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| Meeting Number | 23 |
| | 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 |
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Minutes of HOD meeting (14th March, 2024)

1. Bharatiyam Expenses:-

As per the discussions in HoD meeting we have decided to submit the Bhartiya Expenses bills to Prof. Chaudhary sir in the second week (i.e. 10th March 2024) Hence, this regards it is observed that most of the bills are received but, bills for technical events of some departments are more and these are received without prior permissions Now, it is difficult to proceed with these bills at this time. It was informed to all to take prior permission for expenses. All these bills should be submitted through dept. bills only.

2. Status of Mooc Courses:-

MooC Courses are one of the mandatory requirements of UGC/AICTE for the students of technical education. In this record our Sem - VIII. students have to complete these courses as MooC -1 and MooC -2. Now for this important task all the departments have already been informed to appoint one faculty member who will keep the record of these Mooc-1&2 courses. The majority of the students have completed these courses yet, for them another strategy should be implemented like any short duration courses can be done for minimum duration.

3. Unit Test Assessment:-

For the current semester, Unit Test I, was conducted in the period of 4th to 6th March 2024. Immediately after Unit Test, assessment was started. Up till now all the assessment work is completed. Also, question-wise marks are also entered. This is one of the requirements of NAAC and NBA Hence, after the assessment of all subjects question wise marks are important to check the proper evaluation/ understanding of all units. Cases of grievances must be noted, and proper solutions should be given for the same.

4. Summer Examination supervision duties :-

Theory Examinations of backlog and regular are starting from 6th May 2024 and 16th May 2024 respectively. Regarding this work of examination, we need Sr. and Jr. Supervisions. Hence, for this every department should provide the information for the supervision duties. Due to this faculty members and examinations section can work smoothly.

