

Meeting Number	06
	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 (03<sup>rd</sup> August, 2023)**

**1. Review of last meeting: -**

Meeting started with taking the review of the last meeting.

**2. Financial Outlay:-**

Visiting faculty financial outlay is required for the approval from the university office. This proposal we have to send university office and sanction from university level is essential. While sending this outlay to university, heads are informed to go through the fulltime faculty members in the department and teaching load allotted to them: on that basis one can find out required visiting faculty members. While sanctioning visiting load, university office go through the total load and remaining load for the visiting faculty.

**3. Time table latest (HoD's Workload):-**

All heads are informed that they should give the latest time- table of the department. Also heads should take atleast one subject of under graduate course. Further, for one course no compartment or two faculty members cannot teach one subject. Hence, care must be taken while distributing the teaching load to the faculty members in the department.

**4. Common Software for attendance- Centralized:-**

University level one software will be installed for the faculty members. This software will function for incoming and outgoing of the faculty members. Hence on that basis punching of the faculty will be counted. It will be easy for all the faculty as will administratively purpose.

**5. Webinar on study abroad – 07/08/2023 – Suvankur Roy**

Monday on 07/08/2023 one webinar is organized for the third year and final year students to study abroad. Heads can see that maximum students shall attain it and take advantage of such opportunity. This person is having direct contact with foreign universities, which will help to our students who have desires to do their higher studies in abroad (Key topics – Advantages of studying abroad, Enhancing personal growth, cultural immersion, global perspective. Funding and scholarship opportunities, Health & safety abroad)

**6. Navya software proteus- vsm:-**

Navya software which is required for electronics department and other department also online workshop of one and half hour in Embedded, IOT design simulation and Rapid prototyping software solution proteus. VSM for students and faculty members. On 7<sup>th</sup> August 23.

