

Meeting Number	21
	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 (29th Feb. 2024)

Minutes of previous meeting were confirmed,

1. Unit Test -I, Time Table, Paper printing Status-

Unit Test No. I is scheduled on 4th to 6th March 2024. Time Table regarding the same is displayed on the notice board of respective department. Also, GFM 's of respective class should inform to the students of respective class about the time table well in advance. The students should be aware about unit test examination. Further, for the question paper printing work, department wise schedule is given; each department follows the same schedule.

2. Use of Library building-

Our library is a five-storage building. The same building is utilized to conduct various practical classes of CSBS and CSE - Semester-II, as well as language laboratory. Practicals of Linear Algebra and Stastical Methods & Modeling are conducted in library building. It is observed that, after the practical conduction, students are playing with the instruments/ computers, to avoid this, concerned department can keep laboratory assistant at the time of practical slot. He will look after all these things in the laboratory. After the completion of practical, he will shut down all computers, if not done by the students.

3. QTCV time-table adjustment-

For the subject QTCV semester-VI, visiting faculty members are appointed. Due to some problems, it was advised to adjust practical batches. But unfortunately, from some of the department required cooperation was not received. Prof Bonsale also visited to some of the department about the same.

4. Syllabus Revision-

As per NEP structure syllabus revision process is in progress. Semester-I & II is now in practice. For the Semester III & IV, all department have to arrange workshops for the same. By following standard protocol workshop should be conducted. Lunch arrangement will be done from college side. Necessary instructions are given to office persons. Proposal for these expenses is forwarded to the higher authorities well in advance.

5. Fee Dues and decision-

All the students have to pay the remaining fees (if any) before the first unit test. Students whose fees are pending will not be allowed for the unit test examination. All GFM's and heads should inform those students to pay the fees. Further, Re unit test will not be conducted for the students whose unit test examination will be missed due to pending fees. This message should reach to all the students whose fees are pending.

