


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

**DEPARTMENT OF ELECTRONICS
Session 2022-23**

NOTICE

Date: 18/07/2022

All the teaching staff members are requested to attend the Departmental meeting will be held on 19th July, 2022 at 1:30 pm in Electronics Head cabin.



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

Agenda of the Meeting:

1. Welcome and introduction of new faculty members in the department.
2. Discussion of syllabus distribution of regarding Semester-I, III & V.
3. Distribution of Departmental Committees.
4. Discussion about odd semester Practical List.
5. Discussion of departmental activities like seminar, workshop for students.
6. Any other matter

Staff Members:

1. Prof. M. J. Hedau
2. Ms. Saylee H. Bende
3. Ms. Saonali A. Sagdeo





Minutes of Departmental Meeting held on 19th July, 2022

Meeting of the staff members of Electronics Department were held on 19/07/2022 at 1:30 pm in the Head cabin. The outcome is as follows:

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

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

Agenda 2: Discussion of syllabus distribution of regarding 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 about odd semester Practical List.

Out-come: The Head discussed about the practical list as per the syllabus provided by University. He also asked to complete practical in due period.

Agenda 5: 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 2022.

Agenda 6: Any other matter – Discussion of Retirement function of Prof. M. J. Hedau

Out-come: The head of the department discussed regarding the retirement programme of Prof. M. J. Hedau. He will be retire from his service on 31.07.2022. After the discussion meeting ended with vote of thanks to the chair.



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**DEPARTMENT OF ELECTRONICS
Session 2022-23**

NOTICE

Date: 21/11/2022

All the teaching staff members are requested to attend the Departmental meeting will be held on 22nd November, 2022 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 3rd November, 2023

Meeting of the staff members of Electronics Department were held on 03/11/2023 at 1:30 pm in the Coordinator/Head room. The outcome is as follows:

Agenda 1: Confirmation of minutes of last meeting.

Out-come: The departmental meeting held on 19/07/2022 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 semester s

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 even 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-2023.

Agenda 5: Any other matter – Distribution of sample RTMNU question papers to students

Out-come: As there was one matter regarding the sample question papers of the subject for students. The Coordinator 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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