

Meeting Number	10
	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 (14<sup>th</sup> September, 2023)**

**1. Fee Recovery: -**

For the tuition fee recovery from the students who have not submitted to account section; The list from the account section will be collected and those students will be informed that, they will not be allowed for unit test examination. Also, I unit test will not be conducted again for these students.

**2. Engineers' Day Program: -**

15<sup>th</sup> September is celebrated as on Engineer's Day in our college every year. Mr. C.N. Bhawe, managing Director phi Audiocom systems pvt. Ltd, will be chief guest. He had accepted sur invitation The program will be conducted in our auditorium E&TC, and ECE students will attend the program along with EDC cell. Chief Guest will give the presentation on chandrayan related devices in presentation.

**3. Unit Test coordinator: -**

As a internal assessment part unit test is one of the important parameter. Unit test coordinator post should be in rotation. Because all faculty members must know this work process. Printing of question papers will be done in unit test cell in presence of respective head, UT cell incharge and Mr. Tonape as per schedule given.

**4. M.Tech paper pattern and time: -**

Unit test examination for M.Tech will be conducted at the last week of sept.23 In a meeting paper pattern is discussed. As per discussion first unit test will be of 20 marks and will be based on two units second unit test will be of 30 marks and based on three/ units. For the smooth conduction, unit test coordinator is appointed department wise.

**5. NAAC work: -**

As NAAC visit to our university will be in April 24 all the criteria's are distributed among all constituent units. Hence, criteria no 3 is allotted by the university to our college. Faculty members working on this criteri should be free from teaching load for these days. All heads should adjust teaching load of these faculty members.

**6. Value added courses:-**

As per new education policy value added course are important students training programs conducted in various department can be shown as value added courses. In that 2020-21, was conducted online.

**7. Block chain Workshop: -**

On 20/09/23 and 21/09/23, Block chain workshop is arranged for second- year and third-year students. Interested students of circuit branches can join the same. Students who are participating in this workshop, have to cover their syllabus which will be missed in these two days.