

Meeting Number	21
	2022-23

Prin.	Basic Sci	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A

Minutes of HOD meeting (09 Feb. 2023)

- 1. Review of Last meeting** – Workshops of syllabus revision, budget of workshop department, Sri Sri Ravishankar program, and NSS camp held at Ranje reviewed. Department budget for workshop should be submitted if not submitted yet.
- 2. Visiting faculty outlay** –Semester- I visiting bills are approved. It is required that HOD shall verify visiting bill and forward to office with a remark. For appointment of visiting faculty for semester – II courses, SOP should be followed. Visiting faculty CV documents, committee report, attendance record and rubric should be submitted to Principals office by Monday. Financial outlay shall be submitted post approval of visiting faculty by Principal’s office.
- 3. Fine applications** –Students refund application should be reviewed by respective GFM and HOD remark is required for refund.
- 4. Coordinators for Nano RAM Technologies**– Dr. Dheeraj Dhane is appointed as coordinator for Nano RAM Technologies. Faculty CV, department’s equipment list and details of students interested for internship should be submitted on urgent basis.
- 5. NBA visit preparation** – To monitor the progress of NBA work, college committee will be formed. The verification of ‘i’ files shall be completed by 21st Feb. NBA mock visit is planned on 27th Feb.
- 6. Bharatiyam** – Dr. Pramod Jadhav will work as a coordinator for Bharatiyam. Cultural and one technical event per department will be conducted in the afternoon session after 3.00 pm
- 7. Eligibility documents** – Students should submit pending documents to office for eligibility check.
- 8. Duty leave applications** –Duty leave applications should be submitted before taking the duty leave.
- 9. Visit to NSS camp** – Visit to NSS camp is arranged on 10th Feb.
- 10. FY common labs** will be visited by NBA committee; requirements related to laboratories, department’s infrastructure and furniture shall be submitted urgently.