

Brief Record of the 24th / 2019 Meeting of the HODs held in the Secretary's Office on 18 December 2019 (Wednesday) at 03:00 P.M.

Present:

Mr. Anupam Goel, Prof. (Dr.) Sugandha Goel, Prof. (Dr.) BPS Sehgal, Prof. (Dr.) Dolly Phillips, Prof (Dr). Nishi Sharma, Prof (Dr.) Naveen Kumar Singh, Mr. Shashank Chaudhary and Col. (Dr.) A. S. Malhotra

1. **Confirmation of Minutes:** The Minutes of the 23rd /19 Meeting held on 04 Dec., 2019 as circulated, were Confirmed.

2. **Next Meeting: 02 Jan 2020 (Thursday) at 3:00pm**

3. Based on the Discussions during the Meeting, the Decisions Taken for Action are summarized in the succeeding paragraphs:-

3.1 Adoption and Usage of "Attendance, Assignment & Sessional Test Registers" and 'Course Coverage Registers' wef next Semester:

These Registers have since been printed, hence these will be brought in use by the Faculty/ Class Coordinators and monitored by the respective HODs. These will be maintained Course wise as per the Guidelines explained during the Meeting. (**Action: All HODs**)

3.2 Preparations, Programme and Responsibilities for the Meet on 28th Dec 2019 at Monarch, Gzb:

- a) A meeting will be held with Mr. Pradeep shortly for tieing-up the details about the Anchor, Games, Music, Mike System etc. After that Mr. Bajaj could be contacted for Anchoring etc. and Mr. Hari Singh for photography by Mr. Shashank Chaudhary for further details;
- b) Ms. Shefali and another Faculty will man the Reception Counter;
- c) Mr. Jagdish & Mr. Dev will look after the food & beverages. Mr. K M Mishra will take care of the Gifts & their distribution;
- d) Through the Invitations have been extended but Soft Reminders through Calling by those who had provided references and by some Faculty for others, will have to be done as per the List being provided; and
- e) Dean, Outreach & International Programmes and Alumni Affairs (**OIP&AA**)-Prof. (Dr.) Dolly Phillips will be the Overall Coordinator. (**Action: Dean OIP&AA**)

3.3 Finalisation of Academic / Activity Calendar for the Next Semester: Suggestions for changes made by the Deptts. , especially regarding ULLAS 2020 & other matters, be incorporated and the

Calendar be finalized & Circulated for information / action of all concerned at the earliest. **(Action: All HODs)**

3.4 Finalisation of Subjects Allocation for the Next Semester:

- a) These be submitted (as per the format provided) with-in next one / two days;
- b) Notes of the Previous Semester be Uploaded on our Website by all the Faculty through Mr. Dev and Notes for the coming Semester be prepared, taking into consideration the Question Papers and Notes of the previous years;
- c) All Faculty must teach from the latest Editions of the prescribed Books and wherever required these could be requisitioned. This will enrich our Library and especially the Reference Section. The Books should also be purchased for Value Added Programmes and kept in the Library; and
- d) Each Faculty must visit the Library and Suggest about the Continuation of subscriptions for the existing Journals and Procurement of New Journals. **(Action: All HODs)**

3.5 Getting the Practicals / Viva conducted and Uploading Sessional / Practical Marks of all Courses & Submission of Hard Copies of the same to the Universities: Utmost care and accuracy is essential in all these to avoid unnecessary correspondence & delays. **(Action: All HODs)**

3.6 Follow-up on Outstanding Dues and Pending Issues with the Universities: These details as per the format (already provided) may please be sent in the next two / three days, so that a correct assessment can be made about the Dues & actions initiated to get the pending issues resolved **(Action: All HODs)**

3.7 Obtaining Feedback from the Students and getting Re-registration done before Commencement of Classes for the next Semester:

- a) The Feedback Form has since been finalized, the Feedback from the Students he obtained by taking the services of Faculty from other Deptts. and Students are not required to reveal their identity in the Feedback Form; and
- b) Sufficient quantity of Printed Re-registration Forms are available in the Store. These should be got filled up before Commencement of Classes for the next Semester. In the Undertaking, it may be added “I shall maintain atleast 75% Attendance in terms of the directive of the University and my own Undertaking given at the time of my Admission.” **(Action: All HODs)**

3.8 Freezing of Day(s) / Week(s) / Month for Major Annual Events eg. Pratibha Protsahan, Vichaar Vistaar, Anveshan, ULLAS, Alumni Meets (Education, Law, Mgt/ I.T.), One National / International Conferences / Seminar and one Workshop by each Deptt. etc and Assigning specific Responsibilities for Planning , Organising, Conduct for each of these Events to atleast

two Faculty of the Deptt.: The HODs may discuss these in their respective Deptt meetings and we can meet on any day during next week to Coordinate & freeze these; (**Action: All HODs**)

3.9 Feedback on Recently concluded CCSU Exams and Management / I.T. Alumni Meet:

- a) The CCSU Exams were conducted very smoothly with the cooperation of all Faculty & Staff. There were a few thefts of mobiles from the vehicles parked outside the Campus at the Service Lane, away from the Institute. To prevent this and in keeping with the past practice, the Exam Schedule copy will be given to the By-Pass Chowki, PS Vijay Nagar and to SSP Ghaziabad. The College / Institute, from the Students are coming for Exam, will also be told to inform their Students not to carry these or leave these in their Vehicles. Some extra guards could also be deployed for keeping a watch on the parked vehicles; and
- b) To have better Attendance of Alumni, all Batches should be kept in-touch with the Institute by posting them with auto-generated birthday / anniversary greetings and about the Events at the Institute round the year. One Alumni from each batch could be identified, who could be the Contact Person for that Batch. Also the Alumni Cell needs to be more active. (**Action: All HODs**)

3.10 Preparations for the Meeting of the Advisory Committee of the Computer / IT Deptt. (28 Dec 2019): The Agenda Papers and PPT Presentation be made ready in next one / two days and sent to the Chairman & Members for the Meeting scheduled on 28th Dec 2019. (**Action: HOD, I.T.**)

3.11 Dr. B.S. Goel Memorial National Moot Court Competition (31st Jan 2019 & 01 Feb 2020):

20 Teams have confirmed their participation. The arrangement for Stay of Outstation Girl participants could be made in the newly constructed Rooms in the Hostel; and for the Boys it could be in the existing Guest Rooms. Also all other arrangements should be got completed soon. Efforts should be made to get more teams from Delhi (DU, Jamia, IP & some Private Universities). (**Action: HOD, Law**)

3.12 Internal FDP on Workplace Harmony: This could be on 26 & 27 Dec 19 for two full days or Half day on 24 Dec and one full day on 26 Dec. and half day on 27 Dec. (**Action: HOD, Management**)

The Meeting ended with the Vote of Thanks to the chair.

Distribution:

- Secretary
- Dean Academics & All Faculty- through email

Copy to:-

- Dy Registrar

**(Col. (Dr) A.S. Malhotra)
Director General**