

Meeting Number	12
	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 (16th October 2025)

1. Examination- Hal Ticket, Internal Assessment, Practical/Oral examination: -

Ensure that all students meet the minimum required marks in internal assessments. Students who fail to clear internal requirements must be reported to the Head of the Department (HoD) for necessary action.

Hall tickets will be issued only to students who have fulfilled all academic and attendance requirements. Please verify eligibility before issuing.

All internal assessments must be completed and records updated promptly. Faculty are requested to submit the final marks within the stipulated deadline.

Practical and oral examinations must be scheduled and conducted as per the academic calendar. Ensure all students are informed in advance and necessary arrangements are made.

- 2. Attendance record, Course file & ARB:-

Please ensure that the Attendance, Course file & Academic Record Book (ARB) is updated and ready before submitting your application for vacation leave.

3. NAAC Compliance:-

Please ensure that all NAAC compliance-related work is completed in a timely manner. Once completed, submit the documentation for verification to the concerned authority.

4. IQAC Presentation:-

Please prepare the IQAC presentation with all necessary supporting documents and proof. The presentation should also include a detailed update on the progress of both long-term and short-term goals assigned to the department.

5. Timetable & Load Distribution:-

Please prepare the timetable and faculty load distribution in accordance with the standard operating procedure (SOP). Additionally, ensure that a backup (Plan B) timetable is prepared to accommodate any unforeseen changes or adjustments.

6. ERP Implementation: -

Please complete the ERP onboarding process promptly to ensure smooth usage of the ERP system starting from the next semester.

7. Renovation Plan:-

Prepare lab-wise suggestions for the renovation plan, detailing the specific requirements and improvements needed for each laboratory.

8. Mentor-Mentee:-

Complete the mentor-mentee allotment process in accordance with the Standard Operating Procedure (SOP) to ensure its effective execution.

9. Anti-Ragging and Hostel Committees:-

Please ensure that the formation and completion of the Anti-Ragging and Hostel Committees are done well in advance.

10. Student Admission Feedback:-

Please prepare detailed feedback on the student admission process. The feedback should include observations on admission trends, challenges faced, suggestions for improvement, and overall effectiveness of the current admission procedures.

11. Department requisition Request:

Please submit all necessary requisition requests to the department well in advance before proceeding on vacation. This will ensure that any required resources or approvals are arranged timely.