

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2019-2020 : 1													
Venue		:	Conference Hall	Date	11.06.2019 (Tuesday) - 02:00 PM - 04: 00 PM													
Members Present		:	HoDs (ECE, EEE, ME, HoD PE, Chem. Engg, I/C HoD Civil Engg., IT, CSE, BSH), Controller of Examinations															
No.	Points Discussed					Tgt. Date	Responsibility											
1	Vice Principal welcomed all HoDs for 1 st Meeting held on 11.06.2019 for the academic year 2019-2020 Reviewed of the Actionable Points Pertaining to the Minutes of the 11th HoDs Meeting Dated 10.04.2019 Reviewed the minutes of the previous HoDs meeting and confirmed					Ongoing	HoDs											
2	Review of the cumulative academic performance of the departments Reviewed the cumulative academic performance of all departments. HoDs are requested to strengthen the Teaching Learning Process further to enhance the performance.					Ongoing	All HoDs											
3	Readiness of the time tables for the forthcoming semesters HoDs are requested to share the time tables of forthcoming semesters by June 12, 2019					June 12, 2019	All HoDs											
4	Status of subject allotment Reviewed the status of subject allotment. HoDs are requested to see that, the subject allotment is followed as per the guidelines. Further, HoDs are requested to plan for one technical training course in the time tables					June 12, 2019	All HoDs											
5	Status of one credit courses and value added courses planned (HoDs are requested to come up along with the name of the companies as well as course title) HoDs are requested to share the details of One credit course and value added course by June 12, 2019. In a given format One credit course: <table border="1"><tr><td>No.</td><td>Department</td><td>Course Name</td><td colspan="2">No of students Interested</td></tr></table> Value Added course: <table border="1"><tr><td>No.</td><td>Department</td><td>Course Title</td><td>Name of faculty</td><td>Date</td></tr></table>					No.	Department	Course Name	No of students Interested		No.	Department	Course Title	Name of faculty	Date	June 12, 2019	All HoDs	
No.	Department	Course Name	No of students Interested															
No.	Department	Course Title	Name of faculty	Date														
6	Faculty development programs planned at the departments HoDs are requested to plan for Faculty development programs share the details by June 12, 2019					June 12, 2019	HoDs											
7	BoS meetings It is resolved to conduct BoS meetings in two spells on June 29, 2019 and July 6, 2019. The schedule is given below. Dr. PNL Pavani is requested to note down the dates and coordinate June 29, 2019 : Chemical Engineering, EEE, CSE and Mechanical Engineering					June 29, 2019 and July 6, 2019	All HoDs											

	<p>July 06, 2019 : ECE, Civil, IT and BS&H</p> <p>The schedule of Brief discussion with Vice Principal</p> <p>June 24, 2019 : Chemical Engineering, EEE, CSE and Mechanical Engineering</p> <p>June 25, 2019 : ECE, Civil, IT and BS&H</p>		
8	<p>Status of Graduation Day</p> <p>Reviewed the status of Graduation Day. As on date 78 students were registered across in all branches</p>	-	COE
9	<p>Any other Matter</p> <p>1. Faculty internship:</p> <ul style="list-style-type: none"> As on date 13 faculty attended internships during summer. As regular practice to conduct a faculty internship seminar on every Friday the schedule of the 1st seminar is given below. Dr. V. Prasad, Associate Professor of CSE department on 14.06.2019 at 10:00AM. HoD (CSE) is requested to inform the faculty concerned and Dr. T. S. Kishore is requested to coordinate. <p>2. Induction Program for 2nd years:</p> <ul style="list-style-type: none"> HoDs are requested to plan for an Induction program for students of 2 years with Alumni 	<p>June 14, 2019</p> <p>June 18, 2019</p>	All HoDs
<p>Copy to: Vice Principal's Office, All HoDs, CE and PA to VP</p>		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	12.06.2019
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Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2019-2020 : 2	
Venue		:	Vice Principal Cabin	Date	05.07.2019 (Friday) – 02:00 PM – 04: 00 PM	
Members Present		:	HoDs (ECE, EEE, ME, HoD PE, Chem. Engg, HoD Civil Engg., IT, CSE, BSH), Controller of Examinations			
No	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 2 st Meeting held on 05.07.2019 for the academic year 2019-2020. Vice Principal introduced Dr. Kathirvelu appointed as a new HoD for department of ECE Reviewed of the Actionable Points Pertaining to the Minutes of the 1st HoDs Meeting Dated 11.06.2019 Reviewed the minutes of the previous HoDs meeting and confirmed				Ongoing	HoDs
2	Review of the actionable points from 41st Governing Council Meeting held on June 7, 2019 Reviewed the actionable points of 41 st GC meeting Minutes				Ongoing	All HoDs
3	Academic performance of the departments Reviewed the cumulative academic performance of all departments. It is reiterated that department should maintain 85% academic performance by all departments for all years. HoDs are requested to closely monitor the teaching-learning process				ongoing	All HoDs
4	Status of one credit courses and value added courses Reviewed the status of one credit course and value added course.				August, 19	All HoDs
5	Three-day workshop during July 29-31, 2019 focusing on Open Book Examination (Vice Principal to brief) Vice Principal informed, GMRIT is organising Three-day workshop on “ Fostering Higher order thinking under the framework of RBT and OBE: Theory to Practice ” scheduled during 29-31, July 2019 Dr. L. Govinda Rao from ECE and Dr. Rajesh Kumar Mishra from EEE are the faculty coordinators for above workshop. It is finalised the 50 faculty number from across all the departments will attend and also requested the departments to send the faculty names by July 6, 2019				July 29-31, 19	All HoDs
6	Status of Video courses and Status of AWS Educate Registration – Ms. Jyothi to brief Mrs. Jyothi Briefed the status of Video courses this academic year 18 Video courses are planning out of 18 courses 3 courses are completed and 15 courses are ongoing and also briefed the status of AWS workshop as on date 50 out of 54 students registered from IT department 42 out of 172 students registered from CSE department. HoDs of CSE and IT requested to inform faculty to register for AWS Educate by 2 nd week of August, 2019				Ongoing August, 19	Ms. Jyothi (IT)

7	Status of mentoring Reviewed the status of mentoring in all departments. HoDs are requested to monitor on priority	ongoing	All HoDs
8	Status of CTLP delivery / LAN updates – Dr. AVR to brief: Dr. AVR Briefed the status of CTLP delivery / LAN update. HoDs are requested monitor and update LAN courses regularly and also informed a surprise Audit will be happen for LAN Courses updation / CTLP	ongoing	Dr. AVR
9	Status of ARC 2.0, Dassault 3D experience and Solid Edge HoD mechanical Engineering briefed the status of ARC 2.0, Dassault 3D experience and Solid Edg.	ongoing	Dr. V. Rambabu
10	Date for Joint Board Meeting / Academic Council meeting – Dr. Pavani to brief Schedules of Joint Board Meeting and Academic Council meetings will be held on July 11, 2019 and July 20, 2019 respectively. HoDs are requested to freeze POs mapping and Dr. Pavani requested to collect all the minutes of the respective BoS for discussing in Joint Board Meeting	July 11, 19 and July 20, 19	Dr. PNL Pavani
11	Any other Matter HODs are requested to re-circulate Research Seed Grant policy to faculty HoDs are requested to send the details of NPTEL coordinator at department level by July 8, 2019	Ongoing July 8, 19	All HoDs
Copy to: Vice Principal's Office, All HoDs, CE and PA to VP		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	07.07.2019
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Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2019-2020 : 4	
Venue		:	Vice Principal Cabin	Date	11.09.2019 (Wednesday) – 02:00 PM – 04: 00 PM	
Members Present		:	HoDs (ECE, EEE, ME, HoD PE, Chem. Engg, HoD Civil Engg., IT, CSE, BSH), Head HR and Controller of Examinations			
No	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 4 th Meeting held on 11.09.2019 for the academic year 2019-2020. Reviewed of the Actionable Points Pertaining to the Minutes of the 3rd HoDs Meeting Dated 09.08.2019 Reviewed the minutes of the previous HoDs meeting and confirmed				Ongoing	HoDs
2	Review of the Academic Performance of 1st Midterm test -1 (HoDs are requested to come with complete details of the Result analysis) Reviewed the performance of 1 st Midterm test and all HoDs are requested to maintain the same percentage of 85% and It is mandatory for all years				Ongoing	All HoDs
3	Performance of lateral entry students - HoDs to brief Reviewed the performance of lateral entry students, Vice Principal requested all HoDs to provide coaching classes whenever it is needed to make them more competent				ongoing	All HoDs
4	Faculty reporting and movement during working hours – Vice Principal & HR to brief Vice Principal and HR briefed the faculty movement during working hours as well as dress code. All HoDs are instructed to strongly penetrate to all the members				ongoing	All HoDs
5	STEPCONE – 2020 – Dr. Ramana to brief the progress Vice Principal Reviewed the progress of STEPCONE – 2020 with Dr. P. Ramana. It is under stood that the promotions are going well the website also uploaded.				Ongoing	Dr. P. Ramana
6	Centre for faculty development program : Phase III training (Under Skill GMRIT) – Dr. T. S. Kishore to brief Dr. T. S. Kishore briefed the details of faculty development programs. <ul style="list-style-type: none">A Three Day Faculty Development Program on Advanced Program Assessment: Theory to Practice, Phase III during 17th – 19th October 2019, Venue – E Classroom, Block 5A two Day Faculty Follow-up Session on Advanced Program Assessment: Theory to Practice – Phase 1 during 18th – 19th October 2019, Venue – Gallery Hall, Block 1 for engineering facultyA two Day Faculty Follow-up Session on Advanced Program Assessment: Theory to Practice – Phase 2 during 21st – 22nd October 2019, Venue – Gallery Hall, Block 1 for BSH faculty				Ongoing	Dr. T. S. Kishore

7	ARC 2.0 follow up – HoD (Mechanical Engg.) to Brief Reviewed the ARC 2.0 around 31 students are registered for the course. HoD Mechanical is requested to give the further update.	ongoing	Dr. V. Rambabu
8	Leading competitions in India and Abroad (Domain Specific) – HoDs are requested to identify and come with a list (Hard Copy) Vice Principal requested all HODs to motivate and ensure the students participation in India and Abroad	ongoing	All HoDs
9	Date and Agenda finalization for 12th BoS meeting HoDs are requested to formulate the course outcomes of 3 rd to 6 th semester under Academic Regulations – 2019. Tentatively date finalized for 12 th BoS meeting during February 2020	ongoing	Dr. P.N. L. Pavani
10	Any other Matter		
Copy to: Vice Principal's Office, All HoDs, CE and PA to VP		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	16.09.2019
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Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2019-20 : 5	
Venue		:	Conference Hall	Date	30.09.2019 (Monday) – 02:00 PM – 04: 00 PM	
Members Present		:	HoDs (ECE, EEE, ME, PE, Chem. (Dr. Joga Rao) Engg, Civil Engg., IT, CSE, BSH), Controller of Examinations			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 5 th Meeting held on 30.09.2019 for the academic year 2019- 2020 Reviewed of the Actionable Points Pertaining to the Minutes of the 4th HoDs Meeting Dated 09.09.2019. The following points are reiterated to all the Heads of the Departments to percolate down the line to all members of faculty. a. To maintain 85% of pass percentage across any year of study at any instance of time. Further it is instructed to all the Heads of the Departments to maintain the placement eligibility of more than 80% at the very beginning of the seventh semester. Accordingly necessary action shall be taken to improve the performance of the slow learners b. Reviewed the syllabus coverage and laboratory experiments as the end semester examinations are nearing c. HoDs are requested to instruct all the staff members to maintain good relationship inside and outside the classroom and while conducting laboratories d. Reviewed the pass percentage of the students with regard to the Employability Skills and Extra-curricular activities e. HoDs are requested to identify the leading competitions in India and Abroad and come with a list without fail and an action plan to motivate the students to participate on or before 15.10.2019 (ON PRIORITY)				Ongoing	All HoDs
2	Actionable Points of Education Advisory Committee – Future Skills and Strategic Workshop Based on the proceedings of the above said meetings, the respective HoDs are requested to note down the actionable points on HIGH PRORITY a. To explore the possibility of additional inputs related Mechatronics other than the regular course which is presently available in the curriculum for the students of Mechanical Engineering b. To strengthen the activities of Skill GMRIT by involving more number of students to participate to enhance the employability skills of the students. It is suggested to focus the current third year students to train as much as possible on coding practices and expose them to contemporary technologies c. To motivate the students to pursue online certification course related to Google Android Developer Certification Programme, Business Analytics and concerned HoDs are requested to come out with an action plan d. HoDs are requested to instruct the members of faculty to use Ken video materials for their regular courses to supplement classroom teaching e. Discussions were initiated to impart skills sets other than coding to other branches of students related to				(a) Immediate (b) Immediate (c) 15.10.2019 (d) Immediate (e) 21.10.2019 (f) Ongoing	(a) HoD (Mech.) (b) HoD (CSE & IT) (c) HoD (CSE & IT) (d) All HoDs (e) All HoDs (f) Dr. MVN. Rao

