

Meeting Number	11
	2025-26

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 (10th October 2025)

1. Diwali celebration (17th Oct) program:

For the first time in the history of our college, a Diwali Celebration Program has been arranged on 17th October. This marks a significant occasion for all of us. All faculty members are expected to participate actively in the program while maintaining appropriate official decorum and ethics. Attendance is mandatory, and no one should remain absent. The program will conclude after lunch. Let's come together to celebrate this festive occasion with enthusiasm and unity.

2. Admission status and next year's execution:

The admission process for this academic year was closed on 30th September 2025. A big thank you to the entire Admission Process Committee for their sincere efforts and contribution. Please note that no branch change process will be carried out this year. For the next year's admission process, Dr. Sutar Sir has initiated the promotion activities. The data collection process from all departments has now begun. Some departments have already submitted the required data. All remaining departments are requested to complete the data submission at the earliest.

3. IPR:

Proposal of the IPR (Intellectual Property Rights) These rights give creators exclusive control and the ability to prevent others from using their creations without authorization, fostering innovation and economic growth. Some of the Key types include patents, copyrights, trademarks. objectives include fostering an innovation-conducive environment, modernizing IPR administration, strengthening enforcement against violations, and raising public awareness about intellectual property.

4. Agricultural and Healthcare project topics:

As discussed, two months ago regarding the topics for Project-Based Learning (PBL), work is currently in progress on various themes. However, special emphasis should be given to projects related to Agriculture and Healthcare.

We are fortunate to have Medical and Dental Colleges within our campus, and their expertise can be effectively utilized for joint and interdisciplinary projects. Such collaborations can lead to innovative and impactful outcomes. Let us encourage our students and faculty mentors to explore these areas for meaningful project development.

5. Briefing about MoU with University of Regina:

The University of Regina is a research-oriented university well known for its strong emphasis on experiential learning. It is a non-denominational institution that evolved from Regina College, founded in 1911. The University of Regina offers several pre-professional transfer programs in collaboration with other universities and professional colleges in fields such as Agriculture and Bioresources, Chiropractic, Dentistry, Law, Medicine, Nutrition, Occupational Therapy, Optometry, Pharmacy, Physical Therapy, and Veterinary Medicine.

Our MoU with the University of Regina opens up numerous opportunities for joint academic initiatives, collaborative research projects, and co-authored publications. This partnership will strengthen our academic and research engagements at the global level. For this MoU, our Hon, Vice-Chancellor Sir, Registrar Sir, COE, Various directors, Principals and university authorities were present.

6. Status of SPARC proposals:

In a meeting status of the SPARC proposals was verified by the authorities. Accordingly, necessary instructions were given to all heads for the same.

7. Examination bills for account:

After Diwali, University practical/oral examinations will start. Important task after the examination is submission of internal and external examiners bills. Hence, regarding the bills proper instructions were given by the authorities to submit the bills in time.

8. FDP share for office staff:

In the college various type of examinations and FDP, s are conducted time to time. For the same some amount is sanctioned from the universities or similar agencies. Hence, department staff is getting a benefit of the same, what about office staff. Hence, in a meeting it was decided that some share should be given to the office staff for these activities.

9. Library Data:

Library data is sent to all by the authorities. For the maximum utilization, the link provided should be used by all the faculty members.

10. Punching Report Details:

As per the instructions regarding the punching of all teaching and non-teaching faculty members, some necessary instructions were already given. Like for three late/early one CL will be deducted. Regarding this again proper notice will be given from admin office.

11. Any Other points:

1. From IEEE Received amount Rs. 15000/- for the International Conference.
2. Registrar Sir has approved an amount ranging from ₹2,000 to ₹10,000 for various faculty development activities, including FDPs, workshops, travel, registration, conferences, and similar events. A separate certificate/document should be maintained in each department for every approved activity. Additionally, all departments are instructed to maintain proper records of the amounts received from April 2026 onwards.