

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

Minutes of HOD meeting (05th May 2023)**1. Review of last meeting**

The review of the last meeting was taken, and the points discussed in the last meeting were approved.

2. Ph.D. six-month report

It is observed that in many cases the Ph.D. six monthly reports do not the names of signing authorities. It is advised to write the name of the person signing it should be there in the report. The covering letter should have the current data. It is also discussed to explore the possibility of a single point of contact for the convenience of students.

3. Workload of term I

The faculty should take at least two theory subjects which must have at least one UG and one PG subject. For project allotments students should be given a choice and standard protocol should be followed.

4. Ph.D. course work

In the revised course work internal assessment (IA) should be included for the subjects of Research Methodology and Ethics. The work be coordinated by Prof. A.D. Kulkarni and Prof. Sunita Dhotre. In the departments where the guides have not been allotted to the admitted students should be done immediately.

5. Vacation slots

As NAAC data is to be submitted to university by 15/06/2023, the decision regarding vacation will be taken in 2-3 days.

6. Meeting by Principal

Meeting of the principal with all faculty members will be conducted on 06/05/2023 at 8:30 am. UT II be rescheduled accordingly.

7. Pending fees

The students to be allowed to appear for the examinations and should not be stopped from appearing in the theory examinations. But try to recover the fees by avoiding to give them the admit cards.

8. 10th May program

The seating arrangement is with our college and the signature page may be given to concern HoD.

9. NAAC data

The AQAR should be prepared for 21-22/22-23. Also, the SSR should be prepared for the period of 17-18 to 22-23, along with all the documents. The format of the report will be shared soon.

10. Pending paper setting

The pending paper setting, the name of the faculty whose paper setting is pending was read in the meeting and HoD's were asked to instruct faculties to complete the work as top priority.

11. Lunch during exam

The number of lunches required to be submitted along with the timetable. The arrangement of lunch will be finalized after discussion with the Engineering College Canteen.

12. Additional Points

The college website data to be uploaded at HoD level. PG project workload will be calculated like-Term I-2 Hrs./Student and Term II-4Hrs/Student. Academic calendar to be finalized for Sem I by assuming that the academic year will start from 19/07/2023.