

Meeting Number	19
	2022-23

Prin.	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A
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Minutes of HOD meeting (27 Jan. 2023)

- 1. Time table and List of GFMs** – Time table for semester II shall be displayed on notice board and also be shared with students on Whatsapp groups. The time table and GFM list shall be submitted to Principal’s office.
- 2. Visiting faculty member appointment** – Term – II visiting faculty appointment shall be completed at the earliest by conducting interviews. Appointment order shall be issued to the selected members. Till the appointment of visiting faculty members, lectures and practicals shall be engaged by regular faculty.
- 3. Term – II Work load, financial outlay** – Individual faculty workload of the department and financial outlay for the visiting faculty shall be submitted to Principal’s office in the shared format.
- 4. PhD work shop** – Workshop for Ph.D students is scheduled on 21st Feb. for a period of one week. It is mandatory for all Ph.D students to attend the workshop. Ph.D students should engage their workload before the start of workshop.
- 5. Data for report** – Report for 1 Nov. 2022 to 25 Jan 2023 shall be submitted to the University as per the given information.
- 6. Examination data** – To submit the department’s examination data an excel sheet will be shared. All departments shall submit the required data in given format.