


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

**DEPARTMENT OF ELECTRONICS  
Session 2021-22**

**NOTICE**

**Date: 04/08/2021**

All the teaching staff members are requested to attend the Departmental meeting will be held on 5<sup>th</sup> August, 2021 at 1:30 pm in Electronics Head cabin.

  
Prof . S. M. Ghatole  
Professor & Head  
Department of Electronics,  
Shri Shivaji Science College,  
Congress Nagar, Nagpur.

**Agenda of the Meeting:**

1. Welcome and introduction of new faculty member in the department.
2. Discussion of syllabus distribution of BSc Semester-I, III & V.
3. Distribution of Departmental Committees.
4. Discussion of departmental activities like seminar, workshop for students.
5. Any other matter

**Staff Members:**

1. Prof. M. J. Hedau
2. Ms. Saonali A. Sagdeo


## Minutes of Departmental Meeting held on 5<sup>th</sup> August, 2021

Meeting of the staff members of Electronics Department were held on 05/08/2021 at 1:30 pm in the Head cabin. The outcome is as follows:

**Agenda 1:** Welcome and introduction of new faculty member in the department.

**Out-come:** The Head of the department welcome and felicitate new faculty member in the department Mrs. Sonali A. Sagdeo.

**Agenda 2:** Discussion of syllabus distribution of BSc Semester-I, III & V.

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

**Agenda 3:** 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 result committees whose job it is to present the results.

**Agenda 4:** Discussion of departmental activities like seminar, workshop for students.

**Out-come:** The Head discussed about the students seminar, workshop and visit to Raman Science Centre, Nagpur in December 2021.

**Agenda 5:** 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 2021-22**

**NOTICE**

**Date: 02/12/2021**

All the teaching staff members are requested to attend the Departmental meeting will be held on 03<sup>rd</sup> December, 2021 at 1:30 pm in Electronics Head cabin.



  
Prof . S. M. Ghatole  
Professor & Head  
Department of Electronics,  
Shri Shivaji Science Collage,  
Congress Nagar, Nagpur.

**Agenda of the Meeting:**

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

**Staff Members:**

1. Ms. Saylee H. Bende
2. Ms. Saonali A. Sagdeo

## Minutes of Departmental Meeting held on 3<sup>rd</sup> December, 2021

Meeting of the staff members of Electronics Department were held on 03/12/2021 at 1:30 pm in the Head room. The outcome is as follows:

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

**Out-come:** The departmental meeting held on 05/08/2021 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:** 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 4:** 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-2022.

**Agenda 5:** Any other matter – Distribution of sample prelims exam question papers to students

**Out-come:** As there was one matter regarding the sample prelims question papers of the subject to students. The head asked to all faculty members to distribute sample question papers for the students. At the end meeting ended with vote of thanks to the chair.



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