



# J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

Approved by AICTE, New Delhi And Affiliated to Anna University, Chennai.

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506



## AGENDA FOR HOD'S MEETING

**DATE OF MEETING: 19.08.21**

**VENUE: BOARD ROOM**

**TIME: 10.00 TO 11.00 AM**

S.NO	AGENDA	RESOLUTION
<b>SUBMITTED TO THE MANAGEMENT</b>		
1	Staff data to be filled as per the format received from AICTE	
2	Placement details for the academic year (2021-2022)	
3	List of Conferences & Seminars already held in the institution	
<b>HoD's pending work</b>		
1	Discussion to prepare academic calendar	
2	Discussion about Online class and methods of teaching	
3	Registration process for girl students in the Pen kalvi scheme	
4	MOU details of Anna University	
5	Plan for Independence day celebration	
6	Registration process for the eligible SC,ST scholarship students	
7	Discussion to introduce Group Insurance policy for staff	

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8	Staff requirement is to be submitted (subject wise, cadre wise) as per norms. Identify HoD's, Professors, Assistant Professors, and Associate Professors.	
9	Future proposals in connection with all the following details is to be submitted a) Project b) Webinar c) Faculty Development Program d) Workshops (National & International) e) Conferences (National & International) f) Exhibition g) Industrial Visit h) Industrial Collaboration	

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## HOD'S MEETING

The Heads of the various departments /staff members who attended the meeting are requested to sign below after attending meeting in the board room.

**DATE OF MEETING: 19.08.2021**

**VENUE: BOARD ROOM**

**TIME: 10.00 TO 11.00 AM**

S.NO.	DEPT.	STAFF NAME	MOBILE NUMBER	EMAIL ID	SIGNATURE
1	AUTO	Mr.V.MAGESH	9095057585	hodauto@jkkmct.edu.in	
2	CSE	Dr.N.SATHYABALAJI	9578191257	hodcse@jkkmct.edu.in	
3	CIVIL	Mrs.V.MOHANAPRIYA	9566345193	hodcivil@jkkmct.edu.in	
4	ECE	Dr.C.MURUGESAN	9789456706	hodece@jkkmct.edu.in	
5	EEE	Dr.C.SARAVANAN	9994050050	hodeee@jkkmct.edu.in	
6	IT	Mrs.D.NIVETHINI	9894714454	hodit@jkkmct.edu.in	
7	MECH	Mr.K.SRIRAM	8056748680	hodmech@jkkmct.edu.in	
8	MBA	Mr.E.R.VADIVEL	9345379991	hodmba@jkkmct.edu.in	
9	MCA	Mr.M.SENTHIL KUMAR	8012282220	hodmca@jkkmct.edu.in	

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**AGENDA FOR HOD'S MEETING**

**DATE OF MEETING: 09.11.2021**

**VENUE: BOARD ROOM**

**TIME: 10.00 TO 11.00 AM**

S.NO	AGENDA	RESOLUTION
1	Planning to start a new procedure for conducting internal examinations, Faculty need to prepare different sets of Question paper for their subject and need to submit the sets to the respective Department exam cell coordinator.	
2	Faculty should be in to the classes and labs before 5 minutes.	
3	Faculty need to submit their concerned subjects Course plan, case studies and Question bank to the year wise coordinators.	
4	Evaluation of internal marks and lab marks should be done strictly.	
5	Weak students have to be identified in the classes and remedial classes have to be conducted and attendance will be considered for the classes.	
6	Faculties are asked not to use mobile phones even during laboratory class work.	
7	Reviewing the continuous assessment for the laboratory experiments.	
8	Faculties are asked not to spare any of the students regarding indiscipline activity in the class room / laboratory.	

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DATE OF MEETING: 09.11.21

VENUE: BOARD ROOM

TIME: 10.00 TO 11.00 AM

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1	AUTO	Mr.V.MAGESH	9095057585	hodauto@jkkmct.edu.in	
2	CSE	Dr.N.SATHYABALAJI	9578191257	hodcse@jkkmct.edu.in	
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## AGENDA FOR HOD'S MEETING

DATE OF MEETING: 28.01.2022

VENUE: BOARD ROOM

TIME: 10.00 TO 11.00 AM

S.NO	AGENDA	RESOLUTION
<b>SUBMITTED TO THE MANAGEMENT</b>		
1	Staff data to be filled as per the format received from AICTE	
2	Placement details for the academic year (2021-2022)	
3	Reports of Online Classes and Exams	
<b>HoD's pending work</b>		
1	Discussion to prepare Academic calendar	
2	Plan to conduct Online Classes , Methods and Exams	
3	Discussion about the dates to conduct Annual & Sports day celebration	
4	Discussion to involve student volunteers in the NSS	
5	Creating awareness & installing Kaavalan app through Women Empowerment Cell	
6	Discussion for Student feedback about the Academic schedule	

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## HOD'S MEETING

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DATE OF MEETING: 28.01.2022

VENUE: BOARD ROOM

TIME: 10.00 TO 11.00 AM

S.NO.	DEPT.	STAFF NAME	MOBILE NUMBER	EMAIL ID	SIGNATURE
1	AUTO	Mr.V.MAGESH	9095057585	hodauto@jkkmct.edu.in	
2	CSE	Dr.N.SATHYABALAJI	9578191257	hodcse@jkkmct.edu.in	
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## AGENDA FOR HOD'S MEETING

DATE OF MEETING: 06.04.22

VENUE: BOARD ROOM

TIME: 10.00 TO 11.00 AM

S.NO	AGENDA	RESOLUTION
1	Faculties are instructed to cover the syllabus and suggested to conduct the model lab exams before external examinations.	
2	Faculties are instructed to counsel the students on a regular basis especially in the academics point of view, focusing more on the student's performance and on attendance marks as CGPA is important for their placement.	
3	Faculties of respective classes are asked to monitor and counsel the students who are regularly absent to the classes and advised to bring to the notice of their parents about the same.	
4	Concerned subject staff is asked to submit question banks for conducting exams.	
5	First year faculties are instructed to motivate, encourage and to explain the importance of the internships to the III / IV year students and help them in applying for internships.	
6	Faculties are instructed to intimate about extra classes if needed for the students so that the same can be arranged by the timetable Coordinator.	

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**DATE OF MEETING: 06.04.22**

**VENUE: BOARD ROOM**

**TIME: 11.30 AM TO 12.15 PM**

S.NO.	DEPT.	STAFF NAME	MOBILE NUMBER	EMAIL ID	SIGNATURE
1	AUTO	Mr. V. MAGESH	9095057585	hodauto@jkkmct.edu.in	
2	CSE	Dr.N.SATHYABALAJI	9578191257	hodcse@jkkmct.edu.in	
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