

Name of the Meeting	HoDs Meeting (Monthly)	Ref. No.	Communication dated 03.06.2023 #1	
Venue	Director's Cabin	Date	June 03, 2023	Time
Members Present	Dr. J. Raja Murugadoss (Director), Mr. D.V. Shanmukesh (HoD – Civil Engg.), Dr. R. Srinivas (HoD – CSE), Dr. R. Priya Vijayanthi (HoD – CSM), Dr. K. Madhavi (HoD – CSD), Mr. K. M. M. Tarakesh (EEE i/c), Dr. B. Siva Prasad (HoD – ECE), Dr. G. Vijay Kumar (IQAC Coordinator.), Dr. Ananda Babu (Mech. Engg. i/c), Dr. V. Krishna (HoD– BS & H))			

Sl. No.	Points Discussed	Responsibility	Target Date
1	Review of the earlier meeting: Reviewed the minutes of the earlier meeting regarding faculty registration in NPTEL courses, status of video uploads in NSRIT LMS portal and verified the size of the WhatsApp broadcasting group. The undersigned has requested all the HoDs to complete the LMS portal update for all the units on or before June 20, 2023. There wouldn't be any timeline extended for upload. All are requested adhere to the timeline. Also, it is ensured that the faculty have registered for the NPTEL courses.	All HoDs	Continuous Process
2	Review of Course Allocation: The undersigned has reviewed the course allocation for the forthcoming semester and ensured that all courses are being allocated. Also, he instructed all HoDs to depute senior members for the junior classes.	All HoDs	Immediate
3	Campus Immersion Programme: All HoDs are requested to inform the new members of faculty who have joined recently to attend the one-week campus immersion programme which is scheduled to start from June 05, 2023 onwards and Dr. Naveen is requested to take care of the complete task and make it more productive.	All HoDs and Dr. Naveen	Immediate
4	Admission Follow-up: Reviewed the status of phone calls and the volume of WhatsApp broadcasting group. The undersigned requested all the HoDs to complete the task and to follow up closely to have full admission with good quality ranks less than 25000.	All HoDs	Continuous Process
5	Internal Academic Audit: IQAC presented the audit report of the programs being audited so far. All HoDs are requested to ensure that there shouldn't be more deviation in the process and systems in place.	All HoDs and IQAC	June 30, 2023

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6	Internal Promotion: The undersigned informed all the HoDs to inform the respective members of faculty applied for internal faculty promotion to carry all the credentials on June 07, 2023 at 01:30 PM for the interview.	All HoDs and the concerned member of the faculty.	
7	Review of Summer Internship: <ul style="list-style-type: none"> All the HoDs along with the internship coordinator of the department are strongly instructed to follow up with the students doing summer internship I and II at various companies. Also, it is informed to provide more attention to those students who are doing online internship in some companies like Clicks Campus. Furthermore, the HoDs are requested to instruct the HoDs to facilitate the students to prepare the report then and there, correct and provide a enabling ecosystem for a better internship report. HoDs are requested to take personal care and attention to ensure the quality of the internship program and in case of any clarification, Ms. Usha may be contacted 	All HoDs & IIE - Lead	Continuous process
8	Fee Due Follow-up: All the HoDs are requested to have a close follow with the students having fee dues. Dr. Siva Prasad is requested to monitor continuously.	All HoDs and Dr. B. Siva Prasad	Continuous process
9	Faculty Capacity Building: All the HoDs are instructed to find some FDP being organized by reputed institutions at National level and State level and depute members to participate for capacity building.	All HoDs	Continuous process
10	Budget: The requested budget for the ACY 2023 – 2024 is allocated and will be distributed in Q1 through Q4 based on the priority.	Director	Immediate
11	Documentation Cell: All the HoDs are requested to send the report of the events once it is completed to the documentation cell without any delay to streamline the activities related to documentation and adherence to the academic calendar.	All HoDs and Dr. Vijay	Continuous process

Prepared by Rama, Jr. Asst., NSRIT
Approved by The Director, NSRIT

Note: The HoDs can take these minutes as a reference and conduct department level meeting to disseminate the information down to all faculties. The minutes at the department level shall be forwarded to the IQAC within couple of days from the receipt of these minutes. This minutes is circulated through mail on June 05, 2023 post lunch.

05/06/2023