

Name of the Meeting	HoDs Meeting	Ref. No.	HoDs Meeting Circular dated May 10, 2022 / 10		
Venue	Admission Room	Date	May 11 & 12, 2022	Time	03:00 PM – 05:00 PM
Members Present	Director, Principal, Mr. Ramesh Chandra (CE), Mr. Sankar (CSE), Dr. Prasad (ECE), Dr. Krishnam Naidu (EEE), Dr. Naveen (ME), Dr. Krishna (BS & H), IQAC (Coordinator)				

Sl. No.	Points Discussed	Responsibility	Target Date
1	<b>Review of the earlier meeting of Management Council</b> a. The minutes of the 9 <sup>th</sup> HoDs meeting and confirmed and appreciated the efforts put by the entire team towards NBA Visit	-	-
2	<b>HoDs Week of Awesome</b> All HoDs are kindly requested to resume and submit the week of awesome activities on every Saturday i. e. target based and progression in the week positively before leaving the campus	All HoDs	Continuous Process
3	<b>Review of Academic Activities, Syllabus Coverage, and other items</b> The undersigned has reviewed the academic activities as well as the syllabus coverage across 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> years of study and observed that almost all are in the last unit and very few are in the last but previous unit. In this connection, the following are the schedule of activities to enhance the performance of the students in the forthcoming Semester End Examinations. Model Test Series I & II (Units I - III) between May 16 – 21, 2022 Model Exam Series III & IV (Units IV – V) between May 23 – 28, 2022 Further HoDs are seriously requested to monitor and ensure that the absentees are less and ensure that the paper response is appreciable.	All HoDs & Office of CoE	May 16 – 28, 2022
4	<b>Review of the Feedback on Teaching – Learning Process</b> All HoDs are requested to take the students online feedback on T & L process and consolidate and take necessary action of the threshold value is not met.	HoDs	Continuous

5	<b>LMS Update</b> All the HoDs are requested to ensure that the LMS portal is updated with Videos and necessary content for all the five Units by May 21, 2022. It will be reviewed in details	All HoDs	May 21, 2022
6	<b>Quality of Projects and Outcomes</b> a. As discussed, all students are requested to adhere to the format of M. Tech. or Ph. D. thesis of JNTUK for the preparation of B. Tech. thesis b. One Journal is mandate by one batch of students c. One NPTEL or equivalent online certification course is mandate for all the students in project area and it will be eligibility for the submission of thesis. Certificate should be attached with the project book.	All HoDs	Immediate
7	<b>Skill Oriented Course</b> Skill Oriented Course should with Lite and Tight Model of Assessment. HoDs should ensure that the videos are uploaded along with the report and the evaluation must be done only through LMS for all the students based on the content. No dilution should be there. All are requested to inform the same to all the teachers handling the courses.	All HoDs	Immediate
8	<b>Students' Discipline and Attendance</b> The HoDs are requested to instruct all the students to come to class at regular time and not to encourage late comers.	All	Immediate
9	<b>Faculty Development Programme</b> All HoDs are requested to plan for one Faculty Development Programme during summer taking the support of SMEs from IITs, NITs and state universities.	All HoDs	Immeidate

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.

*[Handwritten Signature]*  
13/05/2022