

Name of the Meeting	HoDs Meeting	Ref. No.	HoDs Meeting Circular dated Jan. 28, 2022 / 7		
Platform	Online (Zoom)– Recorded	Date	Jan. 29, 2022	Time	02:45 PM – 4:45 PM
Members Present	Director, Mr. Ramesh Chandra (CE), Mr. Sankar (CSE), Dr. Prasad (ECE), Dr. Krishnam Naidu (EEE), Dr. Naveen (ME), Dr. Krishna (BS & H), Dr. Priya (NBA Coordinator), Dr. Madhavi (Autonomous Coordinator) and Mr. Krishnamurthy (NBA Coordinator)				

SI. No.	Points Discussed	Responsibility	Target Date
1	Review of the earlier meeting of Management Council a. The minutes of the 6 th HoDs Meeting is reviewed and confirmed	Director	-
2	NBA SAR Reflection and Way Forward for NBA Sensitization A. It is informed to all members of the HoDs of ECE, ME, EEE and CSE after the yesterday's mail that there is a self-reflection meeting of the following members to reflect SAR understanding line-by-line and word-by-word and present to the members on Monday 07:00 PM through online. Kindly take appropriate notes and appear for the meeting well prepared. a. CSE: Dr. B. Ravi Kiran and Mr. Sankar b. ECE: Dr. Prasad and Ms. Roja Ramani c. EEE: Dr. Krishnam Naidu and Mr. Ramanjineyulu d. ME: Dr. Naveen and Mr. Krishnamurthy B. Further there will be sensitization session on Criteria I at 07:30 PM for members of faculty through online and HoDs are requested to ensure all are attending the meeting positively while switching on the video. It is mandatory. Dr. Priya is requested to share the meeting link and coordinate accordingly, please	All members marked in column #2 vide SI. No. 2	January 31, 2022 (ON TOP PRIORITY)
3	Review of the Curriculum Delivery Monitoring Committee Meeting Minutes (First and Second Minutes) The undersigned has reviewed the minutes of the above as cited and it is noticed that few departments haven't initiated the second meeting. It is instructed to close the issue on or before Monday and HoDs are requested to send both the minutes along with the action taken report to the undersigned.	HoDs	January 31, 2022
4	Review of the Feedback on Teaching – Learning Process (Second Feedback) The undersigned has reviewed the feedback on T & L process and requested the HoDs to share the same and initiative the corrective action for the teachers who have secured less than 75% score	HoDs	January 31, 2022

5	<p>Status of SEE Laboratory Reviewed the status of SEE laboratory regarding the submission of lab mark statements, sample record notebooks to the office of CoE and requested all HoDs to follow the guidelines as instructed strictly without deviation.</p> <ol style="list-style-type: none"> All labs should have second person and he or she must be take the equal responsibility of the lab as like main member Both should be available throughout the entire session The lab experiments should be corrected then and there before the students appear for the next lab Rubrics should be appropriately deployed Viva-voce should be scrupulously followed without any deviation and teacher should spend time adequately for the same During the SEE for lab courses, the mark statement should be submitted on the same day without deviation 	HoDs and CoE	Continuous
6	<p>Course Allotment for the Even Semester (ACY 2021 – 2022)</p> <ol style="list-style-type: none"> As discussed, the following protocol shall be adopted for workload. Assistant Professor and Associate Professor: 2 T + 1 Lab + 1 Assisting Professor: 2 T + 1 Lab. All other guidelines remain same as appear in SOP. The lab may be treated equivalent to either seminar or project work or socially relevant project or any sort of field work Reviewed the total number of courses for second, third and fourth years All HoDs are requested to share the workload (faculty wise), Course Allocation, Course Preference, Competency mapping (AC 08) All HoDs are requested to share the manpower requirement with justification on Monday positively All HoDs are requested to send mails to the respective HoD for course handling requisition 	HoDs + Director	January 31 – February 01, 2022 (ON TOP PRIORITY)
7	<p>3rd Board of Studies and 3rd Academic Council (Autonomous) The following dates are suggested by all the Chairpersons of the BoS for conducting the 3rd BoS.</p> <ol style="list-style-type: none"> Civil Engg., CSE (AI and ML) and ME: February 12, 2022 (Saturday) at 10:30 AM ECE CSE CSE (DS) EEE 	HoD (CE), Dr. Priya and HoD (ME) HoD (ECE) HoD (CSE) & Dr. Madhavi Dr. Ravi Kiran Dr. Krishnam Naidu	Feb. 12, 2022 Feb. 12 or 13, 2022 Feb. 12, 2022 Feb. 13 , 2002 or any other date Feb. 15, 2022
8	<p>Status of SOC The HoDs are requested to adhere to the SOP of SOC without any deviation</p>	HoDs	Immediate
9	<p>NPTEL Course: HoDs are requested to review the status then and there</p>	HoDs	Continuous
Prepared and Approved by			The Director, NSRIT
<p>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.</p>			