

Meeting Number	23
	2022-23

Prin.	SSC Vice-Prin.	SMJ Vice-Prin	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Minutes of HOD meeting (23 Feb. 2023)

- Review of Last meeting** – Department requirements for NBA are forwarded for approval. Workshop on Research methodology is successfully conducted. Regarding students pending fees, updated list is shared and fees collection reviewed. Bharatiyam 2023, ARB and Academic Committee will be formed.
- Pending fees collection** – Regarding payment of students pending fees, class-wise list of students and amount of pending fees is shared with HODs. HODs shall engage meeting with students to inform about pending fees. Students shall be informed that University examination result will not be given if fees are due.
- Examination data** – Faculty data for university examination duties shall be submitted urgently, if not submitted yet.
- Workshop on NEP** – A workshop on National education policy is organized on 24th Feb. A notice will be circulated for the same. Inform students and visiting faculty members that it will be a non instructional day. Attendance is mandatory for teaching faculty members.
- Visiting faculty data** – Visiting faculty appointments and financial outlay submission is reviewed. For appointment of visiting faculty post graduate degree is must. It is observed that qualification of visiting faculty is not as per criteria. HODs shall submit the visiting faculty details as name, qualification, subject allotted and outlay on or before Saturday.
- EDC workshop** – Workshop for students by EDC is organized on 25th FEB. at 10.30 am. Online session will start from 12.30 onwards. Faculty shall attend the inauguration function.
- NBA pre-qualifier** – NBA going departments shall submit NBA pre-qualifier to Principal and vice Principal.
- Result Analysis** – Result for semester V and VII are declared. Subject teachers shall submit justification, if the result is less than 75%.