	<p>problem solving. Accordingly the following topics were identified and formed into clusters. Cluster 1: Arduino, VLSI, Lab View, Raspberry Pie (HoD – ECE); Cluster 2: C, OOPs, Python, DBMS (HoD – CSE & IT); Matlab (HoD – EEE). Cluster 3: Aspen (HoD – Chemical Engg.) HoDs of Civil and Mechanical Engineering is requested to identify the related skill sets for the students of Mechanical Engineering at the earliest. Further, it is instructed all the Cluster in-charges to come out with an action plan for their respective skill sets to start the training from next semester onwards. HoDs shall convene a meeting further on their own to arrive the plan of action (ON PRORITY)</p> <p>f. HoD (ECE) is requested to convey to Dr. MVN Rao, Prof. of ECE to convey the wishes for GAMYAM and requested to involve more number of students to strengthen the activities for community engagement</p> <p>g. Vice Principal requested to all the HoDs to strengthen the CTLP and to initiate Flipped Learning in the forthcoming semester</p>		
3	<p>Status of ARC 2.0, Dassault 3D Experience</p> <p>Reviewed the status of the above said courses and informed all the concerned Heads of the Department to monitor continuously</p>	Ongoing	HODs (Mech., ECE and EEE)
4	<p>Review of the Status of Mock Open Book Examination</p> <p>Vice Principal reviewed the status of mock open book examination with the Head of the Department of Basic Science and Humanities and requested to update the same</p>	03.10.2019	a.HoD (BS & H) b.Dr. T.S. Kishore
5	<p>Faculty Movement During Working Hours and Dress Code</p> <p>HoDs are requested to put a faculty movement register and record the details in their own custody in case of faculty movement during working hours and also instructed to all the members of staff and students to follow the dress code with out any deviation</p>	Immediate	All HoDs
6	<p>Commencement of M.Tech. Programme</p> <p>Vice Principal informed all the Heads of the Departments that the M. Tech. programme will be commencing from October 3, 2019 (Thursday)</p>	03.10.2019	All HoDs to make a note
7	<p>Any other Matter</p> <p>a. The HoDs of CSE and IT are requested to identify the faculty for AI and ML training at our companies during summer and winter season</p>	Immediate	HoDs (CSE and IT)
<p>Copy to: Vice Principal's Office, All HoDs, CE and PA to VP to inform the concerned points to Autonomous Coordinator (Institute Level)</p>		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	30.09.2019
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Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2019-20 : 6	
Venue		:	Vice Principal Cabin	Date	06.11.2019 (Wednesday) – 1:30 PM – 2:30 PM	
Members Present		:	HoDs (ECE, EEE(Dr. P. Ramana), ME, PE, Chem., Engg, Civil Engg., IT, CSE)			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 6 th Meeting held on 06.11.2019 for the academic year 2019- 2020 Reviewed of the Actionable Points Pertaining to the Minutes of the 5th HoDs Meeting Dated 30.09.2019. The following points are reiterated to all the Heads of the Departments to percolate down the line to all members of faculty. a. HoD of CSE requested to further instruct the all HODS to deploy CTLP format for two courses in a semester from forth coming semester course and audit will be happen seriously and requested to send a complete updates by weekly in the prescribed format for the review. Dr. GVSS Sharma is nominated for assisting to HOD CSE for implementation of CTLP Course. 50% of the topics shall be delivered using CTLP b. HOD of CSE requested for implementation of Flipped Learning two topics per unit is mandate and requested to penetrate the information to all members and it should be reflected in the course plan and also requested to conduct mock flip learning among faculty. HOD CSE requested to take help with HOD PE for implementation of flipped learning c. HODs are requested to come up with the complete details by tomorrow (07.11.2019) for Cluster 1: Arduino, VLSI, Lab View, Raspberry Pie (HoD – ECE); Cluster 2: C, OOPs, Python, DBMS (HoD – CSE & IT); Matlab (HoD – EEE). Cluster 3: Aspen (HoD – Chemical Engg.) HoDs of Civil and Mechanical Engineering is requested to identify the related skill sets for the students of Mechanical Engineering. d. Remaining minutes of the previous HoDs meetings reviewed and confirmed				(a) Immediate (b) Immediate (c) Immediate	All HoDs
2	Review of the Midterm analysis 1 & 2 and all are requested to come with the comparison statement Reviewed the results of Midterm analysis of 1&2. HoDs are reiterated to maintain 85% of pass percentage across any year of study at any instance of time				Ongoing	HoDs
3	Admission strategy for the year 2020-2021 HoDs are requested to come with the new strategies for students admissions for the year 2020-2021				Ongoing	HoDs
4	Review of the actionable points to identify the leading competitions in India and Abroad- HoDs concerned come with the actionable points HoDs are requested to identify the leading competitions in India and Abroad and come with a list without fail and an action plan to motivate the students to participate in leading competitions and skill set training details by tomorrow (07.11.2019) for discussion				07.11.2019	HoDs
5	Review of employability skills and CC, EC activities (Mr. Raja Raman (CDC) and HoDs to brief Reviewed the details of employability skills and CC, EC activities and Mr. Raja Raman (CDC) requested to come up				07.11.2019	All HoDs

	with the updated details by tomorrow (07.11.2019) HoDs meeting		
6	Any other Matter a. STEPCONE-2020: finalized the chief guest for STEPCONE 2020 DR. Mylswamy Annadurai is an Indian Scientist was heading ISRO Satellite Centre, Bangalore and as Vice president for Tamil Nadu State Council for Science and Technology. Chairman Board of Governors, National Design and Research Forum is the chief guest. b. HODs are requested to make go for round often for observing students movement during working hours and class monitoring. Further, they are instructed to monitor the dress code of the student and staff.	ongoing	HODs
Copy to: Vice Principal's Office, All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	07.11.2019
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Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2019-20 : 7	
Venue		:	Vice Principal Cabin	Date	11.12.2019 (Wednesday) - 2:30 PM - 4:00PM	
Members Present		:	HoDs (ECE, EEE, ME, PE, Chem., Engg, Civil Engg., IT, CSE and BS&H), CE, Autonomous Coordinator			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 7 th Meeting held on 11.12.2019 for the academic year 2019- 2020 Reviewed of the Actionable Points Pertaining to the Minutes of the 5th HoDs Meeting Dated 06.11.2019. The following points are reiterated to all the Heads of the Departments to percolate down the line to all members of faculty. a. HoDs are remained to identify the leading competitions in India and Abroad and come up with a list and titles by 14.12. 2019 for discussion Remaining minutes of the previous HoDs meetings were reviewed and confirmed				(a) 14.12.2019	All HoDs
2	Review of the Academic Performance of 3rd, 5th and 7th Semesters Reviewed the Academic Performance of 3 rd , 5 th and 7 th Semesters. HoDs are requested to take care of present 3 rd year's academic performance.				Ongoing	HoDs
3	Admission strategy for the year 2020-2021 a. Talent Appreciation Day Talent Appreciation Day is Scheduled on January 4, 2020. b. Achiever's Day Achievers Day is scheduled on March 7, 2020. HoD of PE is requested to send a mail to all HODS for collecting the list of Achievers and make necessary arrangements as similar to the previous years c. Intermediate Colleges Visit HOD BSH briefed the status of Intermediate College visits for forthcoming Admissions and informed that nearly 130 Intermediate Colleges across 6 district in AP were visited and interacted with students				(a) 04.01.2020 (b) 07.03.2020 (c)ongoing	HoD BS&H HoD PE HoDs
4	Date Finalization for Sports Day, Annual Day and Graduation Day Dates finalized for Sports Day, Annual Day and Graduation Day (a) Sports Day and Annual Day (March 21, 2020): PD and HoD of Mechanical are the coordinators for Sports Day and Annual Day (b) Graduation Day (June 20, 2020): CoE will be the coordinator for the Graduation Day				(a) 21.03.2020 (b) 20.06.2020	PD and HOD-MECH COE
5	Follow up of CTLP and Flipped Learning – HoDs to brief HOD CSE briefed the status of CTLP and Flipped Learning. (a) HoDs are requested to monitor regularly for CTLP courses (b) HODs are requested to update Google sheets for flipped learning and CTLP immediately after their visits without delay				immediate	All HoDs

6	Follow up of students training – HoDs to brief Reviewed the status of students training classes. The following training programs scheduled during December 2019 <ul style="list-style-type: none"> • Mobile phone antenna and IoT conducted by Cellcomm Solutions, Bangalore 6-7, 2019 (ECE) • Skoric Networking and Applications, Ham Radio Application December 5-7, 2019 (ECE & CSE) • AWS is scheduled on December 13-14, 2019 (CSE&IT) • PLA during December 19-22, 2019 (ME & Civil) Value Added Courses <ul style="list-style-type: none"> • Matlab Program during Feb., 2020 (EEE) • Arduino programing and applications December 2019 (ECE) • Digital system implementation using cadence and Xilinx December 2019 	December 2019	All HoDs
7	Review of the employability skills – Mr. V. Raja Raman (CDC) to brief Reviewed the status of employability skills. CE briefed the 6 th semester students overall performance in Soft Skills and Employability skills. HoDs are requested to inform the students to take it seriously	Ongoing	All HoDs/CE
8	Syllabus formulation (under AR 2019) and finalization of Date for 12th BOS and 14th Academic Council meeting Syllabus formation and finalized the dates for 12 th BOS and 14 th Academic Council meeting 12 th BoS meetings Schedule on February 15th and 22nd, 2019 14 th Academic Council Meeting scheduled on April 4, 2019 HODS are requested to see that while formulating of syllabus look into the latest technologies and comparison with AMITY University. Further there will be a review meeting with respective Autonomous Coordinators along with HoDs	Feb, 2020 April 2020	Autonomous Coordinator
9	Class Monitoring: HoDs are requested to monitor the classes regularly	Ongoing	HoDs
Copy to: Vice Principal's Office, All HoDs, CE, Coordinator Autonomous		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	12.12.2019
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Name of the Meeting	:	HoDs Meeting	Ref. No.	GMRIT / 2019-20 : 9
Venue	:	Vice Principal Cabin	Date	25.02.2020 (Tuesday) - 2:30 PM - 4:00PM
Members Present	:	HoDs (ECE, EEE, ME, PE, I/C HoD -Chem., Engg, Civil Engg., IT, CSE and BS&H), CE		
No		Points Discussed	Tgt. Date	Responsibility
1		Vice Principal welcomed all HoDs for 9 th Meeting held on 25.02.2020 for the academic year 2019 - 2020 Reviewed of the Actionable Points Pertaining to the Minutes of the 8th HoDs Meeting Dated 25.01.2020. Minutes of the previous HoDs meetings were reviewed and confirmed	ongoing	All HoDs
2		Review of the Academic Performance of 3rd, 5th and 7th Semesters Reviewed the Academic Performance of 3 rd , 5 th and 7 th Semesters and Placement eligibility of present 3 rd year students. HoDs are requested to take care of present 3 rd year's academic performance. HoDs are requested to analysis the midterm examination results and ensure that placement eligibility is increased	Ongoing	HoDs
3		Review of the classwork for M. Tech Programs Reviewed the classwork for M. Tech. Programs. HoDs are requested to conduct the M. Tech. class works in class rooms and CE requested to review the last year attendance of M. Tech. students	ongoing	HoDs
4		One credit courses for the students admitted in 2019 Batch HoDs are requested to ensure that to offer Two One credit courses during 2 nd and 3 rd years of study for the batch admitted A. Y 2019 - 2020	Ongoing	HoDs
5		Joint Board Meeting and Academic Council Meeting Academic Council Meeting scheduled on April 4, 2020 and date for Joint Board meeting will be intimated by Dr. PNL Pavani Shortly	April , 2020	All HoDs
6		Sri. Ajim Premji Visit Vice Principal informed HoDs that Sri. Ajim Premji visit is scheduled on March 15, 2020 (Sunday) accordingly March 14 th - 15 th , 2020 will be working days following Monday and Tuesday time table	March 15, 2020	All HoDs
7		Faculty Development Program on Advanced Program Assessment HoDs are informed that the final phase (Phase - VI) training for Advanced Program Assessment will be scheduled during 23 rd , 24 th and 26 th March 2020	March 23 rd , 24 th and 26 th , 2020	Dr. T. S. Kishore
8		Any other Matter Gate appeared students : 226 students across all branches appeared for GATE exam 2020 (ECE : 38, ME : 42,	ongoing	All HoDs

