

Meeting Number	15
	2022-23

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

Minutes of HOD meeting (10 Nov. 2022)

- Review of previous meeting** – Review of FDP Inauguration, department activities, College timing notice, revised comparative work orders was taken. Conducted department activities for current semester are less and should be more in next semester.
- Workload of faculty members** – Faculty members going for Bharat Jodo Abhiyaan shall be adjusted from 13th to 16th. Pending syllabus shall be completed in these lectures and practical. Workload adjustment shall be submitted to Principal’s office.
- Exam evaluation reforms** – Regarding exam evaluation reforms, discussion made on conduction of weekly/monthly tests, continuous assessment, UT paper setting, assessment remuneration, etc. The reforms shall be emailed to Principal’s office.
- Lapses in examination** – Examination lapses observations mentioned in the notice shall be discussed with all faculty members. All the faculty members shall make an acknowledgement signature after reading the observed lapses. Subject wise TW, oral and practical marks table shall be displayed in the department to avoid mistakes in mark-sheet submissions.
- UT-II preparations** – All faculty members shall complete the paper setting for unit test – II. Requirement of faculty members for invigilation shall be fulfilled by departments having additional faculty members for invigilation.
- NEP 2020** – A lecture on National Education Policy is scheduled on 11th Nov at 10.00 am in AV hall. All HODs and BOS chairman shall attend the session.
- A list of candidates pursuing PhD shall be submitted to principal’s office. Name of the guide, PhD subject, numbers of PhD registered and PhD ongoing numbers shall be included in the format.
- A talk given on research proposals by Dr. Phani, NRT Bangalore, names of faculty members interested to work in Nano-science and Nano technology shall be submitted before 11th Nov.
- Updated data of faculty members appointed for ITC, vocational and visiting courses mentioning qualification, designation, and address details shall be submitted.