

Meeting Number	35
	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 (15th April 2025)

1. Annual Report (1st June 2024 - 31st March 2025):

The Annual Report will be presented by the Vice Chancellor during the University Foundation Day (26th April). Heads of departments are requested to submit key information (department activities, publications, faculty achievements, patents, research grants, PhD awards, etc.) in a separate folder to the Vice Principal. The compiled data will be sent to the university office.

2. Outstanding Fees:

Despite repeated reminders, some students have not submitted their tuition fees. GFM (Guardian Faculty Member) of respective classes should follow up with students and notify the administrative/accounts team for necessary action.

3. Purchase Orders for Instruments:

All departments have completed the instrument purchase process. The respective Purchase Orders (POs) should be submitted to the admin office for timely vendor processing.

4. Internal Audit Report:

The compliance report has already been sent. Civil and Computer departments are handling the report preparation, which should not exceed the prescribed limit.

5. Equipment & Furniture Requirements for A.Y. 2025-26:

Departments must submit their equipment and furniture requirements for the upcoming academic year, in line with NEP 2020, including any needs of furniture for new faculty members.

6. Staff Requirement (Teaching & Non-Teaching):

Based on AICTE norms, departments must assess their teaching faculty requirements and report any necessary staffing needs to the administration for further action.

7. Admissions:

The admission process for first year and direct second-year students has begun. Due to lower enrolment, CRM activities should be intensified. Faculties are asked to increase calling efforts. Two/three counselling cabins have been set up, and student ambassadors will assist in promoting admissions. Non-teaching staff will visit CET centres, and faculties are conducting outreach activities like webinars.

8. Website Updation:

The college website requires regular updates. Each department is responsible for reviewing and updating their respective web pages periodically.

1. **FIST 2025:** The Scheme "Fund for Improvement of S&T Infrastructure (FIST)" is intended to provide basic infrastructure and enabling facilities for promoting R&D activities in new and emerging areas and attracting fresh talents in universities & other educational institutions. It is considered as complimentary support for enabling Departments/ Centres/ Schools/ Colleges to pursue research activities more effectively and efficiently.