	Chem : 17, CSE :18, IT : 5, CE : 37, PE : 5, EEE : 64) 183 students from 3 rd years registered for NPTEL Courses		
Copy to: Vice Principal's Office, All HoDs, CE, Coordinator Autonomous		Prepared by	PA – Vice Principal
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		Date	25.02.2020
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GMR Institute of Technology

An Autonomous Institute Affiliated to JNTU, Kakinada

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2017-18 :7	
Venue		:	Conference Hall	Date	09.01.2018	
Members Present		:	Vice-Principal, Dean (Research), HoDs (ECE, EEE, Mech., I/C Power Engg, Chemical Engg, Civil Engg, IT, CSE) & CoE			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 7 th Meeting held on 09.01.2018 for the academic year 2017-18 Reviewed the minutes of previous HoDs meeting and confirmed.				Ongoing	All HoDs
2	Review of the STEPCONE 2018: Reviewed the STEPCONE 2018. It is informed that 1900 students registered for STEPCONE and 500 students from other colleges also registered till date. HoDs are requested to take care of the projects during STEPCONE and also informed that the students have launched YouTube channel for STEPCONE -2018 to promote the event.				02.02.2018	All HoDs
3	Agenda for the 9th BoS Meeting: It is resolved to have a separate Board for IT and CSE from the next BoS meetings and resolved to maintain separate minutes for IT and CSE from forthcoming BoS meeting Following are the finalized Agenda points for 9 th BoS Meeting 1. Revision of Assessment pattern (LOT/HOT)/in the Curriculum and Syllabi 2. Following are the proposed introduction of Assessment tools <ul style="list-style-type: none">Descriptive test more in LOT – 30 MarksTwo Assignment tests each Assignment (strictly restricted to higher order thinking Skills only HOT) minimum 5 Questions – 10 Marks (each test 5 Marks) 3. Syllabi 7 th and 8 th semesters Before finalizing the common syllabus, HoDs are requested to invite the expert from the department who are offering the particular course. HoDs are requested to inform the faculty to take meticulous care in designing the curriculum. 4. Introduce Professional Ethics It is resolved to introduce Professional Ethics in any of the semester from 6 th to 8 th to the possible extent and it is resolved to have content for 1 ½ units related to their program of study.				Ongoing	All HoDs
4	Academic Audit					

	Vice Principal informed HoDs, from next mid semester test onwards, Academic Audit will be done at central level.	Ongoing	Vice Principal
5	Dates for Annual Day, Sports Day & Achievers Day Finalized the dates for Annual Day, Sports Day & Achievers Day Achievers Day : 09.03.2018 Sports Day & Annual Day : 10.03.2018	10.03.2018	All HoDs
Copy to : Vice Principal's Office, Dean (Research), All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	09.01.2018
		Page No.	2 of 2

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2018-19 :1	
Venue		:	Conference Hall	Date	24.05.2018	
Members Present		:	Dean (Research), HoDs (ECE, i/c EEE, i/c Mech. Engg., i/c Power Engg, Chemical Engg, Civil Engg., i/c IT, i/c CSE) & CoE			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 1 st Meeting held on 24.05.2018 for the academic year 2018-19 Review of the actionable points pertaining to the minutes of the 9th HoDs meeting dated 24.03.2018				Item No. (a) June 15, 2018	Item No. (a) 1. All HoDs 2. IQAC Institute Level Members to Monitor the Classes for Slow Learners in Coordination with the Department during Audits
	a. Reviewed the academic performance of end semester examinations of the results of VIII, VI and V semesters. Though the results are satisfactory, it is observed that the performance of few departments, particularly, Chemical Engineering and Power Engineering are not up to the level of expectations. It is further noticed that the performance of Electronics and Communication Engineering (ECE) is relatively very low when compared to the other programs as they have the cream of the lot with good EAMCET ranks. In this context all the concerned HoDs are kindly instructed to monitor at micro level by maintain track sheets that need to be followed with care and ownership for further continuous improvement. Also it is informed that it will be reviewed periodically and monitored at Institute Level. Further all the HoDs are kindly requested to do a complete analysis right from admission to placements in terms of ranks, success rate, placement eligibility and conversion and higher studies				Item No. (b) June 05, 2018	
					Item No. (c) Ongoing	
					Item No. (d) Ongoing	
					Item No. (e) May 31, 2018	Item No. (b) 1. HoD (BS & H) 2. All HoDs
						Item No. (c) 1. CoE to present the results of Supplementary Examinations 2. All HoDs to provide necessary coaching class to attain the expected pass percentage
b. The Head of the Department of Basic Science and Humanities is instructed to formulate a time-table for those students who are having backlogs only in the first year courses which are carried by the students in the higher semesters. HoD (BS & H) is kindly requested to come up with an action plan for further discussion in this regard. Similarly, the other Heads of the Departments are also requested to focus much on the students who have backlogs up to 3 courses and provide special attention to increase the success rate in the coming years						
c. Further, it is informed to all the Heads of the Departments that after Supplementary Examinations, the pass percentage of the candidates should be maintained more than 90% irrespective of the number of failures during the first attempt without deviation						
d. Reviewed the list of members of faculty who have gone for faculty internship at industries during Summer Vacation. It is noticed that around 20 members are undergoing internship during this period (Mech. Engg.: 2, PE: 6, CSE: 2, IT: 2, ECE: 4, EEE: 4)						
e. Reviewed the workload of the members of faculty in the odd semester of the academic year 2018 – 2019 in all departments excluding BS & H and based on the workload, the Heads of the Departments are requested to nominate their members for delivering Video Course. Based on the discussion, HoDs updated the minimum numbers of faculty who are going to deliver Video Course in the next semester (Civil Engg.: 2, Mech. Engg.: 3, EEE: 3, Chem. Engg.: 1, CSE: 4, IT: 2, BS & H : 3, ECE: 2 - Total 20). In this regard, HoDs are requested to nominate the names of the faculty marking a copy to the undersigned keeping Ms. Jyothi and Mr. Krishna Kishore in loop for further action from their end					Item No. (e) 1. All HoDs 2. Video Course Coordinators	

2	Academic Calendar (ODD Semester 2018 – 2019 @ Department Level) All the Heads of the Departments are kindly requested to prepare the Academic Calendar for the ODD semester to start with for the academic year 2018 – 2019. The format/template of the same will be shared by the undersigned before the end of the day.	Ongoing	All HoDs
3	Graduation Day Ceremony (2018 Passed Out Batch) 1. It is informed to all the Heads of the Department that the Graduation Day Ceremony is scheduled on June 16, 2018 (Saturday) and requested CoE and Dr. M. Venkateswara Rao to coordinate the entire event. Further the coordinators are requested to formulate a committee and circulate to all the members immediately 2. CoE informed the names of the students who are selected for receiving the silver medals and scholastic awards based on the academic performance 3. Further the coordinators are requested to have a review meeting in the coming week to understand the progress of the work at various levels including certificated to be received from University	June 16, 2018	1. CoE 2. Dr. MVR
4	Status of Time-Table Reviewed the status of Timetable for the next semester.	June 10, 2018	All HoDs
5	Road Show of Academic Audit for the Academic Year 2018-2019 It is informed to all the HoDs with regard to the conduct of regular Academic Audits from the next academic year onwards to strengthen as well as to ensure the Systems, Processes and new Initiatives are in place and followed without any deviation. In this context, the undersigned requested the IQAC coordinator, Dr. Chitti Babu and other members, Dr. P. Bharani Chandra Kumar and Dr. M. Kathirvelu to coordinate the entire audit process for the next academic year 2018 – 2019. Vice Principal explained all the process related to academic audits and introduction of new assessment tools pertaining to Laboratory Course, Internship, Mini Projects, Projects, Term Paper and other necessary procedures for the conduct of Academic Monitoring Committee (AMC) and Course Coordinator Meeting. It is further informed to all the members to deploy these tools without any deviation from the next academic year onwards by sensitizing the faculty as well as students before the commencement of the classes.	Ongoing	1. Dr. V. Chitti Babu 2. Dr. P. Bharani Chandra Kumar 3. Dr. M. Kathirvelu
6	Skill GMRIT Dr. Sree Rama Murthy explained the status of Skill GMRIT. Further it is requested by the undersigned to Dr. V. Prasad and Mr. A. V. Ramana (IT) to follow carefully without any lapse. Further the undersigned shared the calendar of events related in this regard to other members.	Ongoing	1. Dr. V. Prasad 2. Mr. AVR (IT) 3. Dr. SRM (CSE)
7	Induction for 3rd Semester Students HoDs are requested to plan for an Induction program for students of 2 years with Industry expert similar to last year	June 2018	All HoDs
8	One Credit Courses HoDs are requested to identify a one-credit course that needs to be offered in the next semester.	June 15, 2018	All HoDs

9	BoS Nominees for the Period 2018 - 2020 Finalized the list of BoS nominees for the year 2018-2020. It is also understood from the Heads that all the members are well known through their own reference and got concerned for suggesting them to the university	Ongoing	1. All HoDs 2. Autonomous Coordinator
10	Any Other Matter Dean (R & D) is requested to refer the Minutes of the 38 th Governing Council Meeting and do the needful for the points related to Research	Ongoing	Dean R & D
Copy to: Vice Principal's Office, Dean (Research), All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	25.05.2018
		Page No.	3 of 3

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting	:	HoDs Meeting	Ref. No.	GMRIT / 2018-19 :2	
Venue	:	Conference Hall	Date	23.06.2018	
Members Present	:	Dean (Research), HoDs (ECE, EEE, Mech. Engg., Power Engg, I/C Chemical Engg, Civil Engg., IT, CSE) & CoE			
No.	Points Discussed			Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 2 nd Meeting held on 23.06.2018 for the academic year 2018-19 Review of the actionable points pertaining to the minutes of the 1st HoDs meeting dated 24.05.2018 a. Head of the Department of Basic Science and Humanities is remained to formulate a time-table for those students who are having backlogs only in the first year courses by June 27, 2018 b. Vice Principal congratulated Dr. V. Rambabu and his team for successful completion of Graduation Day Ceremony (2018 Passed Out Batch) on June 16, 2018 c. Reviewed the status of preparation of time tables. Vice Principal informed HoDs, ILM classes are included in 2 nd and 3 rd year time tables the classes will be starts from July 1, 2018 d. HoDs are requested to maintain a decorum of identify a people from premier institutions for introduction of 3 rd semester students. The remuneration same as Guest lecturer Remaining minutes of the previous HoDs meeting is reviewed and confirmed			Item No. (a) June 27, 2018 Item No. (c) July 1, 2018 Item No. (d) July 2, 2018	Item No. (a) HoD – BS&H Item No. (c) All HoDs Item No. (d) All HoDs
2	Review of the Academic Audit (Dr. Bharani Chandra Kumar & Dr. V. Chittibabu to report) Dr. V. Chittibabu IQAC coordinator explained the process of Academic Audit which was held on June 22, 2018 (Friday) . HoDs are requested to inform faculty to take Academic Audit seriously and update the files regularly as per guidelines and it is resolved to conduct an Academic Audit for Department of BS&H with four senior faculty on July 5, 2018. HoD BS&H requested to update relevant documents for Auditing			July 5, 2018	HoD – BS&H IQAC
3	Follow up action for the members of the faculty who have attended the summer internship Reviewed the list of members of faculty who have gone for faculty internship at various industries during Summer Vacation around 38 members are undergone internship during this period. HoDs are requested to organize an Institute level presentation with a faculty who are undergone internship with in a 15 days after completion of the Internship period and follow GMRIT standard template for presentations. Proposed schedules for presentations are given below : o 29. 06. 2018 by Mr. M. Rama Chandra, Department of CSE - target audience CSE, IT, ECE and EEE faculty o 06. 07. 2018 by Dr. L. Govindarao Rao, Department of ECE - target audience EEE, Mechanical and ECE faculty o 13. 07. 2018 by Mr. B. V. Suresh, Department of Mech. Engg. - target audience Chem., Mech., PE and Civil faculty o 20.07.2018 by Mr. I. Ravi Kiran, Department of EEE - target audience ECE, Mechanical and PE faculty HoDs are requested to inform faculty to initiate projects collaboration with industry. Further, it is requested to collect feedback on curriculum from those industries.			Ongoing	HoDs

