

Meeting Number	11
	2022-23

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

**Minutes of HOD meeting (12 October 2022)**

- 1. Review of previous meeting** – Status of Anti-ragging affidavit from the students of all semester on official site of UGC, ABC ID data submission, activities at department level such as group discussion, STP, STP and status of MOOC courses is reviewed.
- 2. University Winter semester Exam Fees-2022**–The review of all departments is taken of exam fees paid by the students. Students exam form will be submitted only after submitting the fees challan.
- 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. Students will not be allowed to appear for the unit test – II if failed to pay tuition fees in given time.
- 4. ARB checking** – All HODs shall check the academic record books of the department faculty members for the period up to 15-10-2022. Midterm review report shall also be included in checking.
- 5. Syllabus completion** – HODS shall engage meeting with class students to review the completion of syllabus in lectures and practicals. Students feedback shall also taken for the same.
- 6. Unit test – II conduction** – Unit test – II will be conducted at department level. Required number of supervisors for unit test shall be provided by first year. Unit test papers shall be set at department level.
- 7. Submission dates** – Students term work submission shall be completed before term end. TW/OR/PR mark-sheets shall be submitted after OR/PR examination. Students TW files shall be certified before 19<sup>th</sup> Nov and IA mark-sheets shall be submitted before 26<sup>th</sup> Nov.
- 8. Furniture data** regarding proposed building plan plans shall be submitted to the Principal office by Monday 12-10-22.