

Meeting Number	01
	2023-24

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 (02nd June 2023)

- 1. Review of previous meeting** –The review of last meeting was taken concerning status of IA marksheets, oral practical timetable, In plant training data, NBA preparation, NAAC Data, IIRF Survey, Admission updates and strategies and vacation slots.
- 2. NEP Structure:** As per the guidelines given by AICTE, Gov. of Maharashtra and our University we have to implement NEP structure to our course from the coming academic year. In accordance with this, to finalize this structure the NEP committee was formed, and this committee has given the presentation for the same. After discussion in the HoD's meeting one structure was decided in the previous meeting. Now, as per the decided structure we must work for the syllabus. And it should be approved in the BoS meeting.
- 3. Any other points:** Discussion was held on, regarding smooth conduction of practical and oral examinations of end semester of all subjects. Essential instructions were given by the Principal Madam.
- 4. Examination Fees:** At the time of feeling of examination forms some of the students have not submitted examination fees. It was decided in a meeting to find those students to do the needful.
- 5. AICTE G20:** It was discussed in the meeting AICTE G20 program. G20 Education Working Group (EdWG) will focus on ensuring foundational literacy and numeracy, especially in the context of blended learning; making tech-enabled learning; building capacities, promoting life-long learning in the context of future of work; strengthening research, promoting innovation through richer collaboration and partnerships.
- 6. Undertaking (I-Tax):** For the Income Tax calculation and deduction, college had given one undertaking to all eligible faculty members, Hence, it is expected to give the required details in that and submit it to account office before Saturday (3rd June2023).
- 7. Office Muster and Department Muster:** It is observed that, in case of causal leave taken by individual faculty members are not matching in department as well as office muster. Hence, it is advised that department muster should be maintained properly and confirmed continuously.