

**Shri Shivaji Education Society Amravati's  
SCIENCE COLLEGE,  
Congress Nagar, Nagpur**

**DEPARTMENT OF ELECTRONICS  
Session 2019-20**

**NOTICE**

**Date: 01/07/2019**

All the teaching staff members are requested to attend the Departmental meeting will be held on 2<sup>nd</sup> July, 2019 at 1:30 pm in Electronics Head cabin.



**Dr. D. W. Deshkar  
Department of Electronics,  
S.S.E.S. Amt's Science College,  
Congress Nagar, Nagpur.**

**Agenda of the Meeting:**

1. Discussion of syllabus distribution of BSc Semester-I, III & V.
2. Distribution of Departmental Committees.
3. Discussion on paper-wise Unit Test.
4. Any other matter

**Staff Members:**

1. Prof. S. M. Ghatole



2. Prof. M. J. Hedau



## Minutes of Departmental Meeting held on 2<sup>nd</sup> July, 2019

Meeting of the staff members of Electronics Department were held on 02/07/2019 at 1:30 pm in the Head cabin. The outcome is as follows:

**Agenda 1:** Discussion of syllabus distribution of BSc Semester-I, III & V.

**Out-come:** The Head of the department Dr. D. W. Deshkar discussed about the workload of the department. He allotted the syllabus paper/unit wise for odd semester I, III & V among the faculty members.

**Agenda 2:** Distribution of Departmental Committees

**Out-come:** The Head distributed the departmental committees among the faculty members. After discussion, it was decided that the various committees would work in accordance with decisions made for them. Like admission committee whose job it is to admit the students as per the rule of admission criteria.

**Agenda 3:** Discussion on paper-wise Unit Test

**Out-come:** The Head of the department discussed regarding unit test exams after the completion of unit-wise contents. He guided the faculty members, unit test exams are benefited for scoring marks in final examination.

**Agenda 4:** Any other matter

**Out-come:** As there was no matter discussed and meeting ended with vote of thanks to the chair.



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**DEPARTMENT OF ELECTRONICS  
Session 2019-20**

**NOTICE**

**Date: 02/12/2019**

All the teaching staff members are requested to attend the Departmental meeting will be held on 03<sup>rd</sup> December, 2019 at 1:30 pm in Electronics Head cabin.



Dr. D. W. Deshkar  
**Department of Electronics,  
S.S.E.S. Amt's Science College,  
Congress Nagar, Nagpur.**

**Agenda of the Meeting:**

1. Confirmation of minutes of last meeting.
2. Discussion of Workload distribution of even Semester.
3. Discussion regarding syllabus completion.
4. Submission of Internal Assessment marks for odd semester.
5. Discussion about theory & practical examination of even semester.
6. Any other matter

**Staff Members:**

1. Prof. S. M. Ghatole
2. Prof. M. J. Hedau



## Minutes of Departmental Meeting held on 3<sup>rd</sup> December, 2019

Meeting of the staff members of Electronics Department were held on 03/12/2019 at 1:30pm in the Head room. The outcome is as follows:

**Agenda 1:** Confirmation of minutes of last meeting.

**Out-come:** The departmental meeting held on 02/07/2019 at 1:30 pm in the Head cabin. All staff members were present in the meeting. The secretary reads the minutes and were confirmed in the departmental council.

**Agenda 2:** Discussion of syllabus distribution & Workload of even Semester.

**Out-come:** The Head discussed about the timetable, workload of the department with all faculties. He allotted the syllabus paper/unit wise for even semester II, IV & VI among the faculty members.

**Agenda 3:** Discussion regarding syllabus completion.

**Out-come:** The Head asked the faculty members to complete the syllabus by taking extra classes and to provide notes to students in soft or hard copy.

**Agenda 4:** Submission of Internal Assessment marks for odd semesters

**Out-come:** The Head asked to all the members to allot the internal assessment marks to the students BSc Sem-I, III, V and keep ready list of distribution of marks in prescribed formatted allotted by University.

**Agenda 5:** Discussion about theory & practical examination of semester BSc Sem-II, IV and VI.

**Out-come:** The Head of the department asked to faculty colleagues to make necessary arrangements for forthcoming even semester practical and theory examination S-2020.

**Agenda 6:** Any other matter – Prelims exam for students

**Out-come:** As there was one matter regarding the departmental level Prelims examination for all students. The head asked to all faculty members to prepare question papers. At the end meeting ended with vote of thanks to the chair.



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