



**NADIMPALLI SATYANARAYANA RAJU
INSTITUTE OF TECHNOLOGY
(AUTONOMOUS)**



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Circular

Circular No. NSRIT (A) / HoDs_Meeting / 2021 – 2022 / 3

05.10.2021

This is to inform all the Heads of the Departments, Controller of Examinations (CoE), Deputy Controller of Examinations (D-COE) and Coordinator (IQAC) that there will be meeting of all members on **October 09, 2021 (Saturday) at 01:30 PM** through offline mode with the following agenda. All members are requested to attend the meeting with necessary details for discussion and plan your day schedule accordingly well in advance. The meeting will span for more than two hours and the venue for the above said meeting will be in Board Room.

Agenda

1. Review of the minutes of the HoDs meeting held on September 04, 2021
2. Department initiatives towards M90 and follow up
3. Second year B. Tech. induction programme (Oct. 18 – 20, 2021) – Planning and Execution
4. Establishment of MIS and Documentation Cell
5. Periodical Review Meetings of the Nucleus Committee viz. Academic, Research, Student Affairs, Centre of Academic Excellence
6. Timetable finalization for upcoming second year (ACY 2021 – 2022)
7. Intimation of One Credit Courses and Registration
8. LMS update – Dr. R. Priya to appear and update
 - a. Status of completion of Second year courses in LMS – Upto One unit (Base content: e-course File)
 - b. Status of Status of completion of III- and IV-year courses in LMS – Upto three units (Base content: e-course File)
9. Status of Course allocation for first year
10. NBA – Dr. R. Priya and Mr. Krishnamurthy to update
11. Any other matter


Director

Note: All HoDs are requested to bring the minutes of the earlier meeting organized at the department level and ensure that all members of faculty confirmed the minutes. It will be audited during the meeting to ensure that the participative management is being promoted at all levels.

Copy to : (a) Secretary and Treasurer for kind information
(b) Principal
(c) Controller of Examinations (CoE)
(d) D-CoE
(e) Coordinator (IQAC)
(f) Coordinator (LMS)

(g) file