4	Skill – GMRIT (HoD – CSE to report) a. HoD CSE shared the details of sessions for Skill GMRIT, it starts from July 9, 2018 HoDs are requested to motivate the students to participate in coding contests. b. HoDs of IT requested to plan for one fundamental course on C / Oops through Java for 4 th year students of all departments once in a week (Wednesday) c. HoD of Civil requested to plan for a fundamental program on STAAD.Pro (Structural Analysis And Designing Program) and inculcate students approach to improve drafting skills in second year, analysis skills in third year by coming to forth year students can able to do the projects. d. HoD of Mechanical Engineering requested to start ANSYS Mechanical Pro software sessions for students after post dinner.	Item No (a) July 9, 2018 Item No (b) Immediate Item No (c & d) ongoing	HoD CSE HoDs (CSE, IT, Civil Engg. and Mechanical Engg.)
	Design Thinking Vice Principal informed HoDs, Department of ECE is launching a Design Thinking course for academic year 2018-2019 from 1 st week of July, 2018. HoDs are requested to motive the students to join in the course.	July, 2018	HoD - ECE
	CTLP – Follow-up (Dr. A. V. Ramana to report for the Academic Year 2018-2019) HoD CSE is requested to HoDs to identify two courses form 2 nd and 3 rd year courses by June 27, 2018. HoD of Mechanical is requested to inform Dr. Sharma to anchor for CTLP program	June 25, 2018	HoD- CSE Mr. Sharma (ME)
	Students Affairs Activity Calendar (Dr. Sasi Kumar to report with a hard copy) HoD PE, Dr. Sasikumar informed, Students Affairs Activity Calendar will be ready by June 25, 2018	June 25, 2018	All HoDs
8	Any Other Matter a. Question paper pattern: HoDs are requested to ensure that self-study topics should be covered in the question paper pattern and see that <i>4th and 5th Questions are from Self-study topic</i> questions it should be Italic font b. Reviewed the ATR of GC Meeting. Dean (R&D)requested to follow the ATR points and submit the follow-up action to undersigned by June 28, 2018	Ongoing June 28, 2018	All HoDs Dean R & D
		Copy to: Vice Principal's Office, Dean (Research), All HoDs, CE	
		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	26.06.2018
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Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2018-19 :3	
Venue		:	Vice Principal cabin	Date	21.07.2018	
Members Present		:	HoDs (ECE, EEE, Mech. Engg., Power Engg, Chemical Engg, Civil Engg., IT, CSE) & CoE			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 3 rd Meeting held on 21.07.2018 for the academic year 2018-19 Review of the actionable points pertaining to the minutes of the 2nd HoDs meeting dated 23.06.2018 a. Proposed 2 nd phase of Institute level presentation with a faculty who have gone for faculty internship. schedules for presentations are given below <ul style="list-style-type: none">• July 27, 2018 by Mrs. P. Kanchanamala, Department of IT• August 03, 2018 by Mr. Tirumala Rao, Department of BSH• August 17 2018 by Mr. Chakradhar, Department of CSE• August 24, 2018 by Mr. Pavan Kumar, Department of PE• August 31, 2018 by Mr. T. Prabhakar, Department of ECE b. HOD CSE briefed the activities of SKILL GMRIT, it was started on July 5, 2018. 200 plus students participated in 1 st session and it is planning to organized a coding competition on July 25, 2018 Remaining minutes of the previous HoDs meeting is reviewed and confirmed				a. During July and August b. ongoing	HODs (IT, CSE, PE, ECE and BSH) HoD - CSE
2	Finalization of date and Agenda for the 10th BoS meeting a. Finalized the dates for 10 th BoS. The schedule is given below <ul style="list-style-type: none">• September 15, 2018 : CSE, Civil, Chemical and EEE• September 22, 2018 : IT, ECE, Mechanical and PE b. HoDs are requested to revisit the PO's and understand the essence of each PO and do appropriate mapping. If any contents are need to be modified, they are requested to change it accordingly to suit the respective PO's put a meticulous care have a proper document and try to gather feedback on entire curriculum c. Chairperson's of all BoS are requested to work for 2020 Curriculum and also requested to collect the feedback from all stakeholders up to 4 th Semester and plan to increase the number of credits come the interdisciplinary courses leading to products. Suggested to come up with d. It is resolved to finalize the remuneration for BoS members during forthcoming Finance meeting				Sep. 15, 2018 Sep. 25, 2018	All HoDs
3	Finalization of the date for STEPCONE 2019 Finalized the dates for STEPCONE 2019 it is from January 4-6, 2019. HoDs are requested to come up with the new ideas apart from present events and finalized the list of committee members for STEPCONE - 2019				January 4-6, 2019	Convener and Co-Convener STEPCONE 2019
4	Academic progress / Academic Audit phase – II (Dr. Bharani to report) It is resolved to conduct an Academic Audit phase –II on August 10, 2018. Dr. V. Chittibabu IQAC coordinator requested to coordinate. Planning to organize AMC Meeting on July 25, 2018 Dr. Bharani requested to coordinate. HoDs are requested to minute all the points in AMC meeting and review the same by next subsequent meetings				July 25, 2018 August 10, 2018	Dr. V. Chittibabu Dr. P. Bharani Chandra Kumar
5	Status of mentoring				Ongoing	HoDs

	Reviewed the mentoring in all departments. HoDs are requested to strengthen the mentoring process		
6	Alumni meet at Delhi (HoD – CSE to report) HoD CSE briefed the status of forthcoming Alumni meeting it is planning in Delhi. This time our group chairman hoist the meet and as on today 40 alumnus are registered for the same	July 29, 2018	HoD- CSE
7	Status of CTLP implementation in all departments (HoDs to report) Reviewed the status of CTLP implementation in all departments.	Ongoing	All HoDs
8	Progress of activities of Students affairs as per the calendar (HoD PE to report) Coordinator students affairs briefed the status of proposed activities of students affairs as per the calendar	Ongoing	Coordinator student affairs
9	Follow-up of the action plan of the minutes of the GC Meeting Reviewed the action plan of the minutes of the GC Meeting. 2 teams are proposed for presentation of Research groups in forthcoming GC meetings. AI Group – Dr. R. Priya Vijayanthi (ECE) ; IP Group : Dr. T. Prabhakar (ECE) Remaining minutes of the GC meeting are also reviewed	Sep. 21, 2018	Dr. T. S. Kishore
10	ISTE Conference HoDs are informed that, ISTE Conference will be hosted and it is scheduled on August 24, 2018. Dr. M. Balajee, Assistant Professor department of CSE will be the convener for ISTE Conference	August 24, 2018	Dr. M. Balajee
11	Status of first year classes HoD of BS&H requested to plan only with 13 sections and reviewed the classwork	Ongoing	HoD – BS&H
12	Any other Matter a. MoU with Hindu: Dr. G. Sasikumar informed the had an MoU with Hindu team, will organize Intra and Inter collegiate events in association with Hindu b. HoDs are requested to organize a motivation session with Alumni once in month through skype	a. August, 2018 b. ongoing	a. HoD – PE b. HoDs
13	Proceedings of CR Meeting Vice Principal presented the minutes of the meetings of CR's and requested the respective HoD to review the actionable points.	Ongoing	HoDs
Copy to: Vice Principal's Office, All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	23.07.2018
		Page No.	2 of 2

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting	:	HoDs Meeting	Ref. No.	GMRIT / 2018-19 :4	
Venue	:	Conference Hall	Date	25.08.2018	
Members Present	:	HoDs (ECE, EEE, Mech. Engg., Power Engg, Chemical Engg, Civil Engg., IT, i/c CSE) & CoE			
No.	Points Discussed			Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 4 th Meeting held on 25.08.2018 for the academic year 2018-19 Review of the Actionable Points Pertaining to the Minutes of the 3rd HoDs Meeting Dated 20.07.2018 Faculty Internship Seminars HoD of EEE is requested to inform Dr. T. S. Kishore to plan next month schedule for faculty internship seminars. Remaining minutes of the previous HoDs meeting is reviewed and confirmed			a. During Sept. b. Ongoing	Dr. T. S. Kishore HoDs
2	Review of the Academic Performance and Question Paper Standards Reviewed the performance of the first mid term test results of final years of all the departments. It is informed and kept mandate for all HoDs to maintain a department pass percentage of 85% (in all the years). Also, it is further suggested to maintain in all internal tests so that it can be sustained in the semester end examinations. In case of any deviations or any feed back received from the students with regard classroom delivery from the Academic Monitoring Committee (AMC), it is suggested to call them, counsel them and to further motivate them to perform better. a. Subsequently, the standards of the question papers are also reviewed to ensure the cognitive levels of the questions are in accordance with the assessment pattern as prescribed in the respective syllabus. HoDs are requested to monitor the same to avoid any kind of similar errors in the future.			Ongoing	All HoDs
3	Review of the Progress of the 10th BoS Meeting on Sep. 15 & 21, 2018 Reviewed the status of 10 th BoS meeting. HoDs are requested to send thanks giving letter to University nominee as a Chairperson of the respective BoS. Further they are requested to note down the following Agenda for the forthcoming BoS. a. Attainment of Program Outcomes as well as the cause/action taken for any deviations in the attainment at course level. COs and POs should be calculated as per the latest guidelines given by CoE while few days back b. Revisit the statements of PO, PSOs and PEOs and the respective mapping of courses, degree of mapping so on and so forth c. Modifications in the syllabus of AR 2016 and in M. Tech. programs Also, it is strongly instructed to the Chairpersons as well as the Department Level Autonomous Coordinator			September 15 & 21, 2018	HoDs
4	STEPONE – 2019 Review (Dr. M. V. Sekhar Babu – Convener and Dr. P. Ramana – Co-Convener to brief) Reviewed the status of progress of the activities pertaining to STEPONE 2019 to be held during January 4-6, 2019. The convener and co-convener requested all the HoDs for inputs for any further improvement in the poster as well as promotional posters of individual events. Inputs were captured accordingly and conveners agreed to make necessary changes in the promotional posters related to individual events. Also they have confirmed the list of workshops and other events with the respective HoDs.			Ongoing	Dr. M. V. Sekhar Babu Dr. P. Rmana

5	Status of Mentoring Reviewed the status of mentoring.	Ongoing	HoDs
6	Status of First Year Classes and other Related Issues, if any Reviewed the status of first year classes and any other disciplinary issues with the students. HoD (BS & H) briefed the status that classes are going well in line with the timetable and informed no issues are found.	Ongoing	HoDs
7	Any other Matter M. Tech. Admissions 2018 Class work of M. Tech. will be commenced from 27.08.2018 and Vice Principal briefed the status of M. Tech. 2018 admissions. HoDs are requested to inform the faculty to motivate B. Tech. pass out students to join in M.Tech. HoDs are requested to plan for Viva-Voce before September 30, 2018 and share the dates by 27.08.2018 for the present students of second year. Engineers Day Celebrations It is planned to conduct an Engineers Day Celebrations during September 10 - 15, 2018. HoDs are requested to share the details of program to HoD (PE). FADS It is informed that 5 th September is the deadline for faculty to submit documents related to FADS	a. August, 2018 b. ongoing	a. HoD – PE b. HoDs
Copy to: Vice Principal's Office, All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	29.08.2018
		Page No.	2 of 2

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2018-19 :5	
Venue		:	Conference Hall	Date	29.09.2018 (Saturday) - 02:00 PM - 04: 00 PM	
Members Present		:	HoDs (BS & H, ECE, EEE, Mech. Engg., Mr. Ravi Kumar (PE), Chemical Engg, Civil Engg., IT, CSE), CoE and Conveners of STEP CONE 2019			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 5 th Meeting held on 29.09.2018 for the academic year 2018-19 Reviewed of the Actionable Points Pertaining to the Minutes of the 4th HoDs Meeting Dated 25.08.2018 Faculty Internship Seminars on Every Friday Finalized the schedule for faculty internships for next month (October, 2018) ❖ Mr. Siva Kumar Raju (October 05, 2018) ❖ Mr. L. V. Suresh Kumar (October 12, 2018) ❖ Dr. V. Jagan Naveen (October 26, 2018) ❖ Dr. A. Sudhakar (November 3, 2018) Remaining Minutes of the HoDs are reviewed and confirmed				a. During Oct. b. Ongoing	Dr. T. S. Kishore/ HoDs (with a request to inform the faculty of their concerned department)
2	Review of the Academic Performance ❖ Reviewed the academic performance of the students of all the departments. It is reiterated and kept mandate for all HoDs to maintain a department pass percentage of 85% (in all the years) ❖ In particular, it is informed to the HoDs of ECE, Chemical Engineering and Power Engineering to be double cautious ensuring the overall pass percentage of 85% at department level ❖ Also, Vice Principal reiterated (Discussed in the previous meetings) all the HoDs to personally interact with faculty having less than 85% pass percentage in the mid term test to understand the ground reality and motivate them to perform better in the coming tests and examination ❖ Vice Principal informed all HoDs to ensure quality of the question paper standards as well as to inform the faculty to upload the attendance regularly in EZ School ❖ HODs are requested to inform faculty to focus much on Lateral Entry students. HoD of Mechanical is requested to take care of the course OOPS through Java subject ❖ Further, it is informed to all HoDs to visit few of the classes, in case of any requirement with regard to the monitoring of class delivery as a silent observer for better understating and often visit the laboratories to see the way the is being conducted				Ongoing	All HoDs
3	Syllabus Coverage Reviewed the status of Syllabus Coverage in all branches and the HoDs informed the members that there is no major deviation in syllabus coverage.				Ongoing	HoDs
4	Date for Academic Council and Joint Board Meeting Finalized the date for Academic council and Joint Board meeting it is scheduled on November 17, 2018				Ongoing	HoDs

