

Meeting Number	6
	2022-23

Prin.	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A

Minutes of HOD meeting (18 August 2022)

- 1. Reviews of previous meeting** – CET conducted for FY admissions, faculty publication data submission and student’s in-plant training is reviewed. Faculty members are informed to publish research papers reference to the circular from university.
- 2. Review of first year address and department visit** – After Principal’s address to first year students, students visit to various departments, labs and central library was reviewed. Students shall be followed-up for the payments of college fees.
- 3. Final year result** – Semester VI, VII result is declared. Students shall be informed to submit the revaluation application to the university, if failed the examination. HODs shall submit the student’s count who failed the examination and shall review the process of revaluation form submission.
- 4. ATKT rules** – ATKT rules discussed in Dean meeting held on 20th July. A copy of ATKT rules will be forwarded to all departments.
- 5. 2nd CET for direct second year and M.Tech** – Second CET for direct year admissions will be conducted based on number of vacant seats. Students who are interested in admissions shall be followed up for admissions.
- 6. ARB Demo** – ARB software demo is arranged on Monday 3.00 to 5.00 pm in NAAC room. HODs shall attend the demo.
- 7. Sem-I,III,V,VII** – Lecture and lab sessions for all semesters have started as per the time table. Visiting faculty for the required courses shall be appointed immediately and financial outlay shall be submitted. Faculty bills for visiting, vocational and industry taught courses considering both divisions shall be submitted monthly mentioning faculty names for ITC and vocational courses.
- 8. FY time table changes** – First year time table shall be reviewed and corrected final time table shall be emailed. The suggested changes in the workload should be implemented. Faculty workload shall be reviewed considering students projects. Faculty workload shall be submitted mentioning total lectures, practical and projects workload for UG and PG.
- 9. NAAC data** – NAAC data is not submitted yet from all the departments. HODs shall follow-up NAAC coordinators for collection and submission of department data.
- 10. NBA preparation** – NBA preparation is reviewed for NBA appearing departments. Department of Civil, Computer, Elect and ECE shall upload the data before 3rd Sept.