

Meeting Number	2
	2021-22

Prin.	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Minutes of HOD meeting (30 June 2022)

- 1. Review of previous meeting** – Fees due discussed with HODs. Counselors appointed for admission counseling shall visit counseling room to avoid visitor’s crowdedness.
- 2. A.Y 2022-23 term-I** – Faculty workload, lecture practical time table and the GFM list for the academic year 2022-23 shall be submitted before 05th July 2022.
- 3. First year academics** – Semester II of A.Y 2021-22 is about to end. Syllabus completion for every class shall be reviewed and notes shall be provided to the students.
- 4. Academic monitoring** – Monitoring of faculty lecture will be carried out at department level by HOD and the report shall be submitted in weekly HOD meeting. Non-teaching staff shall assist HOD for the monitoring activity. Lectures shall be conducted for entire duration. Memo will be issued for non-conduction, late reporting and not maintaining teaching quality. Non improvement in above mentioned terms will lead to a leave without pay. To maintain teaching quality, subjects taught by faculty shall not be changed often.
- 5. Purchase 22-23** – The purchase proposals for the year 2022-23 shall be ready by the end of July. Regarding purchase for 2021-22, the purchase order stand cancelled if the ordered equipment not delivered by 4th July 2022.
- 6. Academic calendar for 2022-23** – Semester I & V of AY 2022-23 will commence on 1st August 2022. Semester III and VII will commence on 16th and 29th August respectively.
- 7. Department calendar** – Department calendar shall be prepared and followed meticulously. Student’s association activities dates shall be mentioned in the department calendar. A copy of department calendar shall be submitted to Principal’s office before 15th July.
- 8.** Departments going for NBA shall submit faculty requirements before 15th July.
- 9.** Principal’s meeting with individual department will be scheduled in July in the afternoon session. Meeting with first year department will be conducted after 1st August.