

Name of the Meeting	HoDs Meeting	Ref. No.	Intimation / 8		
Platform	Offline	Date	March 05, 2022	Time	03:00 PM – 04:20 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), and Mr. Krishnamurthy (NBA Coordinator) and Dr. Kalyani, DCoE				

Sl. No.	Points Discussed	Responsibility	Target Date
1	<b>Review of the earlier meeting of Management Council</b> a. The minutes of the 7 <sup>th</sup> HoDs Meeting is reviewed and confirmed	Director	-
2	<b>Regular Classwork and Attendance</b> HoDs are informed to monitor the attendance of the students meticulously taking the support of Mentors on continuous basis.	All HoDs	Continuous Process
3	<b>E-CAP Attendance</b> All the HODs were informed to instruct the members of faculty to update the students' attendance immediately after the day-to-day classwork i.e. on the same day. Further they are informed that the E-CAP Portal will be closed for posting the attendance on the same day.	-	Continuous Process
4	<b>LMS Update</b> All HoDs were informed to instruct the members of faculty to update the LMS with minimum 2.5 Units for the second year as well as third year and update the e-Course plan in the LMS portal. <b>This should be taken on high Priority. It will be reviewed on March 12, 2022</b>	All HoDs	March 12, 2022. On Priority
5	<b>Online Mentoring</b> HoDs are requested to request the members of faculty to initiate online mentoring with their mentees and motivate the students to attend the classes regularly for a better performance. <b>HoDs are requested to submit a report on this on March 12, 2022, positively, faculty-wise interaction with students and parents through online</b>	HoDs	<b>Continuous Process and On Priority</b>
6	<b>B. Tech. (Honors) and B. Tech. (Minor)</b> All HoDs were informed to list out the names of the students' opted courses under B. Tech. (Minor) and B. Tech. (Honors) in their respective program of study. In this regard, there will be a exclusive meeting on March 07, 2022 to discuss in detail. CoE is requested to share the list to all HoDs and Dr. Priya for LMS Access	HoDs	March 07, 2022
7	<b>NBA related Issues</b> HoDs of ECE, EEE, ME and CSE are requested to carry out the corrections as suggested by the members during Mock Audit held on March 02 – 03, 2022. The next audit will be on March 10, 2022 and March 19, 2022. Further HoDs are requested to present from Monday onwards on rotation basis to empower and ready ourself for NBA Visit.	HoDs (ECE, EEE, CSE and ME)	Immediate

8	<b>Online Certification Course Registration</b> The undersigned informed all the HoDs to circulate the email communication regarding the update of online certification courses to the google form from (Students and Faculty) on or before Tuesday	HoDs	March 08, 2022
9	<b>Faculty Assessment and Capacity Building Scheme</b> HoDs were informed to instruct the members of faculty to update the details of accomplishments in the link of Faculty Assessment and Capacity Building Scheme immediately without any delay.	HoDs	Immediate
Prepared and Approved by			The Director, NSRIT
<b>Note:</b> 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.			