5	Status of Value Added Course HoDs are requested to furnish the details of Value Added Courses by October 1, 2018 through MIS	October 1, 2018	HoDs
6	STEPSTONE - 2019 Review Reviewed the status of progress of the activities pertaining to STEPSTONE 2019. The conveners briefed the status of progress to the members. Based on the briefing, members suggested to provide gift vouchers that can be used in food stalls instead of reducing the registration cost. Finally, it is resolved to give Gift Vouchers to students who are doing early bird registration as per the timelines. HoDs are requested to encourage the students of 1 st , 2 nd and 3 rd Years for the project design contest as well as paper presentation.	Ongoing	Conveners and HoDs
7	Status of Mentoring Reviewed the status of mentoring.	Ongoing	HoDs
8	Any Other Matter: a. Python and 'C' Programming It is resolved to introduce new course of Python and C Programming for all the first year students on a fast track mode for 5 days in the very beginning of the next year. HoDs of CSE and IT are requested to plan accordingly for the same. Also it is further requested to incorporate in the curriculum from the next academic year onwards. b. In charge HoDs HoDs are requested to inform In charge HoDs who are going on leave should update the status to HoDs for any updations c. Employability Skills Attendance HoDs are requested to monitor the students to attend employability skills classes organized by department of CDC d. Research Groups for GC Meeting: HoD (EEE) is requested to identify the research group for the next Governing Council Meeting and to update to the members within a week.	Academic year 2019-2020 Ongoing Ongoing January 25, 2019	HoD - CSE/IT HoDs HoDs Dr. Bharani
Copy to: Vice Principal's Office, All HoDs, CE and PA to VP to inform the concerned points to Autonomous Coordinator (Institute Level)		Prepared by	PA - Vice Principal
		Approved by	Vice Principal
		Date	29.09.2018
		Page No.	2 of 2

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2018-19 : 6	
Venue		:	Vice Principal Cabin	Date	14.11.2018 (Wednesday) - 02:00 PM - 04: 00 PM	
Members Present		:	HoDs (ECE, Dr. G. Chandra Sekhar (EEE), Mech. Engg., PE, Dr. G. Kalyani (Chemical Engg), Civil Engg., IT, CSE)			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 6 th Meeting held on 14.11.2018 for the academic year 2018-19 Reviewed of the Actionable Points Pertaining to the Minutes of the 5th HoDs Meeting Dated 29.09.2018					
	(a) Faculty Internship Seminars on Every Friday Finalized the schedule for faculty internships for this month Mr. A. V. Ramana, Assistant Professor, CSE (November 16, 2018). The schedule for the next semester will be circulated once the faculty return from the internship this month				Nov., 16, 2018	Dr. T. S. Kishore
	(b) Review of the Academic Performance Reviewed the academic performance of the students of all the departments. It is reiterated and kept mandate for all HoDs to maintain a department pass percentage of 85% (in all the years) and it is reiterated that, HoDs of ECE, Chemical Engineering and Power Engineering to be double cautious ensuring the overall pass percentage of 85% at department level HoDs are requested to send the curriculum and Syllabus to Autonomous coordinator Dr. P. Pavani by November 15, 2018				Nov., 15, 2018	HoDs
	(c) Date for Academic Council and Joint Board Meeting Academic Council Meeting is scheduled on December 1, 2018 (Saturday)				Dec., 1, 2018	Dr. P. N. L. Pavani
	(d) Status of Value Added Course Reviewed the status of Value Added courses.				ongoing	HoDs
	(e) STEPCONE – 2019 Review Vice Principal informed HoDs, Ms. Kanchan Khedkar, Group Manager-HR, HCL will be the Chief Guest and as on today Rs. 1.6 lakhs is generated towards registration.				Jan., 2019	HoDs
	(f) Status of Mentoring Reviewed the mentoring status				ongoing	HoDs
	(g) Any Other Matter Python and ‘C’ Programming Vice Principal informed HoDs other than IT and CSE departments HoDs are requested to plan for Python, ‘C’ Programming, OOPs through JAVA, Data structures with the help of faculty of CSE and IT departments.				from the academic year 2019-2020	HoDs

	Research Groups for GC Meeting ❖ Smart Grid, research group is identified for presentation for the next Governing Council Meeting Remaining Minutes of the HoDs are reviewed and confirmed	Ongoing	HoD - EEE
2	Valedictory function of Silver Jubilee function of GMRVF ❖ Vice Principal informed all HoDs that, Shri. Ratan Tata, Chairman Emeritus of Tata Group will be visiting the campus on December 10, 2018 for Silver Jubilee celebration of GMR Group. HoDs are requested not to avail any leave on that day and requested to see that all classwork should be reopen before December 10, 2018 and also requested to inform students to come with proper dress code.	Dec., 10, 2018	HoDs
3	Review of preparation of Even semester Time tables for the Academic year 2018-2019 Reviewed the preparation of Even Semester Time tables for the Academic year 2018-2019. The following points are resolved ❖ Resolved to include Technical Training in the regular time table from 2 nd year onwards and requested to identify and forwards one Spoc to the undersigned. 3 hours/week is initially planned at the initial stage to give training as well as to expose to recent technologies (Under SKILL GMRIT) ❖ HoDs are requested to prepare department training calendars from 2 nd to 4 th years and requested to prepare a separate calendar for 6 th semester It is reminded that December 8, 2018 Second Saturday will be a working day as per the earlier circular and will follow Monday Time Table order ❖ To have 5 hours on every Saturday, the duration of the period on Saturday reduced to 45 minutes Monday to Friday class work commences from 9 am to 4 pm as usual ❖ EC/CC and Term paper/mini project may be reduce to 2 hours from 3 hours subject to the approval of ACM.	Ongoing	HoDs
4	Academic Audit HoDs are requested to plan for Academic Audit	Ongoing	HoDs
Copy to: Vice Principal's Office, All HoDs, CE and PA to VP to inform the concerned points to Autonomous Coordinator (Institute Level)		Prepared by	PA - Vice Principal
		Approved by	Vice Principal
		Date	15.11.2018
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Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2018-19 : 7	
Venue		:	Conference Hall	Date	03.12.2018 (Monday) – 02:00 PM – 04: 00 PM	
Members Present		:	HoDs (Dr. V. Jagan Naveen (ECE), EEE, Dr. M. V. S. Babu (Me), PE, Chem. Engg, Civil Engg., IT, CSE), Controller of Examinations			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 7 th Meeting held on 03.12.2018 for the academic year 2018-19 Reviewed of the Actionable Points Pertaining to the Minutes of the 6th HoDs Meeting Dated 14.11.2018 Faculty Internship Seminars on Every Friday 14 faculty are completed faculty internships during this semester and finalized the schedule for faculty internships for this month Mr. A. V. Ramana (IT) : December 07, 2018 Mr. K. Lakshmana Rao (CSE) & Dr. A. Anupama (IT) : December 14, 2018 Dr. V. Kannan (ECE) : December 21, 2018 Mr. V. Srikanth Babu (EEE) : December 28, 2018 The schedule for the next month will be circulated. HoDs are requested to inform accordingly Remaining minutes of the previous HoDs meeting reviewed and confirmed				December, 2018	Dr. T. S. Kishore
2	Visit of Ratan Tata's on December 10, 2018 The visit of. Shri. Ratan N Tata, Chairman, Tata Trust is scheduled on December 10, 2018. HoDs are requested to inform the following Instructions to Staff and Students during his visit ❖ <i>All are instructed to maintain strict discipline and maintain the decorum of the Institute</i> ❖ <i>All the students are instructed to strictly adhere to the dress code (College Uniform)</i> ❖ <i>All the members of faculty are instructed to strictly adhere to formal dress code as per the dress code policy circulated earlier</i> ❖ <i>Usage of mobile phones/camera is strictly prohibited. Mobiles should be strictly switched off during the entire duration of the function</i> ❖ <i>Getting autographs from the Chief Guest is strictly prohibited</i> ❖ <i>Taking selfie is strictly prohibited</i> Dr. K. Gourunaidu and Dr. Bh. Arun Kumar will be taking care of disciplinary issues during his visit. HoDs are requested to inform all faculty and students to start from the department at 10:20 AM to PANDAL in football ground. Further, the above said members are requested to formulate a sub-committee to ensure the above said points				Dec., 10, 2018	HoDs

3	STEPCONE – 2019 Review Dr. MVS. Babu and Dr. P. Ramana to report Reviewed the progress of STEPCONE – 2019 by Convener and Co-Convener. As on today 1500 registrations are completed and nearly 1.76 lakhs fund received.	January, 2019	Convener and Co-Convener
4	Strengthening of mentoring process Reviewed the status of Mentoring system. HoDs are requested to allot 15 mentees to 1 mentor from the same year as instructed earlier to maintain the continuity till they complete the course. It is resolved to review the entire list (Mentor and Mentee) of all departments in next HoDs meeting HoDs are requested to inform mentors to send the counseling students list to HoD- PE/Dr. G. Kalyani for Dr. Vijayalakshmi counselling sessions, if required.	Ongoing	HoDs
5	Academic Performance Reviewed the status of Academic Performance of all departments. HoDs are requested to inform faculty to improve of the progress of the students' academic performance. ❖ It is reiterated and kept mandate for all HoDs to maintain a department pass percentage of 85% (in all the years) ❖ In particular, it is reiterated to the HoDs of ECE, Chemical Engineering and Power Engineering to be double cautious ensuring the overall pass percentage of 85% at department level	ongoing	HODs
6	Technical training, Skill GMRIT : Post dinner sessions, Design Skills, Codethan, Design contest – Briefing by Vice Principal (a) HoD CSE briefed the progress of Skill GMRIT and Vice Principal requested to involve students from 2 nd and 3 rd years. HoDs are requested to plan for core technical sessions after post dinner sessions (b) Robotic Registration from Departments of Mechanical, EEE and ECE	(a) Ongoing (b) Dec. 6, 2018	(a) HoDs (b) HoDs of EEE, ECE and Mechanical
7	Video Courses – follow-up – Mrs. Jyothi and Mr. Kishore to report Ms. Jyothi and Mr. Kishore briefed the status of Video Courses. As on date 32 video courses are completed and 17 courses are ongoing. Ms. Jyothi and Mr. K. Kishore requested to see that should complete 27 video courses on or before March 31, 2019. It is resolved to nominate one technician from CSE, IT and ECE departments for video courses editing	Dec. 31, 2018/ March 31, 2019	Mrs. Jyothi and Mr. Kishore
8	Any other Matter (a) Nomination of ISO deputy – MR : <ul style="list-style-type: none"> Dr. J. Venkateswara Rao, Professor of Civil Engineering department nominated as a Deputy MR (DMR) (b) Nomination of IQAC Coordinator : <ul style="list-style-type: none"> Dr. V. Sreeram Murthy nominated as a Coordinator for IQAC 	(a) W. I. E (b) W. I. E (c) Feb. 1, 2019 (d) ongoing (e) Dec. 6, 2018	Dr. J. V. R. and Dr. V. S. Murthy HoDs HoD Mechanical

