



Minutes of HOD Meeting

Date: 04/05/2023

Meeting was held on May 4, 2023, at 03:00 PM in conference hall. Following members were present for the meeting:

SN	Name	SN	Name
1	Dr M Y Naniwadekar	2	Dr P B Nangare
3	Dr S V Athawale	4	Dr A A Godbole
5	Dr S B Dhonde	6	Dr S V Chaitanya
7	Mr S S Kallurkar	8	Dr D V Nighot
9	Dr B D Bachchhav	10	Dr M R Phate
11	Dr. S R Parekar	12	Dr C S Choudhari
13	Dr. A V Waghmare	14	Mr. A B Bhonsle

Following points were discussed and decisions were taken:

- 1) Review of last meeting was taken.
- 2) In view of NBA visit a separate timetable to be prepared by each department for 26/05/2023 to 28/05/2023 observing occupancies in classroom and laboratory during visit of NBA peer team.
- 3) Guidelines for preparation of project report shared by Institute Academic Coordinator is to be circulated amongst students and for implementation.
- 4) Mentor-mentee meetings to be conducted without fail and students are made aware about NBA. Faculty feedback to be made close loop and report to be communicated to Principal Sir.
- 5) Class study circle and GSA meeting was held by IQAC coordinator.
- 6) List of industries identified and One Faculty One Industry data to be updated.
- 7) Acquittance roll of last three years will be kept in conference hall on 06/05/2023. Teaching and Non-teaching staff to sign on Acquittance roll on 06/05/2023 as per following schedule:
Civil: 09:30 to 10:30 am
Electrical & E&TC: 10:30 am to 11:30am
First Engineering: 11:30 am to 12:30 pm.
Chemical and Computer: 01:30pm to 02:30 pm.
Mechanical & Production: 02:30 pm to 03:30 pm.

- 8) Discussion on Financial aspects in view of NBA is scheduled on 06/05/2023 at Chemical Department HoD cabin.
- 9) Wearing uniform and ID cards by the students to be observed and monitored scrupulously.
- 10) Lecture capture room to be set-up for 10 classrooms. Each department to suggest any one classroom where they want to set-up lecture-capture room.
- 11) Website updation to be checked at department level. Any data is missing to be communicated immediately.
- 12) HoD NBA presentation and Institute NBA presentation to Honorable Secretary, AISSM Society will held on 17/05/2023.
- 13) IQAC coordinator to maintain inward-outward register.
- 14) Suggestion box and its content to be checked by each department.
- 15) An external expert visit for NBA document verification of all departments will be scheduled as follows @ 10:30 am :
Mechanical: 11/05/2023,
Electrical and Chemical: 12/05/2023
Computer: 13/05/2023
Civil: Will be communicated by HoD, Civil.
- 16) Criteria-wise discussions on NBA preparation, Shortfalls, Scope for improvements were discussed.
 - A meeting regarding CO-PO-PSO and its calculation awareness to be held on 15/05/2023.
 - Institute Innovation cell (IIC) activities to be shown in criterion 9.
 - Updated SAR to be made ready within two days.
 - Project lab and department library to be maintained properly.
 - Impact analysis of activities conducted by Industry-Institute-Interaction cell to be done.
 - Innovative teaching learning methodologies to be made available on website for suggestions.
 - HoDs presentations are to modify as per suggestions received and keep ready.
 - NBA files to be updated and keep ready with proper labeling and indexing.
 - Eminent parents, distinguish alumni, employer to be identified and contacted for NBA visit.
 - Mr P S Tadkar to expedite the process of printing of knowledge walls and other display boards.

Meeting was ended with vote of thanks.

Dr D S Bormane
Principal

Copy to: Principal office, All HoDs

