

Meeting Number	13
	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 HOD meeting (11th October, 2024)

1. Signature on pay sheet: -

Every month after our payments, from the accounts section, a pay sheet is kept for the signature. But some of the faculty members are not doing signatures on the pay sheet and the account section continuously reminds those faculty members. So, it is a request to all, please sign the pay sheet after the payments. For the committee an updated record is required.

2. Dead stock checking: -

All departments have dead stock registers. In view of NAAC committee, all types of register should be complete having Principal's signature. At the end of all entries Principals signature is essential.

3. Examination form filling: -

From our university the last data for university examination form filling was given 15/10/24. It is mandatory to fill in the examination form in time to all the students. In the coming days oral/practical exams are scheduled, hence examination numbers are required. So, examination forms should be filled in on a priority basis.

4. Cleanliness in the department:-

On a regular basis cleanliness in the department is required. In view of NAAC visit it is also required. All heads should take a review of the cleanliness of the respective laboratories and passages.

5. Schedule of Unit Test-II for Semester VII: According to the academic calendar, Unit Test-II for Semester VII is scheduled from 17th to 19th October 2024. Due to placement of companies scheduled on 17th -19th October 2024 & 21st – 23rd October 2024 for Sem-VII students of all branches it was necessary to reschedule the unit test -II for sem-VII students.

A meeting of all heads of the departments to discuss this was conducted on 11/10/2024. A unanimous decision was taken in the meeting that considering the importance of placement activity, the revised schedule of unit test-II for sem-VII for all the branches is from 24/10/2024 to 26/10/2024. Accordingly, students of sem-VII will be informed the revised timetable by the respective head of the department.

6. Preparation of departments for NAAC (Documentation) :-

As far as NAAC visit is concern, all heads should be ready with required documents. Heads should prepare a route map for the laboratories of the department. Demo of each laboratory should be taken in front of the facilities. Lab manuals, journals, PBL's should be kept ready. MooC visit will be arranged from next week.

7. List of Students, Parents, and Alumni: In preparation for the upcoming NAAC visit, the college requires a list of students, parents, and alumni. Detailed instructions were provided in the meeting. Students should be in their college uniforms and should be well-versed with information about the college as well as the university. If possible, select students who are already placed in various companies, as well as prominent alumni.

8. Meeting with Students: To raise awareness about the NAAC visit, a meeting with the selected students will be held. Detailed instructions will be provided during the meeting. The student coordinator is responsible for ensuring that all selected students attend.

9. Meeting with Faculty Members: Similar to the student meeting, a meeting for all faculty members will be conducted in the auditorium to discuss NAAC awareness. All faculty members are required to attend, and department heads should ensure their presence. Tentative questions and answers will also be discussed during the meeting.

10. Change of branch process: -

Change of branch process is scheduled on Monday 14/10//24. Detailed schedule about the same is given already. All heads are informed regarding the same activity.

11. Parking Issues: Due to ongoing construction work on campus, there is limited parking for two- and four-wheelers. Faculty members are requested not to park their vehicles in front of JNIOT or near the medical canteen. Two security personnel will be appointed to manage parking. Faculty members are advised to utilize the parking area allotted behind the Chemical department. After the NAAC visit, vehicle passes will be issued.