	<p>(c) 40th GC Meeting</p> <ul style="list-style-type: none"> Vice Principal informed HoDs 40th GC Meeting is reschedule to Feb., 1, 2019 <p>(d) CTLP Delivery and Follow-up:</p> <ul style="list-style-type: none"> HoDs are requested to send the list of Courses to deliver in CTLP mode from 4th and 6th semesters <p>(e) HoD (Mechanical) is requested to update the status of training related to Dassault Systems and the update by December 6, 2018.</p>		
Copy to: Vice Principal's Office, All HoDs, CE and PA to VP to inform the concerned points to Autonomous Coordinator (Institute Level)	Prepared by	PA – Vice Principal	
	Approved by	Vice Principal	
	Date	4.12.2018	
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Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2018-19 : 8	
Venue		:	Conference Hall	Date	22.12.2018 (Saturday) - 02:00 PM - 04: 00 PM	
Members Present		:	HoDs (ECE, EEE, ME, PE, Chem. Engg, Civil Engg., IT, CSE, BSH), Controller of Examinations, Dr. Yogesh Mishra, Dr. P. Ramana			
No.	Points Discussed				Tgt. Date	Responsibility
1	<p>Vice Principal welcomed all HoDs for 8th Meeting held on 22.12.2018 for the academic year 2018-19</p> <p>Reviewed of the Actionable Points Pertaining to the Minutes of the 7th HoDs Meeting Dated 03.12.2018</p> <p>Faculty Internship Seminars on Every Friday</p> <p>finalized the schedule for faculty internships for the months of Dec., 2018 and January 2019</p> <p>Mr. V. Srikanth Babu (EEE) & Mr. P. Kalyan Chakravarthy (ECE) : December 28, 2018</p> <p>Mr. G. V. D. Mohan (ME) & Mr. M. Vykunta Rao (ME) : January 11, 2019</p> <p>Mr. G. Suresh (ECE) & Dr. N. V. Lalitha (ECE) : January 18, 2019</p> <p>Dr. M. V. S. Babu (ME) & Mr. Prem Kumar (EEE) : January 19, 2019</p> <p>Mr. M. Vinay Kumar (EEE) & Mr. K. Krishna Kishore (ECE) : January 25, 2019</p> <p>HoDs are requested to inform faculty accordingly</p> <p>Academic Performance: Reviewed the status of Academic performance in all departments Brach wise vs subject wise. HoDs are requested to prepare track sheet students wise subject wise by next HoDs meeting and requested to maintain 85% pass percentage at any instant of time</p> <p>Remaining minutes of the previous HoDs meetings are reviewed and confirmed</p>				January, 2019	Dr. T. S. Kishore
2	<p>Review of the Academic Audit held during December 14-15, 2018 - Dr. Kathirvelu to brief with the observations by the Auditors</p> <p>Reviewed the Academic Audit held during Dec., 14-15, 2018. Dr. Kathirvelu briefed the detailed report of Auditing. It was observed that, some department need to have re audit in some criteria. It is planned to organize re audit after Pongal Holidays. HoDs of CSE, Chemical Engineering, Mechanical Engineering, EEE and 1st year are requested to keep documents ready with appropriate way before re audit.</p> <p>HoDs are requested to take Auditors feedback in a positive way and prepare ATR by next auditing</p>				ongoing	Dr. Kathirvelu
3	<p>Talent Appreciation Day - Dr. R. L. Naidu and Mr. P. Murali (SAO-Admin) to brief</p> <p>Dr. R. L. Naidu briefed the details of Talent Appreciation Day. The same has been planned to felicitate the student (Less than 15000 rank in EAMCET) who have taken admission in GMRIT along with their parents and invited Intermediate college Principals of Srikakulam, Vijayanagarm and Visakhapatnam districts.</p>				December 29, 2018	Dr. R. L. Naidu Dr. A. V. Ramana

4	STEPCONE – 2019 Review - Dr. MVS. Babu and Dr. P. Ramana to brief Dr. P. Ramana briefed the status of STEPCONE- 2019 as on December 20, 2018 to all Heads of the Departments and requested for any feedback.	Ongoing	Dr. MVS. Babu and Dr. P. Ramana
5	Technical Training Review – All HoDs and Dr. Yogesh Mishra (Prof., ECE) to brief Dr. Yogesh Mishra, briefed the status of Technical Training classes and about student feedback collected from the department. It is resolved to have one point discussion in every HoDs meeting. HoDs are requested to address the things for Technical Training classes	ongoing	HODs
6	SKILL GMRIT (Initiatives taken by non-circuit branches) – Concerned HoDs to brief HoD of CSE is requested to involve more number of students for Codethan. Department of EEE is planning for Gate Coaching classes from 2 nd January, 2019	ongoing	HoDs
7	GMRIT Faculty Development Center – Vice Principal to brief Vice Principal briefed about GMRIT Faculty Development Center and informed that the training is started for problem solving skills for the faculty of ECE and EEE during post lunch of all working Saturdays by CSE Faculty	Ongoing	HoD CSE
8	News feed to newspapers – Vice Principal to brief Vice Principal informed all HoDs to give news articles to all newspapers through Dr. K. V. S. Prasad for any event conducted in the departments	Ongoing	Dr. K. V. S. Prasad
9	HoDs outreach Programme – VP to brief HoDs are requested to visit premier institutes and requested to stay for two days in that campus and to observe best practices what they are following. HoDs are requested to come with the plan by next HoDs meeting	Ongoing	HoDs
10	Any other Matter Mathematics coaching classes : HOD of BS&H requested to plan for Mathematics coaching classes for backlog students	Ongoing	HoD-BSH
Copy to: Vice Principal's Office, All HoDs, CE and PA to VP to inform the concerned points to Autonomous Coordinator (Institute Level)		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	27.12.2018
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Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2018-19 : 9	
Venue		:	Conference Hall	Date	25.01.2019 (Friday) - 02:00 PM - 04: 00 PM	
Members Present		:	HoDs (ECE, EEE, ME, PE, Chem. Engg, Civil Engg., IT, CSE, BSH), Controller of Examinations			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 8 th Meeting held on 22.12.2018 for the academic year 2018-19 Reviewed of the Actionable Points Pertaining to the Minutes of the 8th HoDs Meeting Dated 22.12.2018 Faculty Internship Seminars on Every Friday 08.02.2019: Mr. B. Laxman Rao (BS & H) and Mrs. Y. Srinivasa Rao (BS & H) 15.02.2019: Dr. M. Laxmi Pasad (BS & H) and Mr. Ch. Srinivasa Rao (BS & H) 16.02.2019: Dr. M. V. Sekar Babu (Mech.) and Mr. M. Prem Kumar (EEE). Venue: Auditorium. HoD (EEE and Mech.) to inform to the faculty concerned well in advance so that they can prepare the presentation for 45 minutes) Academic Performance: Reviewed the status of Academic performance in all departments along with the list of students eligible for placement in the present final year, third year and second year. All are instructed to meet the target of 85% at any instant of time. Remaining minutes of the previous HoDs meetings are reviewed and confirmed				January, 2019	Dr. T. S. Kishore
2	Review of the Academic Monitoring Committee Meeting Reviewed the proceedings of the above said meeting and HoDs were informed to escalate the deviations in terms of class room delivery, feedback from students and from personal observations during their rounds. Also informed the HoDs to do necessary counseling to the members of faculty if required.				ongoing	All HoDs
3	Technical Training Review Vice Principal reviewed the effectiveness of the technical training in all departments and reiterated to all the HoDs to inform the students that 90% attendance is needed for sitting in placement drive during the final year.				Ongoing	All HoDs
4	Date Finalization for Annual Day, Sports Day, Achievers Day Annual Day and Sports Day: March 23, 2019. Dr. M. V. Nageswara Rao is requested to coordinate the activities related to these events by formulating a sub-committee Achievers Day: March 16, 2019: Dr. G. Sasi Kumar is requested to coordinate all activities related to this event by formulating a sub-committee. All further he is requested to convene a meeting with all HoDs after getting the necessary list of students to be honored and to be finalized with due concern from all the HoDs.				March 23, 2019 March 16, 2019	Dr. M.V.N. Rao Dr. G. Sasi Kumar

5	Status of ARC 1.0, Dassault 3D Experience and Solid Edge Reviewed the status of the above said courses and informed all the Heads of the Department to start few courses as mentioned under SKILL GMRIT	ongoing	HODs
6	Quality of Question Papers All HoDs are requested to ensure the quality of the question papers set for internal continuous assessment before sending to the office of the controller of examinations. Further, the CoE is requested to check samples to ensure that question papers are in line with RBT and OBE and if any deviations are there, the office is requested to revert the entire set of QPs from the department for further reworking,	ongoing	HoDs and Controller of Examinations
7	Discussion on the Proceedings of the Stakeholders Meet by CEO dated 19.01.2019 Vice Principal reiterated the points cited by CEO during the above said meeting and requested all the HoDs to penetrate it down the line to all members.	Immediate	All HoDs
8	Any other Matter 1. The next Stepcone will be coordinated by the department of EEE and CSE 2. Reviewed the ATR of Governing Council Meeting (39 th Meeting) 3. Dr. A. V. Ramana (HoD – CSE) is asked to fix a date for training the members of faculty in RBT and OBE to reiterate the concepts	-	HoDs (EEE and CSE)
Copy to: Vice Principal's Office, All HoDs, CE and PA to VP to inform the concerned points to Autonomous Coordinator (Institute Level)		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	28.01.2019
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Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2018-19 : 10	
Venue		:	Conference Hall	Date	25.02.2019 (Monday) - 02:00 PM - 04: 00 PM	
Members Present		:	HoDs (ECE, EEE, ME, PE, Chem. Engg, Civil Engg., IT, CSE, BSH), Controller of Examinations			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 9 th Meeting held on 25.01.2019 for the academic year 2018-19 Reviewed of the Actionable Points Pertaining to the Minutes of the 9th HoDs Meeting Dated 25.01.2019 Faculty Internship Seminars 02.03.2019: Dr. M. V. Sekar Babu (Mech.) and Mr. M. Prem Kumar (EEE). Venue: Auditorium. Remaining minutes of the previous HoDs meetings are reviewed and confirmed.				March, 2019	Dr. T. S. Kishore
2	Review of the actionable points from 40th Governing Council Meeting held on Feb. 1, 2019 Reviewed the actionable points of 40 th GC meeting held on Feb. 1, 2019. <ul style="list-style-type: none">• All HoDs are requested to find an appropriate strategy to increase the success rate of the conversion of the students appearing for GATE. HoD (PE) is requested to assist the department in case if they require any external support from third party. (Status of GATE 2019 appeared: CSE: 34; ME: 74; IT: 06; ECE: 50; EEE: 36; Civil Engg.: 28; PE: 20; and Chem. Engg.: 29). All are requested to follow the status of students clearing the exam once the results are declared• Dr. Bharani is requested to identify one focused research group by next week for presentation in 41st GC Meeting and also to inform the following points to all members who are submitting the proposals to funding agencies<ul style="list-style-type: none">❖ To initiate and have detailed interaction with the end users/beneficiaries before submitting any proposals to funding agencies. It may be documented in an appropriate way for future references❖ To clearly spell out the objectives and expected outcomes• It is resolved to have two indexed publications (Scopus/SCI) per year per faculty. The publications may be of two journals or a combination of one journal + conference. But both should be indexed. This will be with effect from March 2019 and assessment will come to force from March 2020 appraisal onwards				Ongoing	All HoDs
3	Review of the Academic performance in 1st Midterm test of the current semester Reviewed the Academic Performance in 1 st Midterm test of the current semester.				Ongoing	All HoDs
4	Status of Sports Day, Achievers Day and Annual Day - Dr. Bh. Arun Kumar/Dr. Sasi Kumar / Dr. M. V. Nageswara Rao to report Reviewed the status of Sports Day, Achievers Day & Annual Day. Also it is suggested to invite one of our Alumnus of Civil Engineering, who is happened to be an Intl. Swimmer who has recently participated in an international event at				March 23, 2019 March	Dr. M.V.N. Rao Dr. G. Sasi Kumar

	abroad.	16, 2019	
5	Observations made during the recent Academic Review with all HoDs – A brief report by Vice Principal In the recent detailed review of the department performance based on the mid term results as well as the other related academic exercises; it is observed few non-compliances (as circulated to all HoDs during the meeting) in all departments in the regular academic process. HoDs are kindly requested to monitor certain activities as circulated to avoid non-compliance. Further it is informed to all HoDs to groom all the second line members of faculty to know the status of all the academic related process by taking the ownership on the entire process .	Ongoing	HODs
6	Status of ARC 1.0, Dassault 3D experience and Solid Edge – HoD Mechanical to report w.r.t the students feedback, no. of Students participated etc. Reviewed the status of the ARC 1.0: HoDs of Mech., ECE and EEE shared students’ feedback about ARC 1.0 classes. In general, the HoDs of Mech., ECE and EEE shared that the feedback is good from the student side. Further, it is requested to HoD (Mech) to make necessary arrangements as per the mail sent by the undersigned to make necessary arrangements for the robots at the earliest. Dassault 3D experience/Solid Edge: 65 students 4 weeks completed / 45 hours solid edge 57 courses completed.	Ongoing	HoDs (Mech., ECE and EEE)
7	Status of Placement training related to Everest Organization - HoDs (EEE, Civil and Mech.) to report the attendance, hours of training given so far, students feedback etc.) Reviewed the status of placement training related to Everest Organization. It is reiterated that, 90% attendance is compulsory for technical training as per time table classes if any student not get 90% of attendance will not allowed for placements. Also HoDs are requested to monitor the attendance.	Ongoing	All HoDs
8	Admission Strategies – follow up (Dr. R. L. Naidu /Dr. A. V. R. to report) Dr. A. V. R. briefed the status of admissions <ul style="list-style-type: none"> • It is planned to visit intermediate colleges during 4th week of March, 2019 • To Engage the parents in Auditorium during AP EAMCET examination • 3 Road shows will be planned during 4th week of April, 2019 	-	Dr. R. L. Naidu /Dr. A. V. R to report
9	STEPCON – 2020 Department of CSE to identify Co-Convener Convener for STEPCON – 2020 is Dr. P. Ramana department of EEE and Co-Convener is Dr. R. Priya Vijayanthi department of CSE	-	Dr. P. Ramana
10	Feedback from teachers who participated in “C” program (peer to peer learning) - HOD CSE to report Good feedback from teachers.	-	HoD (CSE)

