

Meeting Number	25
	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 (30th April 2026)

1. Load distribution:

As we all are aware that in our college, building renovation work is going on, for the smooth conduction of teaching/learning process, it is decided to conduct online classes for theory and practicals of 5th and 7th semester. First and second semester students will attend the classes in the offline mode for theory and practicals. Regarding this a meeting of all timetable coordinators should be called and necessary instructions must be given to them.

2. Infrastructure adjustment:

Building renovation work is in progress. As per the work completion status necessary instructions will be announced to all the heads for the shifting of the departments/laboratories.

3. Admission:

Our admission process is going on continuously, for the same department wise some faculty members are selected for the calling process. To these faculty members only calling work should be allotted. No other work should be given to them for some period. All other work of these faculty will be distributed amongst remaining faculty of the department.

4. Deadstock and Scrap:

Some of the items which are removed from the departmental deadstock register but not removed from the central register. Like this some mismatch is observed, to complete these issues it is essential to sit department store person and Mr. Sandip Mulik, hence all the heads are informed that, please check these things with storekeeper Mr. Sandeep Mulik.

5. Parents meeting:

Parents meeting is most essential part in the academics. In every semester at least twice, meeting should be conducted. Separate record of the same should be maintained and should be available easily. Through a meeting parents will get total progress of the respective students. Hence, these meetings should be conducted properly and records of the same strictly maintained.

6. Students Discipline:

Now a days students' discipline is one of the important topics in the academic part everywhere. Hence, undertaking from each is must. In that all the things regarding misbehaviour of the students and punishment part should be maintained. At the beginning of the semester, it should be collected from the students signed by respective parents. In first year induction program drug awareness program should be added like last year.

7. Any Other:

- a) **Vacation:** As per the academic calendar summer vacation will be given to the eligible staff. For the NBA going departments only 10 days' vacation will be given. Other departments will get the vacation 25 days. But all the necessary files/ documents should be kept ready like, next semester teaching load, TT, course files, personal files, mentor/ mentee records, result analysis, lesson plan.
- b) **Load distribution:** Renovation work is going on, hence like last semester, First and third semester students will attend the classes physically for the lectures and practicals. Semester 5th and 7th students will attend theory classes online mode and come physically for the practicals. Likewise, timetables should be prepared and circulated. Dr. S D Jadhav Sir and team will conduct a meeting all timetables' coordinators for the same.
- c) **New Syllabus:** As per the instructions of Hon Secretary Sir, in our next revision of syllabus 70-80% AI related part should be added. Teaching pedagogy should be changed. Classroom teaching should be minimised. Activity based teaching/ learning process should be added. For our 7th semester students AI based training should be given.
- d) **Doubt Solving Sessions:** For our student's special doubt solving sessions should be conducted for all the semester students. It will be helpful the students who were absent for the regular classes.