

Meeting Number	10
	2022-23

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

**Minutes of HOD meeting (06 October 2022)**

- 1. Review of previous meeting** – Anti-ragging affidavit from the students of all semesters on official site of UGC, Self-Appraisal form to be filled by the faculty, induction program which was scheduled during 6 to 8 October 2022 is postponed to 12 to 14 October 2022. The status of ABC id creation is taken and asked to HODs to submit the ABC ids of all students to the principal office on or before 8/10/2022.
- 2. University Winter semester Exam Fees-2022**–The review of all departments is taken of exam fees paid by the students of each department and informed to all HODs to ask student to pay the semester examination fees before the last date of it.
- 3. Tuition Fees** – HoDs shall inform to the students regarding the payment of the remaining tuition fees. The students shall pay the remaining tuition fees before the Unit test-II.
- 4. Department Activity Status** – Every department has to conduct three guest lectures, STTP for students in each semester. The review of the conduction of these activities is taken and asked to the department which have not conducted said activities, to conduct them at the earliest.
- 5. Mid Term Review** – As per the academic policies of the institute, the mid-term review shall submit by every faculty to the respective Head of the Department. HODs shall review the same and maintain the record of it at their office.
- 6. Unit Test-I exam Paper Assessment:** Faculty member shall do the entry in the register while entering in the unit cell and after registering themselves, they shall assess the exam papers. Each department has to follow the central assessment system at their respective department and HODs and Unit Test Coordinator of the respective department shall monitor the paper assessment by the faculty. The faculty members are strictly prohibited to take UT exam papers to their own closet for assessment.
- 7. NBA Work** – Departments going for NBA shall submit tentative dates on the NAB portal. The tentative dates to be submitted are 24,25,26 February 2022, 3, 4, 5 March 2022, 10, 11, 12 March 2022, 7, 8, 9 April 2022, 21, 22, 23 April 2022.