**Minutes of Meeting**

**SRKSC//PRINCIPAL/MOM/03/2022-2023 13-07-2023**

The meeting with the Principal was held on **13-07-2023,** Thursday at 10.00a.m. in thePrincipal’s room. The following members were present in the meeting.

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| **S.No.** | **Name** |
|  | Dr.A.DINGDONG, Principal |
|  | Dr.K.DUMM, Academic Coordinator |
|  | Mr.P.HILL, HoD / Mech |
|  | Mr. N.ZUNSONG HoD / EEE |
|  | Mrs.J.Sivasri, HoD / S&H |
|  | Mr.M.BIKISF, HoD/ CSE |
|  | Mrs.MONK HoDi/c/ AI & DS |
|  | Mr.WOO LEE HoD / Agri |
|  | Mr. Krishnan, HoD / ECE |
|  | Ms.Sharmi, Asst. Professor / CSE |

**Agenda:Academic activities for the forthcoming semester**

**Minutes:**

**Classes Re-opening:**

* Classes for the III and IV-year students commence on**27-07-2023.**
* Staff members must send letters to the parents with the details of the commencement of classes and feespending if any.
* Parents must also be informed through phone calls following the letters probably after three days.

**Stock Verification:**

* All the staff members along with the concerned lab-in-charges must ensure the ready-to-use availability of stocks in laboratories.
* Besides, invoices and permission letters for the purchased lab materials must be collected from the office and filed.

**Convocation:**

* Convocation ceremony for the 2017-2021 batch has been tentatively fixed for the month of August.
* Participation in the ceremony is to be ensured from the students receiving degrees as well as from the students of the previous batch if any.

**Subject Allocation:**

* Workloads for the V and VII Semesters are to be prioritized with the existing faculty members.
* Workloads for the III semester can be reserved for the new staff members to be recruited.

**Recruitments:**

* As per the needs and proposals,the process of recruiting new staff members in both teaching and non-teaching will be over in the next few days.

**Relieving:**

* The staff members who want to discontinue their service from the institution are hereby informed to strictly adhere to the circular related to relieving.

**A surprise visit from AICTE:**

* It has been circulated by AICTE that a committee from AICTE may have a surprise inspection of the Engineering colleges randomly.
* So, the availability of staff members, laboratories, and other academic-related matters must be proper to face such a surprise inspection if any.

**Vertical selection:**

* A Google form from the Exam cell will be circulated and vertical selections should be filled accordingly.

**Note:** The meeting minutes’ points will be/have been shared by the concerned in-charges with the HoDsin case of their absencefrom the meeting.

**Principal**