

Meeting Number	31
	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 (18th July 2026)

1. Academics

- The academic preparedness for the commencement of the semester was reviewed.
- All departments were instructed to ensure timely completion of timetables, lesson plans, course files, laboratory readiness, and faculty allocations.
- HoDs should closely monitor academic activities to ensure smooth conduct of classes from the first day of the semester.

2. ERP Implementation

- Departments were instructed to make full and effective use of the ERP system.
- Timetables, lesson plans, attendance, syllabus, leave management and other academic records should be updated regularly on ERP.
- The ERP Coordinator will monitor compliance across all departments.

3. Coursera

- The progress of Coursera implementation was reviewed.
- Faculty Coordinators should ensure that all eligible students are enrolled and actively participating in courses.
- Weekly monitoring of course enrolment and completion should be carried out.
- No student account should remain inactive.

4. VAC-I and VAC-II

- Course allocation, faculty assignment, student registration and assessment schedules should be completed within the stipulated timeline.

5. Admission Activities

- The current admission status was reviewed.
- All faculty members were instructed to continue admission counselling, candidate follow-up and promotional activities until all sanctioned seats are filled.
- Admission coordinators should regularly update admission progress.

6. Renovation Status

- The status of renovation work was reviewed.
- Departments were informed about the progress of infrastructure development and instructed to coordinate with the administration regarding shifting, laboratory setup and classroom readiness after handover.

7. Student Registration

- All departments should ensure timely completion of student registration. Necessary documents should be verified.

8. Incubation Centre

- Faculty members were encouraged to motivate the students to participate in innovation, entrepreneurship and start-up activities through the Institute's Incubation Centre.
- Departments should identify potential student projects for incubation support.

9. Bus Facility

- The availability and planning of transportation facilities for students were discussed.
- Departments should communicate student requirements to the administration wherever necessary.

10. Academic Audit

- Departments should remain prepared for the upcoming Academic Audit.
- All academic records, ERP entries, lesson plans, attendance, laboratory documents and course files should be updated and maintained.
- HoDs should ensure that faculty members are prepared for audit-related interactions.

11. Emarticus Learning Hybrid Internship Programme

- Information regarding the Emarticus Learning Hybrid Internship Programme for Computer and IT students was shared.
- Concerned departments were instructed to disseminate the information among eligible students and encourage participation.

12. Reporting and Exit Time During Admission Period

- All faculty members were instructed to strictly adhere to the prescribed reporting and exit timings during the admission period.
- The attendance report will be shared with the respective HoDs. HoDs were instructed to review the report and issue memos to faculty members who have failed to comply with the prescribed reporting and exit time instructions during the admission period.