

Meeting Number	14
	2024-25

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 (16 October, 2024)

1. Decision Regarding Unit Tests for Branch Change Students:

The process of change of branch of students was completed on 14/10/2024. It is necessary to teach & cover the syllabus of the subjects included in the changed branch for all these students. A meeting of all heads of the departments to discuss this was conducted on 16/10/2024.

a) Students from sem-I who have changed their branches are required to appear for the Unit Test II for common subjects only (Engineering Mathematics/Engineering Physics/ Engineering Chemistry, as applicable) scheduled on 17th October 24.

b) Branch-Specific Subjects: Online, offline/ hybrid classes for branch-specific subjects will commence from 18/10/2024 for the students who have changed their branches. The time-table and mode of teaching will be displayed by the respective departments. The records of lectures conducted (offline/online) along with the attendance of the students need to be maintained metaculously by the respective subject teacher. Respective heads to observe the conduction of classes, coverage of syllabus & PBL of these students.

c) Schedule of covering practical of skill development courses as applicable will be displayed by the respective department. These practical needs to be completed before the commencement of unit test.

d) These students are expected to complete the term work and PBL of core subjects as guided by the respective subject teachers, before the commencement of unit test.

e) Unit Test Schedule: The Unit Test I, II exams for core branch subjects will commence from 21st November to 26th November 2024. A detailed timetable will be provided.

f) All the branch changed students are expected to join the WhatsApp group created by their newly joined department and be alert in watching the notifications on the same.

g) In case of any doubts, be in touch with your GFM, first year coordinator Dr. I. A. Shaikh, Head of the Department – Dr. S. D. Jadhav, Head of the Department - newly joined departments and Principal as & when required. Please attend the lectures to understand the new subjects- offline now, online later. Do not worry, we care for you and will be helping you in all possible ways to cope up with the subjects of changed branch.

2. Decision on Applications from Civil, Chemical, Mechanical, and E&TC Students (Sem-VII):

According to the academic calendar, Unit Test II for Semester VII is set for 17-19 October 2024, coinciding with the placement activity is scheduled this dates so we have to rescheduled Unit Test II for Semester VII from 24th -26th October 2024. Since students will be required on campus during the NAAC visit, the Unit Test for Semester VII will be postponed and conducted during the NAAC visit period. Consequently, applications submitted by the aforementioned students will not be considered.

3. Payment of Examination Fees on College Portal:

The process for filling out Semester Examination forms is currently ongoing. Similar to last semester, some students have been paying fees into the college account. However, these fees should be submitted to the university examination section account. All department heads are requested to inform students in their respective classes.