration ceremony is scheduled at 10:30 a.m. at the AICTE Idea Lab. Following the project competition, lunch has been arranged for all participating students. After lunch, the students will be taken on visits to the AICTE Idea Lab, Intel Unnati Lab, and Vishwa-Swapn Incubation Centre to provide them with additional exposure and learning opportunities.

The results of the project exhibition competition will be announced on the same day at the Central Auditorium.

Additionally, a similar Project Exhibition for Degree students is planned to be organized on 20th May 2026.

2. Virtual Lab:-

Prof. Trupti Suryawanshi has been newly appointed as the Virtual Lab In-charge. Over the next 12-15 days, we need to complete all pending work related to the Virtual Lab so that the reports can be approved within the stipulated timeline.

Therefore, all coordinators are requested to sincerely and diligently complete their assigned responsibilities to ensure timely completion of the work.

Additionally, efforts should be made to motivate first- and second-year students to actively participate in and incorporate the IIT Spoken Tutorials, as these programs will help enhance their technical knowledge and skills.

3. Convocation:-

The University Convocation Program is scheduled to be held on 23rd April 2026. Two teams have been appointed for the successful execution of the event. The first team will be responsible for managing the pandal arrangements, while the second team will handle the gown distribution process. Additionally, some teaching and non-teaching staff members will be assigned duties related to managing and occupying VIP seating arrangements, while the remaining staff members will assist in pandal management and gown distribution activities.

The Principal Sir has requested all teaching faculty members and non-teaching staff to perform their assigned responsibilities sincerely and efficiently to ensure the smooth and successful conduct of the convocation program.