

Meeting Number	28
	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 (19th June 2026)

1. Admission Activities

- All departments were instructed to give top priority to admission-related work.
- Special focus should be given to the follow-up of the highly interested leads.
- Faculty members should actively participate in admission duties and ensure timely follow-up of assigned leads.

2. Curriculum Revision

- A comprehensive revision of all semester curricula should be undertaken with prior approval from the principal.
- Feedback should be collected from alumni, industry experts, and other stakeholders.
- Departments should identify major revisions required to make the curriculum AI-oriented, industry-relevant, and future-focused.
- Benchmarking should be carried out with curricula of premier institutions such as IITs, NITs, and reputed universities.
- Principal-nominated members will participate in the curriculum revision process.

3. ERP Implementation and Utilization

- Effective utilization of all ERP modules was emphasized.
- Key modules include:
 - Result Analysis
 - Timetable (TT)
 - Syllabus Management
 - Faculty and Student Profiles
 - Attendance
 - Leave Management
 - Punch Time Monitoring
- Faculty members were instructed to update vacation and Casual Leave (CL) details for the month of June.
- Information available in ERP profiles should be utilized for event planning and institutional activities.

4. Workload Allocation for New Faculty

- Academic workload should be assigned systematically to newly recruited faculty members.
- Visiting Faculty (VF) appointments may be considered for up to two academic terms wherever required.

5. **Faculty Recruitment**
 - Departments were instructed to source and submit additional resumes for faculty recruitment to strengthen departmental manpower.
6. **Early Leaving Policy**
 - Faculty and staff were reminded to adhere to institutional working hours.
 - Any requirement for early departure should be properly communicated and approved as per institutional norms.
7. **Paper Evaluation**
 - Timely completion of paper checking and evaluation work was emphasized to ensure smooth academic operations.
8. **Examination Schedule**
 - Departments were informed that examinations may also be scheduled on Saturdays, if required, to ensure timely completion of the examination process from next semester onwards.
9. **Faculty Development Programmes (FDPs)**
 - Participation in FDPs is encouraged for all faculty members.
 - Submission of FDP certificates and reports is mandatory after completion of the programme. All faculty members should attend atleast one online course/FDP/STTPs during the vacation period.
10. **Library Resources**
 - Departments should review library book requirements and submit recommendations for procurement as necessary.
11. **VAC Marks**
 - Concerned departments should ensure timely submission and proper maintenance of Value Added Course (VAC) marks.
12. **Student Development Initiatives**
 - Students should be encouraged to utilize platforms such as Coursera for skill enhancement.
 - Scholarship opportunities should be effectively communicated to eligible students.
 - Tabs will be awarded to the first three eligible students as per institutional guidelines.
13. **Student Support Facilities**
 - Discussions were held regarding enhancement of student support facilities, including transportation arrangements and academic exposure.
14. **Alumni Engagement for Admission Promotion**
 - Departments were instructed to conduct online meetings with alumni to brief them about the ongoing admission promotion activities and seek their support in outreach and student referrals.
 - The Minutes of Meeting (MoM) of the alumni interaction should be prepared and submitted to the Principal's Office for record and follow-up.