



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



Name of the Meeting	HoDs Meeting	Ref. No.	HoDs Meeting Circular dated August 20, 2022 / 11		
Venue	Board Room	Date	August 26, 2022	Time	01:30 PM – 03:30 PM
Members Present	Dr. J. Raja Murugadoss (Director), Mr. D. V. Shanmukesh (CE), Dr. Srinivas Rayudu (CSE), Dr. R. Priya Vijayanthi (CSE - AI & ML), Dr. K. Madhavi (CSE - DS), Dr. B. Siva Prasad (ECE), Dr. R. S. R. Krishnam Naidu (EEE), Dr. P. N. E. Naveen (ME), Dr. V. Krishna (BS & H), Dr. G. Kalyani (CoE), Dr. N. V. V. S. Suryanarayana, (IQAC Coordinator), Dr. P. Kalpana (IQAC Coordinator), Ms. V. Usha Rani (Industry-Institute Linkage Coordinator)				

Sl. No. Points Discussed

1 Review of the earlier meeting of HoDs

The minutes of the earlier HoDs meeting were reviewed and confirmed

Students' Third and Final year attendance

The undersigned reviewed the attendance of third and final year as on August 25, 2022 and requested the HoDs to follow the below mentioned points:

- Class should start at 9.00 AM sharp and further doors may be closed at the same time
- The faculty should follow the mobile etiquette in the class
- 2 ➤ Faculty should come down the dais while lecturing/interaction with students
- Nucleus members need to sit in the class (Check the POs, COs and title of the class)
- Attendance need to be submitted to the Office of CoE before Mid – I Examination on or before August 30, 2022
- M90 thought process to be inculcated in faculty and students
- Department Monitoring to be strengthened
- Detentions to be minimized in the final and third year

Syllabus Coverage of final and third years

- 1. The HoDs of respective departments reported that 2 units are completed for the final year and 1.5 units – 2 units are completed for the third year
- 2. The internal question papers for the mid examination should be vetted by the HoD with the help of senior faculty and submitted to the Office of CoE along with question quality feedback
- 3 3. The CoE is requested to closely monitor the valuation of continuous internal assessment
- 4. The HoDs are requested to educate the faculty to not give full marks for the assignments as well as laboratory
- 5. The HoDs are advised to schedule make-up classes for the absentees in the laboratory
- 6. The undersigned informed the CoE to plan for a Model Test for the final year as well as the third year (The question paper to be set by the external examiners)
- 7. The director informed the HoDs that 100% attendance for the model test is mandatory

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Status of Supplementary Examination Coaching for the slow learners of III Year

- 4
1. The undersigned reviewed the remedial action taken plan for the present III years to clear the backlogs of courses in the IV Semester
 2. Director advised all the HoDs, especially HoD of Civil Engg., EEE, CSE (AI & ML) and CSE (DS) to focus on the slow learners of third year to sustain the pass percentage
 3. The HoDs are requested to talk to the faculty with <85% result and see that remedial classes are taken for the students to clear the course
 4. The department with no backlogs after the completion of IV Semester supplementary examinations will be honored

Action taken report of academic audit from IQAC and respective HoDs

- 5 & 6
1. The undersigned reviewed the action taken report of the earlier IQAC meeting
 2. The IQAC coordinators as well as HoDs presented the action taken report of academic audit held on August 20, 2022
 3. The undersigned requested the IQAC to plan an academic audit for the department of CSE on August 30, 2022
 4. The director advised the IQAC team to work on the AQR for NAAC along with department coordinators everyday from 03.40 PM to 05.00 PM from August 29, 2022 onwards

Status of Compliance of details of students registered for One-Credit Course

- 7
1. The CoE gave a complete report on the registrations for the One- Credit Courses of III year and II year
 2. The director discussed the schedules of the One-Credit Courses for the III year and II year with the Coordinator and the respective HoDs
 3. The director advised the HoDs not to skip the schedule of the courses as the industry people want to take the classes regularly and discouraged cancelling the class work for any other reason

Feedback of Industry Training and Impact Analysis of Industry Driven Courses

- 8 & 9
1. The Industry - Institute Linkage Coordinator presented the detailed report of the feedback on the industrial training for the running One-Credit Courses
 2. The undersigned requested the coordinator to prepare the impact analyses for the earlier Industry Driven Courses

Status of JVD Fees

10 The undersigned reviewed the status of JVD fees across all the departments and advised the HoDs to instruct the mentors to be in complete follow-up with the students and see that the dues are cleared at the earliest

LMS Update

11 All HoDs are requested to see that all the videos of five units are uploaded in LMS Portal on or before September 10, 2022

Status of International Conference

12 The undersigned reviewed the status of international conference and informed the HoDs that it is mandate for all the doctorates and also the faculty pursuing Ph.D to publish a paper in the journal being indexed by Scopus/SCI

Feedback on the Curriculum

13 The undersigned reviewed the status on the feedback of curriculum for the upcoming BoS of VII and VIII Semester

R. J.
29/08/2022

Any Other

- 14
1. The undersigned reviewed the status of the phone calls by the staff regarding admissions
 2. The director once again reiterated that classes for all the students will be closed by 03.40 PM i.e., the last hour shall be trimmed off and 50% of faculty will stay upto 05.00 PM. The HoDs need to submit the schedule of the faculty staying upto 05.00 PM along with the work assigned to the respective faculty

Prepared and approved by  The Director, NSRIT

Note: As the email is circulated through e-mail communication, no need of signature and the minutes may be confirmed through email communications by the members.

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