

Meeting Number	11
	2023-24

Prin.	V. Prin. (SSC)	V. Prin (SMJ)	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A

Minutes of HOD meeting (03th October, 2023)

1. Induction Program :-

Freshman induction Program for the First year students is scheduled on form Thursday 5th October 2023 to Saturday 7th oct. 2023for three days. For the inaugural program all the heads of the department must present.

Purpose of student induction programme is to help new students to adjust and feel comfortable in the new environment, to inculcate in them the ethos and culture of the institution and help them to build bonds with students and faculty members and expose them to a sense of larger purpose and self-exploration.

2. Exam fees:-

As per the University Examination section, all the students have to fill the online examination forms for all semester. With this process examination forms must be filed faster. In this process, examination fees should be submitted to university. But unfortunately some of the students are paying fees on college portal. And by this way collected examination fee, college has to submit to university and it is very difficult task. Hence all GFM/faculty should inform to respective class students to pay the examination fees to university only not to college portal. Also, direct second year students and other (Nepal) students have to pay on old procedural part. Another important thing is mobile no. on which the registration should be done by the student while filling the examination form.

3. ABC id Data:-

Academic Bank of credit data is one of the important aspects now It is observed that some of the students have given wrong ABC id. Also, to generate ABC id, mobile no and Aadhar no. should be linked then only ABC id generation process works If the students are giving wrong ABC id, in that case GFM can collect proper screen shot of generator ABC id from the students, which will be authentic.

