

Meeting Number	25
	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

Minutes of HOD meeting (09 March 2023)

- Review of previous meeting** –The review of last meeting was taken concerning to result analysis, workload. Review of AKAM and proposals of the same getting grants, VIDWAN registration, and Academic Credit Bank (ABC) registration.
- Result analysis:** - Result of all semesters declared, faculty members whose result is below 75% shall provide the justification for the same and hard copy of it shall to be submitted to HoD. The soft copy of the same shall mail to principal madam and keep Vice Principal madam in CC. Faculty shall consider the provided points while giving the justification.
- Faculty Requirements:** -
From central office of the university, the notice is given to all institutions regarding finalization of manpower requirement for the Academic Year 2023-24, In this regard, all HoD's are informed to submit the requirement in the designated format.
- Azadi ka Amrit Mahotsav Workshop:-**
Aazadi ka Amrit Mahotsav is an initiative of the Government of India to celebrate and commemorate 75 Years of independence and the glorious history of its people, culture and achievements, In view of this, new themes have been identified. Hence, on this basis, the institute can arrange workshops for students. All departments shall prepare proposal for the same and submit to the Principal office.
- VIDWAN Registration:** -
Vidwan is the premier database of profiles of scientists/ researchers and faculty members working at academic institutions and other R&D organizations involved in teaching and research in India. This is created to find potential scholars with similar expertise. HoDs shall ask faculty members of their department to do the registration for the same.
- ABC (Academic Bank of Credit):-**
ABC can be considered as an authentic reference to check the credit record of any student at any given point in future. The concept of ABC is fuel to boost the efficiency of faculty and help students embrace multidisciplinary educational approach. The idea is to make students skillful professionals and help their overall growth. In this regard, faculty/ GFM's are informed to instruct the students to enroll for the same.

7. **Pending fees Collection: -**

All HoDs shall inform to the student of their department to pay the remaining fees as early as possible. If due fees is not paid by the students, those students will not be allowed for the unit test examination. ;

8. **Unit Test conduction: -**

Unit test I is scheduled from 16th to 18th of March 2023 as per academic calendar of the institute. HoD's of respective department shall conduct the Unit Test and make require arrangement for the same.

9. **List of students for Center for International Studies: -**

As per the circular received from central office of the university, the students shown interest in JRE, TOFEL and foreign languages are to be informed to authorities by 13/03/23. HODs shall inform to GFM's to instruct the students to fill the google form for the same.

10. **Green Ranking Survey: -**

Green Ranking Survey is about the research publications of our faculty members. As per this data publications with only affiliation of our university and affiliation with other are to be compiled at the department level.

11. **Time-table for quantitative techniques unit test paper printing.**

The said subject is common for all branches, hence in view of smooth conductions of unit test, All HoDs shall conduct the unit test of the said course on last day of the schedule of the Unit Test i. e. 18/03/2023 at the same time.