

Meeting Number	15
	2025-26

Prin.	V. Prin. (SSC)	V. Prin (SMJ)	Basic Sci.	Chem.	Civil	Comp.	CSBS	CSE	Elect	ECE	E&TC	I.T	Mech.	R&A

Minutes of HOD meeting (2nd December 2025)

1. ERP Review:

From this semester our university had accepted ERP software for the teaching and other activities. Hence for the same from each department one coordinator is appointed, and proper training was given to them how to use this software. At college level separate coordinators are appointed to monitor the entire activity. From office side or from principal side it was informed to complete this task before the starting of vacations. Some of the faculty had added only some publications, it is required to add all the publications as on today. Likewise, student boarding, syllabus, attendance of respective class students is required to upload by the faculty members. As on today more than 3000 students are present in the college. Within next two to three days the entire work of entries should be completed otherwise vacations

2. Shifting of Equipments:

For the renovation purposes, shifting of both the wings top floors will be started from tomorrow. From WW-I wing CSE and CSBS department will be shifted to library building first and second floor. At the time of shifting respective teaching and non-teaching staff should be present in the college even though vacations are going on. From WW-II wing, Basic science department will be shifted to chemical and Electrical departments. From above mentioned departments one teaching and one non-teaching staff should be available 24/7 at least on phone calls. Required internet and PC connections will be provided soon. Some blocks for the University Examination will be shifted to polytechnic and workshop building as per requirements. For the next semester teaching process stands will be provided for the smartboards as per requirements. Requirements should be sent through proper route.