

Meeting Number	21
	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 (10th March, 2026)

A meeting of all HoDs and VPs was conducted on **10 March 2026** in the **NAAC Room** to discuss important academic and administrative matters. The following points were discussed:

1. Review of Internal Assessment–1 / Unit Test–1:

The review of Internal Assessment (IA-1) and Unit Test (UT-1) was carried out. It was decided that re-tests should be conducted for students who remained absent due to prior permission or valid medical reasons.

2. Academic Progress:

It was noted that only one month remains to complete the syllabus as per the Academic Calendar. All departments were advised to focus on timely completion of the syllabus and academic activities.

3. Department-wise Consent for Final Year Students:

All departments were instructed to collect consent from final year students regarding the preponement of final year examinations and submit the same department-wise.

4. Verification of OR/PR/TW/IA Marks:

HoDs were instructed to thoroughly review and verify the mark sheets of Oral (OR), Practical (PR), Term Work (TW), Internal Assessment (IA), and Unit Tests (UT) before submitting them to the University.

5. Alumni Meet:

It was informed that the Alumni Meet is scheduled on 14 March 2026. All departments were advised to make necessary preparations and coordinate for the successful conduct of the event.

6. Internal Audit:

The Internal Audit is scheduled on 12–13 March 2026. As the audit schedule has already been circulated, all departments were instructed to follow the schedule and ensure readiness of the required documents.

7. Conference Registration:

The conference is scheduled on 3–4 April 2026. The acceptance emails have already been sent to the concerned participants. All were instructed to complete the registration process accordingly.

The meeting concluded with a note to ensure timely completion of all academic and administrative tasks.