

# **HODs MEETING REPORT**

**2023-2024**

The Principal conducted a meeting with the Heads of Departments on 29.01.2024, at 1:00 PM in the Principal's chamber.

**Members:-**

1. Dr.M.Vijayakumar, Professor, CSE & CSE(CS)
2. Mr.S.Prabakaran, Assistant Professor, AIDS & IT
3. Mr.T.Manickam, Assistant Professor, ECC
4. Mr.S.Mohanraj, Assistant Professor, EEE
5. Mr.S.A.Ramesh, Assistant Professor, MECH
6. Mrs.K.G.Devaki, Assistant Professor, CIVIL
7. Mrs.M.Sathya, Assistant Professor, S&H
8. Mrs.M.Muthumani, Assistant Professor, MBA

**Proceedings:**

The meeting reviewed the timetable for the next semester and the co-curricular activities for the current semester. The following points were discussed:



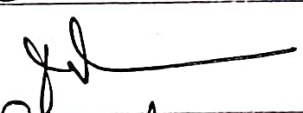
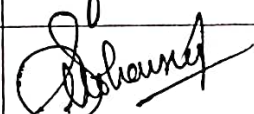
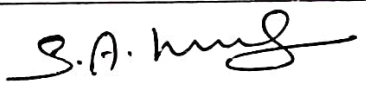
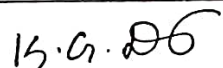
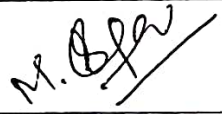

1. The faculty members are requested to go through the result analysis and find out the ways and means to improve the pass percentage.
2. Discussed about Library book requirements and text books for the students. The concerned staff members has to verify in the library whether the required collection of books available.
3. HoD's are requested to go on rounds during laboratory classes and verify whether the observation note
4. Staff members are not allowed to carry the text book or reference books to the classes only hand written notes are permitted.
5. Dress code to the staff members and students has to be followed strictly and wearing ID cards are mandatory.
6. It is instructed to do website outline work for Learning management system.
7. All the faculty members are instructed to upload the study material in the concern website for the betterment of the students.
8. All the faculty members are instructed to prepare study material for any topic apart from the syllabus for Content beyond Syllabus.

**Copy to**

1. Principal's table
2. All HoD's
3. IQAC Co-Odinator
4. All Faculty Member
5. Office File.

*[Handwritten Signature]*  
**Principal**

Minutes of HoD's meeting-Staff attendance conducted on 29.01.2024 at 1.00 PM

S.No	Name of The HoD	Designation/Department	Signature
1	Dr.M.Vijayakumar	Professor, CSE & CSE(CS)	
2	Mr.S.Prabakaran	Assistant Professor, AIDS & IT	
3	Mr.T.Manickam	Assistant Professor, ECE	
4	Mr.S.Mohanraj,	Assistant Professor, EEE	
5	Mr.S.A.Ramesh,	Assistant Professor, MECH	
6	Mrs.K.G.Devaki,	Assistant Professor, CIVIL	
7	Mrs.M.Sathya,	Assistant Professor, S&H	
8	Mrs.M.Muthumani	Assistant Professor, MBA	

Place : Vijayamangalam

Date : 29.01.2024

The Principal conducted a meeting with the Heads of Departments on 24.07.2023, at 1:00 PM in the Principal's chamber.

**Members:-**

1. Dr.M.Vijayakumar, Professor, CSE & CSE(CS)
2. Mr.S.Prabakaran, Assistant Professor, AIDS & IT
3. Mr.T.Manickam, Assistant Professor, ECC
4. Mr.S.Mohanraj, Assistant Professor, EEE
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**Proceedings:**

The meeting reviewed the timetable for the next semester and the co-curricular activities for the current semester. The following points were discussed:


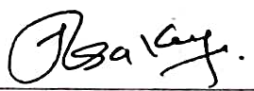
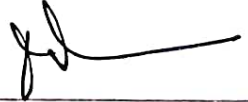
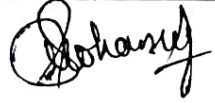
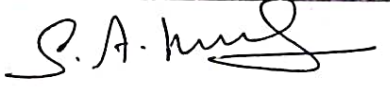
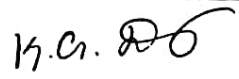
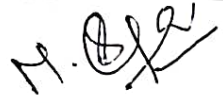
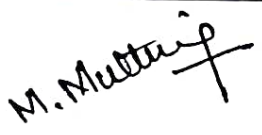
1. Dress code to the staff members and students has to be followed strictly and wearing ID cards are mandatory.
2. All the staff members are requested to go to the classes for the lecture three minutes in advance and should update their log books regularly.
3. All the staff should cover the entire syllabus well in advance to allow sufficient revision time.
4. Laboratory classes are to be conducted effectively and all the experiments are to be completed as per the syllabus well in advance.
5. Staff meetings are to be conducted by HoD's once in 20 days regarding the academic improvements.
6. The Hostel students have to be strictly controlled against their request for permission to go out of the hostel. They will be allowed only for the valid reasons.
7. HoD's are instructed to verify whether question banks, university question paper, two marks with answer are issued to the students are not.
8. Students profile should be updated till date and also counseling records should be completed for this semester.

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Place : Vijayamangalam

Date : 24.07.2023