

Meeting Number	27
	2026-27

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 June 2026)

1. Surprise Academic Audit

- It was informed that the University will appoint an audit team for each institution to conduct a surprise academic audit.
- During the visit, the audit team may interact with students to assess academic and administrative processes.
- HoDs were instructed to conduct meetings with students and discuss various institutional developments, including infrastructure changes, renovations, class schedules, timetable implementation, ERP usage, and other academic activities.

2. Parent Meetings

- Departments were instructed to organize parent meetings at the earliest.
- Parents should be informed about ERP implementation, placement activities, attendance monitoring, academic progress, and other student-related matters.

3. Research Advisory Committee (RAC)

- It was informed that external faculty members will be appointed as members of the Ph.D. Research Advisory Committee (RAC).

4. Student Attendance Monitoring

- GFMs should submit monthly attendance reports to the respective HoD offices.
- Attendance status should be communicated regularly to parents.
- It was emphasized that obtaining an undertaking along with student registration is mandatory for all students.

5. ERP Usage

- All faculty and staff were informed that the use of ERP is mandatory for attendance marking and leave applications.
- Departments should ensure strict compliance with ERP procedures.

6. Admission Activities

- As only a few days remain until the admission process, all faculty members and concerned staff were instructed to give priority to admission-related work.
- The status of lead-calling and follow-up activities should be updated regularly and monitored closely.

7. Amrit Mahotsav Celebration

- The 75th Birthday Celebration (Amrit Mahotsav) of Hon. Chancellor Sir is scheduled on **14 June 2026 (Sunday)**.
- The detailed program schedule will be circulated separately.