

Meeting Number	17
	2022-23

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

Minutes of HOD meeting (23 Nov. 2022)

- 1. Review of previous meeting** – Data submitted for college web site is reviewed. Vacation schedule, data required for NIRF, PBL standardization report shall be submitted in due time.
- 2. Winter examination data** – Data required for Winter-2022 examination shall be submitted in excel sheet format shared with all departments. Details of internal, external examiner, course code, students count etc. shall be mentioned in the excel sheet. No external shall be appointed for assessment if number of students is less than 10.
- 3. Vacation schedule** – HODS shall submit the name of faculty member responsible on behalf HOD in vacation period. Vacation shall not be availed by faculty members during oral practical examinations starting from 26th Dec. 2022.
- 4. Internal mark-sheet submission** – Internal mark sheets shall be submitted before 26th Nov. Name of the faculty member responsible for department's mark sheets submission shall be communicated by email to Principal's office. Vertical marks sheets shall be submitted to exam section and horizontal mark sheets shall be submitted to respective departments.
- 5. Fees collection** – Status of students pending tuition fees is reviewed for all departments. Students shall be reminded for the payment of tuition fees. Students will not be allowed to appear for oral/practical examination if the tuition fee is pending.
- 6. Oral practicals time table** – Time table shall be displayed for oral practical examinations starting from 26th Dec. Hard copy of the time table shall be submitted to Principal's office.
- 7. Self appraisal report** – Self appraisal report shall be submitted for the period of 1st June 22 to 30th Nov. 22 by all faculty members on urgent basis.