



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY

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

Accredited by NAAC with "A" Grade

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



AGENDA FOR HOD'S MEETING

Date: 12/07/2022

Venue: Board Room

Time: 10.00 AM

S.NO	AGENDA
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
4	Discussion to prepare academic calendar
5	Discussion about Naan mudhalvan Online class and methods of teaching
6	Registration process for girl students in the Pen kalvi scheme
7	MOU details of Anna University
8	Discussion about preparing staff workload
9	Plan for Independence day celebration
10	Registration process for the eligible SC,ST scholarship students
11	Discussion to organize seminars, workshops, conferences and faculty development programs
12	Staff requirement is to be submitted (subject wise, cadre wise) as per norms. Identify HoDs, Professors, Assistant Professors, and Associate Professors.
13	Future proposals in connection with all the following details is to be submitted a) Exhibition b) Industrial Visit c) Industrial Collaboration

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Date: 12/07/2022

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The Heads of the various departments who attended the meeting are requested to sign below after attending the meeting in Board Room

S.NO.	DEPT	STAFF NAME	MOBILE NO.	EMAIL ID	SIGNATURE
1	AUTO	Mr.V.Magesh	9095057585	hodauto@jkkmct.edu.in	
2	CIVIL	Mrs.V.Mohanapriya	9566345193	hodcivil@jkkmct.edu.in	
3	CSE	Dr.N.Sathyabalaji	9578191257	hodcse@jkkmct.edu.in	
4	ECE	Dr.C.Murugesan	9789456706	hodece@jkkmct.edu.in	
5	EEE	Dr.C.Saravanan	994050050	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: 28/11/2022

Venue: Board Room

Time: 10.00 AM

S.NO	AGENDA
1	Review of the previous meeting held on 12/07/2022
2	Placement details for the academic year (2021-2022)
3	Reports of Online Classes and Internal Assessments
4	Discussion to conduct coaching classes
5	Plan to conduct seminars ,workshops and conferences for students
6	Discussion about the dates to conduct Annual & Sports day celebration
7	Discussion to involve student volunteers in the NSS
8	Plan to conduct model exams
9	Discussion for collecting Student feedback.
10	Discussion on university examination dates for theory and practical

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AGENDA FOR HOD'S MEETING

Date: 23/01/2023

Venue: Board Room

Time: 10.00 AM

S.NO	AGENDA
1	Discussion about coincidence of academic calendar with Anna University schedule
2	Steps taken to improve the placement of students in reputed companies
3	Report of value added courses and motivational programmes
4	Discussion to prepare timetables and staff workload for the even semester.
5	Discussion about effective methods of teaching and usage of smart classes
6	Discussion about stock verification.
7	MOU details of Anna University
8	Discussion about scholarship process in progress
9	Discussion on NAAC renewal process
10	Discussion on faculty development programs conducted and to be held according to the academic schedule
11	Staff requirement is to be submitted (subject wise, cadre wise) as per norms. Identify HoDs, Professors , Assistant Professors, Associate Professors.
12	Plan to conduct industrial visits

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HOD'S MEETING


Date: 31/03/2023

Venue: Board Room

Time: 10.00 AM

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S.NO.	DEPT	STAFF NAME	MOBILE NO.	EMAIL ID	SIGNATURE
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AGENDA FOR HOD'S MEETING

Date: 31/03/2023

Venue: Principal's Chamber

Time: 10.00 AM

S.NO	AGENDA
1	Review of the previous meeting held on 18/01/2023
2	Discussion on placement in top companies.
3	Discussion on completion of syllabus.
4	Discussion on stock verification in laboratories and departments
5	Discussion about alumni association.
6	Monitoring of physical and mental health of students
7	Ensuring safety of female students.
8	Plan to conduct model exams
9	Discussion on available library books and more books in need
10	Deciding the dates for vacation slots for staff


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Venue: Board Room

Time: 10.00 AM

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