

Meeting Number	10
	2024-25

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 the HOD Meeting (19th September 2024)

1. NAAC Preparations:

During the meeting, discussions were held regarding the preparations for the upcoming NAAC visit. It was emphasized that green boards should be installed and displayed, and five PowerPoint presentations or handouts should be prepared to lead the NAAC team during the visit. Furthermore, instructions were given regarding the laboratories that the department will showcase. These identified laboratories must be clean, and faculty members or lab in-charges should be ready to explain the laboratory setup in front of the NAAC team. Problem-Based Learning (PBL) components should also be identified and displayed in the laboratories. Journals from previous years should be made available, along with the dead stock register. The departmental library should be fully prepared. If any tube lights are needed in the department, they should be installed immediately. A MOCK visit will be arranged next week.

2. Pending Academic Work:

All heads of departments are required to conduct a subject-wise review to ensure the timely completion of the syllabus. Given the number of ongoing activities, extra lectures should be arranged as needed to complete the syllabus within the stipulated timeframe.

3. Status of MOOC Courses and Social Activities:

MOOC courses and social activities are mandatory components of the curriculum. Therefore, department heads should follow up on the progress of these activities. For social activities, public spaces should be identified and utilized, and these activities can be carried out under the National Service Scheme (NSS). All activities should be completed before Gandhi Jayanti, i.e., before 2nd October 2024. Department-level programs should be organized, and a consolidated report will be compiled at the central level.

4. Student Training Programs:

Each department must organize at least two student training programs per semester. Experts for these programs can be invited from outside the department. Internal experts from the same department are not permitted; however, experts from other departments within the institution can be allowed.

5. Examination Form Submission:

The university has issued a notification for the submission of examination forms for all B.Tech students, except for those in Semester I. General Faculty Members (GFMs) are requested to remind students by posting a message in the student groups every Monday. Students must use the university portal to fill out their examination forms. GFMs should inform their respective class students to use the university portal exclusively, as last time some students mistakenly paid the examination fees on the college portal, making it difficult to transfer funds from the college account to the university examination section's account.