

Meeting Number	10
	2025-26

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 (23rd September 2025)

1. UGC Circular: NITI Aayog, in partnership with the Government of Chhattisgarh, hosted a national workshop in Raipur titled “Fostering Mentorship in Education: A Pathway to Equity.” In that discussions were centered on designing a mentorship framework for school, higher, and vocational education, with a special focus on supporting vulnerable sections. For this purpose, two structured questionnaires have been developed one for students and another for faculty, institutions are informed to circulate these amongst students and faculty. This is one of the important circulars sent by UGC.

2. Employee Engagement Program: Monthly Employee Engagement Activity – *Bond over Bites*- As discussed earlier, we are pleased to announce the launch of a new monthly employee engagement initiative titled “Bond over Bites”, starting from September 2025. This activity will be conducted across all colleges with the following format:

Agenda:

Introduction of new joiners with a brief sharing of their experiences, Fun and interactive group activity, Open feedback and discussion with the Principal, Celebration of all employee birthdays for the month in a single event, Cake-cutting and snacks for all attendees

Budget: ₹50 per employee towards snacks

The activity is to be conducted by the 4th week of September (22/09/25 – 27/09/25).

Annual Faculty Function – Pre-Diwali Celebration

We are pleased to inform you that our Annual Faculty Function (Pre-Diwali Celebration) will be organized this year as per the following details:

Date & Time: 9:30 AM – 12:30 PM

Programme Highlights:

- Talent showcases by faculty members, including group dances, solo performances, and singing.
- Staff lunch to follow immediately after the function.
- The event will conclude with staff being allowed to leave for the day.

Budget: ₹250 per employee is allotted towards the lunch arrangements.

This event provides an excellent opportunity for all faculty members to showcase their talents, celebrate the festive spirit together, and strengthen the bond among colleagues.

All are requested to actively participate and make this celebration memorable.

Please note these events have been approved by Swapnali Madam.

Institutions are requested to share the pics of the event for our record.

3. Canteen Facility: In the meeting, it was decided that for all departmental activities, the food orders required for university/college-approved programs must be placed only with our canteen. Orders placed with any other canteen will not be sanctioned by the authority.
4. Scholarship: Students scholarships is one of the important parameters. Hence, by considering the importance of this, it is decided to appoint one coordinator for the same. Like placement coordinator that faculty will accelerate the activity.
5. Fee Recovery: At the time of admission process of current semester, some of the students have taken a permission for the fee's payment in two stages. Also, it was informed by the authority that, heads should give some remarks on a student's letter if any comes for the compartment of fees. Don't send the students directly towards principal cabin.
6. Internal SIH scrutiny: A good response was observed from all the students at our college. Now, after both the rounds 50 teams will be selected for last round. Experts have given a full freedom; final decision will be of experts.
7. SPARC Proposals: As discussed in a last meeting regarding the SPARC proposals, today at 3.30pm again a meeting is called for the same. Whatever the ideas/ proposals are decided will be accepted with respective teams' leaders.
8. Any Other:
 - a) Website data: New faculty members are joined to our college; all heads are informed to check the college website and check the profile of each faculty member. Also, please add the newly purchased equipments.
 - b) Preponement of Internal Assessment-II for the Semester -I students: Due to Diwali holidays students are facing difficulty in the travel plan. Some of the parents have requested to prepone the internal assessment -II of these students. Hence, in a heads meeting it was decided to prepone the internal assessment-II of semester-I students.