

Minutes of the meeting conducted on 20/7/23 at 11 am in the Principal's chamber.

Principal welcomed the gathering.

Sl. No	Description
1	<p>Agenda 1: Academic Plan of the year</p> <p>All activities of the department have to be planned as per academic calendar. The lab manuals, course files also to be kept ready for audit at the beginning of the semester. HoD ME pointed out that some lab equipments are not there as per syllabus. The Management insisted to submit request for the same.</p> <p>The requests can be submitted at the earliest and it will be provided after completing the necessary formalities.</p> <p>HoDs to ensure that all lab equipments are in order and in working condition.</p>
2	<p>Agenda 2: New courses</p> <p>The new courses ie CSE (DS) and Robotics and Artificial Intelligence (R & AI) are starting from this year. The HoDs concerned can submit the requirements for the department if anything is left out. The Management has insisted to have all the requirements on time.</p>
3	<p>Agenda 3: Subject Allocation</p> <p>The subject allocation and timetable to be finalized.</p> <p>The allocation should be done carefully. The tough subjects can be handled by the senior faculty members including first year classes.</p>
4	<p>Agenda 4: Internships & Projects</p> <p>The Internships/ projects should be planned in such a way to get placement in core companies. The topics should be selected accordingly. The final year students' project report will be checked by Principal.</p> <p>Journal publication is mandatory by the students .</p>
5	<p>Agenda 5: Industrial Visits</p> <p>HoDs can plan IV in the core company in which student can gain more knowledge. The IV should be according the laws governed by the University and DTE and all guidelines should be followed.</p> <p>Submission should be done well in advance.</p>



6	Agenda 6 : Placements Placements should be improved. Suitable training has to be provided for students. Some training companies have approached us and we have to select them carefully.
7	Agenda 7: Discipline Discipline should be maintained properly. It is the duty of HoDs to monitor regularly.
8	Agenda 8 : General Matters The communication should be in English only in the campus. Through this the students will acquire skills which will help them in getting good placements.

W. S. S. / 23
PRINCIPAL

c.c.:

President

General Secretary

Academic Chairman

All HODs

AO

