

Meeting Number	7
	2022-23

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 (25 August 2022)

- Review of last meeting** – CET conducted for FY admissions is reviewed. A demo planned for ARB app is pending. Hard copy of ARB will be provided to the faculty members.
- Visiting faculty financial outlay** – The financial outlay for visiting faculty for A.Y 2022-23 shall be forwarded to Principal's office on priority basis for the payment of visiting bills in time.
- Research publication data** – Regarding submission of publication data to the university, a proof of research publication shall also be submitted to the department. These proofs will be forwarded as per the requirement from the university.
- Results** – The results for semester VI, VI and VIII are declared. The results shall be distributed at department level. Non distributed results shall be submitted back to the exam section. Result distribution shall be over by Monday 29-08.
- Department calendar** – Academic calendar for 2022-23 is finalized and will be printed to display in the college. Department calendar shall be prepared at department level and shall be displayed on department's notice board. Activities mentioned in academic calendar shall be conducted as per schedule and photographs of activities shall be published on website.
- FY lecture adjustment** – Visiting faculty shall not adjust lectures as per convenience. The lecture adjustment, if required, shall be informed to GFM or HOD prior to the adjustment. First year digital electronics course for computer and CSE divisions will be conducted by E&TC and ECE department faculty respectively.
- Second CET** – Second CET for first year admissions will be conducted on 28th August. Exam duty will be allotted to faculty members.
- International conference** – Various committees for the conduction of international conference are finalized. A meeting of all committee members will be scheduled for the information regarding international conference.
- Admission counseling** – It is observed that counselors appointed for admission cell are not reporting to the cell. In this regard, non NBA departments shall depute faculty members for admission counseling cell for 2 days in a week.
- Fine and refund** – Maximum fine for students for reporting late to the college after commencement of term is limited to Rs. 3000 per student. The refund application by student shall be well scrutinized in terms of proof for refund and shall be forwarded to Principals office.
- Co-author in research paper** – Co-authors mentioned for a research paper should have actively contributed for that research paper.
- AICTE Karma** – All students shall register for AICTE karma.