

Meeting Number	13
	2024-25

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 (11th October, 2024)

1. Signature on pay sheet: -

Every month after our payments, from the accounts section, a pay sheet is kept for the signature. But some of the faculty members are not doing signatures on the pay sheet and the account section continuously reminds those faculty members. So, it is a request to all, please sign the pay sheet after the payments. For the committee an updated record is required.

2. Dead stock checking: -

All departments have dead stock registers. In view of NAAC committee, all types of register should be complete having Principal's signature. At the end of all entries Principals signature is essential.

3. Examination form filling: -

From our university the last data for university examination form filling was given 15/10/24. It is mandatory to fill in the examination form in time to all the students. In the coming days oral/practical exams are scheduled, hence examination numbers are required. So, examination forms should be filled in on a priority basis.

4. Cleanliness in the department:-

On a regular basis cleanliness in the department is required. In view of NAAC visit it is also required. All heads should take a review of the cleanliness of the respective laboratories and passages.

5. Schedule of Unit Test-II for Semester VII: According to the academic calendar, Unit Test-II for Semester VII is scheduled from 17th to 19th October 2024. Due to placement of companies scheduled on 17th -19th October 2024 & 21st – 23rd October 2024 for Sem-VII students of all branches it was necessary to reschedule the unit test -II for sem-VII students.

