




Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S SINHGAD INSTITUTE OF TECHNOLOGY

(Affiliated to Savitribai Phule Pune University and Approved by, AICTE, New Delhi.)
Gat No. 309/310, off Mumbai - Pune, Expressway, Kusgaon (Bk.)
Lonavala Pune - 410401

3. Principal meeting with HoDs

 M.S. GAIKWAD <principal_sit@sinhgad.edu>

HOD MEETING AT 11:00 AM ON 17-06-2019

Mon, Jun 17, 2019 at 9:31 AM

Dr. M. S. Gaikwad <principal_sit@sinhgad.edu>
To: Dilip Chaudhary <dchaudhary.sit@sinhgad.edu>, HOD Electrical SIT <hod.electrical.sit@sinhgad.edu>, HOD FE <hodfe.sit@sinhgad.edu>, HOD IT SIT <hodit.sit@sinhgad.edu>, HOD MECH SIT <hodmech.sit@sinhgad.edu>, HOD_EnTc SIT <hodentc.sit@sinhgad.edu>, kiran Mankar <kvm.office.sit@sinhgad.edu>, MANIK GAIKWAD <msgaikwad.sit@sinhgad.edu>, NARENDRA LAKAL <nvlakal.sit@sinhgad.edu>, Praveen Pandit <ppandit.lib.sit@sinhgad.edu>, Sambhajee Shedole <sms.sit@sinhgad.edu>, "Thaksen J. Parvat" <HODce.sit@sinhgad.edu>, yogesh jadhav <sittpo3@gmail.com>, Santosh Mhetre <slm.sit@sinhgad.edu>


Dear Hod's
Please find agenda for HOD meeting-

- 1-Registration of students.
- 2-Displays of Time Tables.
- 3-SMS to Parents.
- 4-Allotment of Teacher Guardian.
- 5- Revise time table for BE.
- 6-Discussion on challenges of T&P cell.
- 7-BE projects guidelines.
- 8-R&D activities.
- 9-T&P activities.
- 10-Admission campgain.

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Regards,

DR. M. S. GAIKWAD
PRINCIPAL
SINHGAD INSTITUTE OF TECHNOLOGY, LONAVALA
02114 - 673356 / 353
Email- ID - principal_sit@sinhgad.edu

(Dr. M. S. Gaikwad)
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Sample Attendance of Principal Meeting with HoDs

01] Attendance for HOD meeting held on 17-06-2019
at 11 AM

1> Dr. M.S. Gaikwad	-	MSG
2> Dr. D.D. Chaudhary	-	D.D.
3> Dr. T.J. Parvat	-	T.J. Parvat
4> Dr. S.D. Babar	-	S.D.
5> Dr. P.S. Patil	-	P.S.
6> Dr. A.A. Kalage	-	A.A.
7> Dr. V.V. Deotaze	-	V.V.
8> Prof. S.M. Gaikwad	-	SMG
9> Prof. N.V. Lakal	-	N.V.
10> Prof. Y.D. Jadhav	-	Y.D.
11> Prof. S.L. Mhetre	-	S.L.
13> Prof. S.M. Shedole	-	S.M.
14> Mr. P.J. Pandit	-	Pandit

(Dr. M. S. Gaikwad)
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4. HoD Meeting with staff- EnTc Dept. 2019-20




Sinhgad Technical Education Society's
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Gat No. 309/310, Kusgaon (Bk.), off Mumbai - Pune, Expressway,
Lonavala, Pune, 410401, Website : www.sinhgad.edu

Department of Electronics and Telecommunication Engineering

Academic Year : 2019-2020 SEM : ~~1~~ II

Date of Meeting	11/02/2020
Agenda	Attendance & phone call / Display & action / Mid term submission / 10-14 / F/B of teaching / Alumni / parent meet / Insem exam / 2 to 6 march / Saturday working Monday / timetable / TETBE project Review / P/D / T/E / STP / NBA / IEC meeting on 14/2/20 / Tech Acc.
Minutes of Meeting	
1.	Early attendance monitoring, phone calls,
2.	less attendance students action.
3.	Midterm submission - 10-14 Feb.
4.	Alumni / parent meet - 15 Feb. T/E should call parents & report to P/Dire.
5.	Insem Exam - 2-6 March - Unit 1-3
6.	Saturday working (15/2/20) Monday
7.	Timetable should be followed
8.	TETBE project Review - 17 Feb & 28 Feb.
9.	STP - 16, 17, 18 March.
10.	IEEC meeting on 14/2/20.
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23.	



HOD 11/2/20
Dr. V.V. Deotare

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