

Meeting Number	32
	2026-27

Prin.	V. Prin. (SSC)	V. Prin. (SMJ)	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	AIML	Elect	ECE	E&TC	I.T	Mech.	R&I

Minutes of HOD meeting (24th July 2026)

1. Admission Counselling

- The current admission status was reviewed.
- A two-day admission counselling programme is scheduled on 26–27 July 2026.
- The detailed counselling schedule and notice will be circulated separately.
- All faculty members were instructed to actively participate in the admission counselling process and provide accurate information to prospective students and parents.
- Departments should ensure timely follow-up of enquiries and maximize the conversion of interested candidates into confirmed admissions.
- Admission promotional activities should continue until all sanctioned seats are filled.

2. Academics

- HoDs were instructed to ensure that all academic preparations are completed before the commencement of the semester.
- Timetables, faculty workload, lesson plans, laboratory readiness, and course files should be finalized.
- Departments should ensure smooth commencement of academic activities without any delay.

3. Student Registration and Fee Collection

- The progress of student registration and fee collection was reviewed.
- Departments were instructed to coordinate with the Admission Cell and Accounts Section to ensure timely completion of registration and fee payment formalities.
- Students with pending documentation or fee payment should be contacted immediately to avoid delays in the admission process.

4. UPSC/MPSC Student Data

- Departments were instructed to identify and compile the details of students preparing for UPSC, MPSC, and other competitive examinations.
- The data should be maintained in a prescribed format and submitted to the Principal's Office for further planning of student support initiatives.