11	Finalization of date and Agenda for the 11th BoS meeting Vice Principal requested all the HoDs to think the structure of the curriculum 2020 as well as the regulation. A date will be fixed for detailed discussion soon.		
12	Any other Matter Coding contest: GMRIT is organizing an event, Codeathon, a 6 hours coding competition only for girl students of engineering colleges under ACM STUDENT CHAPTER & SKILL GMRIT on March 7, 2019 on the Eve of International Women's Day Celebrations Department workshops: <ul style="list-style-type: none"> GMRIT ACM STUDENT CHAPTER & SKILL GMRIT jointly organizes a Two Day Technical Symposium titled "Zenith" on 14th & 15th of March 2019 Department of EEE will be organizing a workshop on Emerging Trends on Smart grid and Computing during March 15th and 16th, 2019 Department of ECE will be organizing, A Two-Day National Level Workshop on VLSI and System Design for IoT & AI Applications (VIA-19) on March 22nd & 23rd, 2019 Summer Vacation Finalized the slots for Faculty summer vacation Faculty can avail 4 weeks of summer vacation during 29th April to 8th June, 2019 (Seven weeks) Foreign Internship: Dr. S. N. Dash informed status of Foreign Internships as on today FSI 3 summer internships 1		HoD (ECE, CSE and EEE)
Copy to: Vice Principal's Office, All HoDs, CE and PA to VP to inform the concerned points to Autonomous Coordinator (Institute Level)		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	26.02.2019
		Page No.	2 of 2

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2018-19 : 11	
Venue		:	Vice Principal Cabin	Date	10.04.2019 (Wednesday) - 02:00 PM - 04: 00 PM	
Members Present		:	HoDs (ECE, EEE, ME, I/C HoD PE, Chem. Engg, I/C HoD Civil Engg., IT, CSE, BSH), Controller of Examinations			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 11 th Meeting held on 10.04.2019 for the academic year 2018-19 Reviewed of the Actionable Points Pertaining to the Minutes of the 10th HoDs Meeting Dated 25.02.2019 Vice Principal appreciated Dr. M. V. Nageswara Rao, Dr. Bh. Arun Kumar and Dr. Sasi Kumar for successful completion of Annual Day, Sports Day and Achievers Day. HoDs are requested to convey the same in department Meeting Status of ARC 1.0, Dassault 3D experience and Solid Edge – HoD Mechanical to report w.r.t the student’s feedback, no. of Students participated etc. Reviewed the status of completion of ARC 1.0 course. HoD mechanical informed that some students prefers Robotics subject as an elective. Vice Principal informed to look in to the option				Ongoing	HoDs
2	Review of the actionable points from 40th Governing Council Meeting held on Feb. 1, 2019 Reviewed the actionable points of 40 th GC meeting held on Feb. 1, 2019. • All HoDs are requested to plan & initiate the Process for GATE Classes from 7 th Semester onwards				Ongoing	All HoDs
3	Review of the Academic performance Reviewed the Academic Performance of all departments and it is reiterated to HoDs the department should maintain 85% pass percentage in all subjects in all the years at any point of time.				Ongoing	All HoDs
4	Academic Audit on April, 26-27, 2019 Vice Principal informed HoDs that, Academic Audit for the year 2018-19 is scheduled on April 26-27, 2019. In the external members.				April 26-27, 2019	All HoDs
5	Placement Day Celebrations follow-up It is planned to organize a placement day on April 20, 2019. Planned to invite Jr. College and Diploma College Principals of SKLM, VZM and VSKP districts for Placement Day program and inviting one alumnus from each department. HoD-CSE requested to collect the names of all alumnus send a consolidated report by April 12, 2019				Ongoing	HODs
6	Faculty Internship HoDs are requested to share the faculty names for faculty internship by April 12, 2019 it is mandate that one faculty per section should go for faculty internships				April 12, 2019	HoDs
7	Mentoring It is reiterated that, HoDs are requested to strengthening the mentoring process				Ongoing	All HoDs

8	Admission <ul style="list-style-type: none"> HoD of CSE briefed the status of Admission campaign process. Faculty 3 times visited Intermediate colleges during November and December, 2018. Talent Appreciation Day organized during December, 2018 and placed GMRIT hoarding near Visakhapatnam, Vizianagaram and Srikakulam. HoDs are proposed to organize a Roadshows this year 	-	Dr. R. L. Naidu /Dr. A. V. R to report
9	Any other Matter <ul style="list-style-type: none"> HoDs are requested to submit the details of subject allotment for 2019-20 1st semester by April, 12, 2019 faculty should handle 2 theory and 2 labs. Faculty who are having one theory course they should take one video course. Also, the subject allotment should adhere to earlier guidelines and further all senior members of faculty should handle junior classes and specializations of the members also should taken in to account while allocating the course. However, depending on the workload based on the availability of faculty, HoDs are requested to allocate the subject judiciously. HoDs are requested to inform faculty, if anyone go on leave they should inform HoDs on prior approval and do alternate arrangements for the same 	April 12, 2019 Ongoing	All HoDs
Copy to: Vice Principal's Office, All HoDs, CE and PA to VP		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	15.04.2019
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Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2016 – 2017 :7	
Venue		:	Conference Hall	Date	05.06.2017	
Members Present		:	Vice-Principal, CE, HoDs (ECE, EEE, Mech., Power Engg, Chemical Engg, Civil Engg, IT, CSE),			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 7 th Meeting held on 05.06.2017					
	Faculty Related matters:					
	a. Faculty Seminars:					
	❖ It is proposed to conduct weekly faculty seminars. The schedule should be shared with the Vice-Principal and other faculty members				Ongoing	
	b. Faculty Internships:					
	❖ HoDs are requested to motivate the faculty to undergo 4 weeks internship during Summer/Winter. Those who have gone for less than four weeks internship during this summer, they should visit the same industry and finish the remaining weeks of internship and also faculty who underwent internship training has to give the departmental seminar for three hours and need to maintain a good rapport with the expert for possible academic collaborations				Ongoing	
	c. Online certification courses				30.06.2018	All HoDs
	❖ Faculty should take at-least one online certification course by June 30, 2018 for the appraisals. HoDs are requested to inform this to the faculty.					
	d. CTLP Implementation & Flipped learning				Ongoing	
	❖ HoDs are requested to nominate two or more faculty from each department to follow the CTLP in a true manner and it is proposed to implement the flipped learning slowly					
	e. Video Lectures				Ongoing	
	❖ HoDs are requested to ensure that the new faculty members with less workload are encouraged to take the video lectures					

2	Dates of BoS, Joint Board and Academic Council Meetings	July, 2018	All HoDs
	<ul style="list-style-type: none"> ❖ Dates for BoS meetings 1st & 15th July, 2017 ❖ Joint Board Meetings 17th July, 2017 ❖ Academic Council Meeting 29th July, 2017 <p>Members suggested to increase the honorarium for BoS External members from Rs.3000 to Rs.5000. This is to be discussed in the finance committee meeting</p>		
3	Odd Semester Time tables & Monthly Calendars HoDs are requested to finalize the odd semester time table by 10 th June, 2017 and also requested to prepare monthly calendars for department events	10.06.2017	All HoDs
4	HoDs Goal sheets for the Academic year 2017-18 HoDs are requested to submit the goal sheets as early as possible	June, 2017	All HoDs
5	STEPCONE 2018: HoDs of Mechanical and Chemical Engineering departments are requested to send the nominations for Convener and Co-convener for STEPCONE 2018	June, 2017	All HoDs
Copy to : Vice Principal's Office, All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	08.06.2017
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GMR Institute of Technology

An Autonomous Institute Affiliated to JNTU, Kakinada

Name of the Meeting	:	HoDs Meeting	Ref. No.	GMRIT / 2017-18 :1	
Venue	:	Conference Hall	Date	03.07.2017	
Members Present	:	Vice-Principal, CE, HoDs (ECE, EEE, Mech., Power Engg, Chemical Engg, Civil Engg, IT, CSE)			
No.	Points Discussed			Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 1 st Meeting held on 03.07.2017 for the academic year 2017-18 Review of the 6th HoDs meeting minutes Reviewed the minutes of the 6 th HoDs meeting minutes of 2016-2017 Academic Year and confirmed			ongoing	All HoDs
2	Inauguration of 1st B. Tech. 2017-2018 Vice Principal informed the proposed date for Inauguration of 1 st B. Tech. during 17 th to 22 nd July, 2017 HoD of BS&H is requested to plan for 1 st year induction program			July, 2017	HoD BS&H
3	Follow up action for the minutes of the MDP HoDs are requested to follow-up the ARR of MDP a. Faculty Seminars: <ul style="list-style-type: none">Reviewed the progress of Faculty Seminars conducted at department level and see that faculty seminar should be a general topic. HoDs requested to increase the frequency of the seminars and it is resolved to organize faculty seminars in the afternoon sessions in every Saturday. Also they are requested to share the topics to all members of faculty through mail b. Faculty Internships: <ul style="list-style-type: none">Reviewed the status of Faculty Internships and HoDs are requested to be in touch in with other companies for getting faulty winter/summer InternshipHoDs are requested to send the detailed report for outcome of the Faculty Internship c. Odd Semester Time tables <ul style="list-style-type: none">Vice Principal verified the course allotment for senior members for junior classes and confirmed. Few deviations are observed in the department of EEE and the concerned HoD is requested to look into it. d. Mentor Mentee Relationship: <ul style="list-style-type: none">HoDs are requested to strengthen the Mentor Mentee relationship and requested to monitor the registers regularly on weekly basis			Ongoing 05.07.2017 07.07.2017 ongoing	All HoDs

4	Review the proceedings of 8th BoS(Chem., CSE/IT) HoDs of Chem., CSE/IT explained the proceedings of 8th BoS meeting held on 01. 07. 2017 revised the curriculum and syllabi based on discussion happened in BoS. HoDs of EEE, ME, Civil & PE recheck the POs mapping. HoDs of EEE, ME, Civil & PE are requested inform Autonomous coordinators to attend a meeting with Vice Principal on 04. 07. 2017 at 3:30PM for review the curriculum & Syllaby for 5 th & 6 th Semesters	04.07.2017	All HoDs
	Dress code (Follow up students/staff) HoDs are requested to ensure that all students and staff of their respective departments are following the dress code. If not, they are instructed to request them to send back and change.	Ongoing	All HoDs
5	Any other item a. HoDs are requested to ensure minimum late to the class during 1 st hour. b. Video Courses: <ul style="list-style-type: none"> CTLTP coordinator briefed the status of Video Courses. One course shouting over by Mr. Sharma and identified 2 faculty from each department and HoDs also requested to monitor the classes regularly c. Anti Ragging Committees: <ul style="list-style-type: none"> HoDs are requested to send the list of Anti Ragging committees for the Academic Year 2017-2018 d. HoDs are requested to finalize the One Credit Course/Moocs/Electives by 05.07.2017	ongoing	All HoDs
Copy to : Vice Principal's Office, All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	05.07.2017
		Page No.	2 of 2

