


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

**DEPARTMENT OF ELECTRONICS
Session 2023-24**

NOTICE

Date: 05/08/2023

All the teaching staff members are requested to attend the Departmental meeting will be held on 7th August, 2023 at 1:30 pm in Electronics Coordinator cabin.


**Signature of Coordinator
Coordinator
Department of Electronics
SSEA's Science College,
Congress Nagar, Nagpur-12**

Agenda of the Meeting:

1. Welcome and introduction of new faculty members in the department.
2. Discussion of syllabus distribution of regarding odd Semester.
3. Distribution of Departmental Committees.
4. Discussion about odd semester Practical List.
5. Discussion of departmental activities like seminar, workshop, proposed educational tour or visit for students.
6. Discussion of ABC-ID creation and registration of online course on SWYAM or NPTEL portal.
7. Any other matter

Staff Members:

1. Mrs. Pragati A. Bire
2. Ms. Raksha R. Pali
3. Ms. Saonali A. Sagdeo





Minutes of Departmental Meeting held on 7th August, 2023

Meeting of the staff members of Electronics Department were held on 07/08/2023 at 1:30 pm in the Coordinator/Head room. The outcome is as follows:

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

Out-come: The Coordinator of the department Dr. J. K. Keche welcomes and felicitate new faculty member in the department Mrs. Pragati A. Bire, Ms. Raksha R. Pali and Mrs. Sonali A. Sagdeo.

Agenda 2: Discussion of syllabus distribution of regarding odd Semester.

Out-come: The Coordinator / Head 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 Coordinator / 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 Coordinator / Head discussed about the practical list as per given in syllabus. He also suggested some up-gradation in practicals if possible.

Agenda 5: Discussion of departmental activities like seminar, workshop, proposed educational tour or visit for students.


Out-come: The Coordinator / Head discussed about the students seminar, workshop, quiz and study tour or visit to Regional Metroloical Centre, Nagpur in January 2024.

Agenda 6: Discussion of ABC-ID creation and registration of online course on SWYAM or NPTEL portal.

Out-come: The Coordinator Dr. J. K. Keche delivered the information of creation of ABC-ID for students and how to register online course on SWAYAM or NPTEL portal and also guided how to credit the points of online certificate course in ABC-ID.

Agenda 7: Any other matter

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


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**DEPARTMENT OF ELECTRONICS
Session 2023-24**

NOTICE

Date: 02/11/2023

All the teaching staff members are requested to attend the Departmental meeting will be held on 3rd November, 2023 at 1:30 pm in Electronics Coordinator cabin.





**Signature of Coordinator
Coordinator
Department of Electronics
SSEA's Science College,
Congress Nagar, Nagpur-12**

Agenda of the Meeting:

1. Confirmation of minutes of last meeting.
2. Discussion of syllabus distribution & Workload of even Semester.
3. Submission of Internal Assessment marks for odd semester.
4. Discussion about regular theory & practical examination of even semester.
5. Discussion on updating the departmental profile and activities on college website.
6. Any other matter

Staff Members:

1. Mrs. Pragati A. Bire
2. Ms. Raksha R. Pali
3. 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 07/08/2023 at 1:30 pm in the Coordinator/Head room. 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 Coordinator / 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 Coordinator / 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 regular theory & practical examination of even semester BSc Sem-II, IV and VI.


Out-come: The Coordinator / Head were asked to departmental colleagues to make necessary arrangements for forthcoming even semester examination S-2024.

Agenda 5: Discussion on updating the departmental profile and activities on college website.

Out-come: The Coordinator / Head asked to the faculty members to prepare the reports of departmental activities and upload it on college website.

Agenda 6: Any other matter – Preparation of Question bank for students.

Out-come: As there was one matter regarding the Question bank for students. The Coordinator asked to all faculty members to prepare question bank for the students. At the end meeting ended with vote of thanks to the chair.


Signature of Coordinator
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