



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY
(AUTONOMOUS)



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 : 22/01/2024

Venue : Board Room

Time : 10.00 AM

S.NO	AGENDA
1	Discussion about coincidence of academic calendar with Anna University schedule
2	Report of NSS programmes and programmes conducted by ECO club
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	Discussion about the dates to conduct Annual & Sports day celebration
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 if any
12	Plan to conduct industrial visits

Principal

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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	Dr.N.Sathyabalaji	9578191257	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	

Principal

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AGENDA FOR HOD'S MEETING

Date : 27/03/2024

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 through mentors.
7	Ensuring safety of female students. through Women's Empowerment Cell
8	Plan to conduct model exams and model practicals.
9	Discussion on available library books and more books in need
10	Deciding the dates for vacation slots for staff

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