

Meeting Number	24
	2023-24

Prin.	V. Prin. (SSC)	V. Prin (SMJ)	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A

Minutes of HOD meeting (21th March, 2024)

1. Exam Time-table:-

As per the academic calendar our semester Backlog examinations are in the period of 06 to 14/05/2024 and regular examinations are starting from 16th May to 3rd June 2024. But due to elections of MP in our country these dates will be changed. i.e. some minor changes will be observed in the decided examination dates. Our usual practical is as per academic calendar, generally students do make a change in their travel plan and tickets booking will be done as per schedule. Hence, all GFM's should inform to respective class students, not to do the booking or travel plan until examination dates are not finalized, to avoid further complications.

2. Exam form filling:-

Already the end semester examination time-table is given by university and basic requirement from student's side is to fill the university examination forms. But as on today as per record of our students section, very few students have completed this process. It is an unrest request to all GFM's to inform all the students to fill the examinations forms- in time, to avoid late fee charges. Otherwise, after due date students have to pay late fee charges.

3. Supervision Schedule:-

For the end semester examination supervision duty slots are accepted from every department. But due to Loksabha elections in our country, some changes in the given program are possible. Hence, all the faculty members are advised not to do any travel plan or travel booking for vacation till the dates of examination will be finalized by our university.

4. Year down students:-

In our engineering college, year down students one of the most important and difficult problem. But with request of some heads and principal madam, Hon'ble vice- chancellor sir has agreed to give a chance to these students. They are allowed to take admission again. Now, next important task is to take/accept TW/internal assessment of these students in time and accordingly prepare the mark sheets.