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GMR Institute of Technology

An Autonomous Institute Affiliated to JNTU, Kakinada

Name of the Meeting	:	HoDs Meeting	Ref. No.	GMRIT / 2017-18 :2	
Venue	:	Conference Hall	Date	05.08.2017	
Members Present	:	Vice-Principal, CE, HoDs (ECE, EEE, Mech., Power Engg, I/c Chemical Engg, Civil Engg, IT, CSE)			
No.	Points Discussed			Tgt. Date	Responsibility
1	<p>Vice Principal welcomed all HoDs for 2nd Meeting held on 05.08.2017 for the academic year 2017-18 and introduced Dr. M. Sekar, Dean – Research & Professor in the Department of Mechanical Engineering</p> <p>Review of the 1st HoDs meeting minutes Reviewed the minutes of the 1st HoDs meeting minutes of 2017-2018 Academic Year and confirmed</p> <p>Mentor Mentee Relationship: HoDs are requested to strengthen the Mentor Mentee relationship and requested to see that students allocation should be combination of lateral entry students with regular students to a particular mentor</p> <p>Dress code (Follow up students/staff) HoDs are requested to ensure that all students and staff of their respective departments are following the dress code</p> <p>Anti-Ragging Committees: HoDs are requested to inform faculty who are in Hostel Monitoring committee interact with one to one during their hostel visits.</p>			ongoing	All HoDs
2	<p>Review on the report of the 1st Academic Monitoring Committee at department level</p> <p>HoDs are requested to maintain the minutes at department level for all AMC Meetings. Further they are requested to forward the last minutes by 07.08.2017. HoDs are requested to see that before sending the attendance to exam section, proper counseling is alone for he students who are close to 65%.</p>			07.08.2017	All HoDs
3	<p>Dissemination of IUCEE AP Chapter – IIEECP workshop Mr. G. V. S. S. Sharma to present</p> <p>Mr. G. V. S. S. Sharma presented the details of IIEECP workshop and HoDs are requested to explore the option to send one faculty from each department to IUCEE workshops. It resolved to implement this format from</p>			Ongoing	All HoDs

	forthcoming semester onwards.		
4	Status of Project & Innovation club – Dr. M. Venkateswara Rao to Report Dr. M. Venkateswara Rao briefed the activities of Project and Innovation club of GMRIT. HoDs are requested to create an eco-system among the students and motivate the students for innovative projects.	Ongoing	HoD-EEE
5	Review of one credit courses Review of one credit courses in all departments and found that some departments started one credit courses	Ongoing	All HoDs
6	Initiatives towards students engagements beyond working hours Dr. A. V. Ramana / Dr. P. Kanchanamala to report Dr. A. V. Ramana briefed about the new initiative to be taken the students of II/IV year to improve their coding, logical and program skills from 2 nd year onwards in alternative days in a week beyond the working hours. HoDs are requested to inform hostel students to make use of the lab facilities for doing experiments after dinner in any working day.	Ongoing	All HoDs
7	STEPSTONE – 2018 Convener STEPSTONE – 2018 informed the dates of STEPSTONE-2018 scheduled from 2 nd to 4 th February, 2018. HoDs are requested to identify one best project from each department including BS&H and HoDs are suggested to place one notice board near the canteen area for highlighting the activities.	Feb., 2018	All HoDs
8	9th India Innovation Initiative 2017 Confederation of Indian Industry, in partnership with the DST, Government of India and the AICTE has launched the 9th edition of India Innovation Initiative 2017 HoDs are requested to see that all eligible faculty should be registered before the deadline.	20.08.2017	All HoDs
9	CGI campus Recruitment HoDs of ECE requested to arrange some classes for Basic Computer Programming and HoDs are requested to ensure that all the eligible students are taking up the test.		HoD ECE
10	Any other item		
Copy to : Vice Principal's Office, All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	08.08.2017
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GMR Institute of Technology

An Autonomous Institute Affiliated to JNTU, Kakinada

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2017-18 :3	
Venue		:	Conference Hall	Date	06.09.2017	
Members Present		:	Vice-Principal, HoDs (ECE,EEE, Mech., Power Engg, Chemical Engg, Civil Engg, IT, CSE)			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 3 rd Meeting held on 06.09.2017 for the academic year 2017-18 Campus Recruitment: Vice Principal briefed the status of placement process pertaining to AVISO and shared the feedback received from recruiters, students and HoDs. The following suggestion made: ❖ To initiate the training from 2 nd year onwards				ongoing	All HoDs
2	Presentation by the HoDs pertaining to the department performance review as per the earlier communication (Till August, 2017) HoDs presented department performance presentations till August and found that some departments need to update the presentations. HoDs are requested share the updated presentations by 11.09.2017				ongoing	All HoDs
3	Review of the student's attendance status (Year wise Percentage <65%, >65% & >75%): Reviewed the students attendance status (Year wise Percentage <65%, >65% & >75%). HoDs are requested to identify and council the students who are in boarder line to <65%.				Ongoing	All HoDs
4	One credit courses (completion & assessment status and Feedback from the students & faculty): Reviewed the status of one credit courses and the status of completion & assessment status and Feedback from the students & faculty. In general, the feedback from the students, faculty and HoDs is good.				Ongoing	All HoDs
5	Status of credited courses pertaining to EC & CC Activities - HoD (PE) to present the consolidate report Reviewed the status of credited courses pertaining to EC & CC Activities. HoD of PE requested to share the student's attendance with all HoDs.				Ongoing	All HoDs

6	Alumni database update HoD EEE informed that, more than 6000 Alumni contacts added in data base. It is resolved to identify potential alumni who are having more than 5 years will be expending for placement support to our students. HoDs are requested to assign one more faculty to increase the alumni database. HoDs are requested to revision of Alumni database by 16.09.2017 and review meeting will be held on 16.09.2017 at 4:00PM	Ongoing	All HoDs
7	AOP status (Approved, Utilized & in process) Reviewed the status of AOP Utilization in all departments.		All HoDs
8	Any other item Lab Hours: HoDs are requested to inform the faculty who are handling laboratories classes ask them to continuously monitoring the lab. Engineers day celebrations: It is planned to conduct “50 th ENGINEERS’ DAY” celebrations on 15.09.2017 CSI Students Meet: It is proposed to conduct CSI students meet at GMRIT after STEP CONE - 2018 10th Academic Council meeting of GMRIT 10 th Academic Council Meeting of GMRIT is rescheduled to last week of September, 2017 Department Meeting Minutes: HoDs are requested to forward the minute of the department meetings after next 3 days of meeting happen at department level	Ongoing 15.09.2017 Mar., 2018 Sep., 2017 Ongoing	All HoDs
Copy to : Vice Principal's Office, All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	11.09.2017
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GMR Institute of Technology

An Autonomous Institute Affiliated to JNTU, Kakinada

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2017-18 :4	
Venue		:	Conference Hall	Date	06.10.2017	
Members Present		:	Vice-Principal, HoDs (ECE,EEE, Mech., Power Engg, Chemical Engg, Civil Engg, IT, CSE), Dean (Research) & CoE			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 4 th Meeting held on 06.10.2017 for the academic year 2017-18 Reviewed the minutes of previous HoDs meeting and confirmed. HoDs are kindly requested to convene a meeting with their members of faculty subsequent to the HoDs meeting to penetrate the information down the line to all and share their minutes to the undersigned without any delay				ongoing	All HoDs
2	Presentation by the HoDs pertaining to the department performance review as per the earlier communication (Till September, 2017) HoDs presented department performance presentations till September, 2017. Based on the presentations HoDs are requested to ensure academic performance in Internal/External exams are maintained more than 85% and also take scrupulous care for results improvement. HoDs are requested to counsel the faculty who are having less than 85% Pass percentage in internal test and submit the report by 10.10.2017. The course instructor has to adopt suitable methodologies in case of analytical/theoretical subject to ensure the pass percentage.				14.10.2017	All HoDs
3	Review of the student's attendance status (Year wise Percentage <65%, >65% & >75%): Reviewed the students attendance status (Year wise Percentage <65%, >65% & >75%). HoDs are requested to identify the students who are having less than 65% of attendance counsel them				Ongoing	All HoDs
4	CTLP-The way forward – Dr. A. V. Ramana to report: Dr. A. V. Ramama briefed the status of CTLP formulation of action plan & formulating the committee members. The following are the committee members for executing the CTLP the way forward 1. Dr. J. Raja Murugadoss, Vice Principal - Team Mentor 2. Dr. A. Venkataramana, HoD (CSE) - Team Leader 3. Dr. R. Priya Vijayanthi (CSE) - Team Member 4. Dr. V. Jagan Naveen (ECE) - Team Member 5. Mr. M. Rambabu (EEE) - Team Member				October 31, 2017	All HoDs & Dr. A. V. Ramana is requested to follow this and coordinate

	6. Mr. G. V. S. S. Sharma (ME) - Team Member 7. Mr. R. Srinivasa Rao (CE) - Team Member It is planned to deliver 20% of the total number of courses in the curriculum in accordance with the CTLP in all the departments from the even semester of the academic year 2017 – 2018 as per the AOP. Further they are requested to identify the faculty and complete the subject allotment on or before this month to enable us to conduct a sensitization programme on OBE and innovative teaching pedagogies.		
5	Students Registration in Neural Hack (VIRTUSA HACKATHON -2017) / Innovation fair: HOD of CSE requested to submit the detail of students who register in Neural Hack (VIRTUSA HACKATHON -2017)/ Innovation fair	Ongoing	All HoDs
6	SKILL GMRIT to improve the employability skills (All Depts.) – The way forward HoDs are requested to ensure and plan activities to improve the employability skills of the students	Ongoing	All HoDs
7	10th Academic Council Meeting Vice Principal informed all the members the 10 th Academic Council Meeting of GMRIT is scheduled on 28.10.2017	28.10.2017	All HoDs
8	Any other item <ul style="list-style-type: none"> • HoDs are requested to send the nominations for “Faculty Training Program on Design Thinking” for Associate Professors and Professors • Dean Research expressed that, some of the faculty is not submitting their paper publication details of non-Scopus journals and HoDs are requested to inform faculty to submit the same to Dean (Research). • It is resolved to postpone one week 2nd sessional examinations of 3rd semester students. It will be starting from 23.10.2017 • Dean (Research) is requested to plan for an international conference during this academic year 	Ongoing Ongoing 23.10.2017	All HoDs All HoDs All HoDs Dean Research
Copy to : Vice Principal's Office, Dean (Research), All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	10.10.2017
		Page No.	2 of 2

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GMR Institute of Technology

An Autonomous Institute Affiliated to JNTU, Kakinada

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2017-18 :5	
Venue		:	Conference Hall	Date	04.11.2017	
Members Present		:	Vice-Principal, HoDs (ECE,EEE,Mech., Power Engg, Chemical Engg, Civil Engg, i/c IT, CSE) & CoE			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 5 th Meeting held on 04.11.2017 for the academic year 2017-18 Reviewed the minutes of previous HoDs meeting and confirmed.				Ongoing	All HoDs
2	Students attendance finalization Reviewed and finalized the attendance of 2 nd year students and finalized the list of detention and Condonation. HoDs are requested to maintain clear report for students who are in boarder cases. Further, HoDs are requested to monitor and inform/hand hold of the faculty members and thereby to counsel the student properly.				Ongoing	All HoDs
3	Review of the student feedback : Reviewed the student's feedback on teachers of all the departments. The following points are resolved for strengthen the feedback system <ul style="list-style-type: none">HoDs are requested to discuss one to one with the faculty with the academic performance of the particular course the feedback from the students and their observation on the course delivery. Further, the HoDs are requested to motivate and encourage.				Ongoing	All HoDs
4	Students attendance updation in EZ school: HoDs are requested to inform the members of faculty to update student's attendance in the EZ school on day to day basis. The office of the Controller of Examinations is requested to monitor the updates in the EZ school on weekly basis (preferably on Saturdays from 4:00PM – 5:00PM) and submit the report to undersigned as well as to the respective HoD.				Ongoing	All HoDs
5	Faculty work load Reviewed individual faculty workload in all departments. It is ensured that all Professors are going for Junior classes. Also, it is resolved in the meeting that, for faculty is having funded research projects may be given to the reduced academic load				Ongoing	All HoDs

6	Video courses Reviewed the status of Video lectures. HoDs are requested to depute two faculty from each department for the next semester.	Ongoing	All HoDs
7	Student mentoring <ul style="list-style-type: none"> It is resolved to maintain one log book containing with students all personal data for each faculty for students mentoring. Controller of Examination is requested to arrange mentoring books and get it ready by next semester i.e. 27.11.2017. HoDs are requested to see that students Mentoring is going effectively. HoD of Mechanical Engineering requested to take random audit in once in a month (4th Saturday) 3 PM -5 PM to monitor the same. 	27.11.2017	CoE
Copy to : Vice Principal's Office, Dean (Research), All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	06. 11. 2017
		Page No.	2 of 2

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GMR Institute of Technology

An Autonomous Institute Affiliated to JNTU, Kakinada

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2017-18 :6	
Venue		:	Conference Hall	Date	15.12.2017	
Members Present		:	Vice-Principal, Dean (Research), HoDs (ECE, EEE, Mech., Power Engg, Chemical Engg, Civil Engg, IT, CSE) & CoE			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 6 th Meeting held on 15.12.2017 for the academic year 2017-18 Reviewed the minutes of previous HoDs meeting and confirmed.				Ongoing	All HoDs
2	Design the Thinking – HoD (Mech.) to present the highlights and the Vice Principal, to present the way forward to take it to the student as Add-on course. Vice Principal & HoD (Mech.) briefed the details of “ Design the Thinking workshop ”. Vice Principal informed HoDs to motivate the students to join in Design the thinking course module which is planned to start from 26 th December, 2017. The student has to pay of Rs. 2000/- and HoDs are requested to formulate a group with minimum 30 students				26.12.2017	All HoDs
3	Review of the STEPCONE – 2018 Reviewed the status of STEPCONE 2018. HoDs are requested to motivate the students to do worthy projects for presentation in STEPCONE 2018. Mr. Prem Kumar, Department of EEE, Mr. K. Krishna Kishore, Department of ECE and Mrs. Sivasangari, Department of ECE will be taking care for student’s projects at Institute level.				Ongoing	All HoDs
4	Date finalization for the 9th BoS Meeting & 11th Academic Council Meeting Finalized the dates for 9 th BoS Meeting, Joint Board Meeting and 11 th Academic council meetings for confirmation of curriculum and course structure for 7 th and 8 th Semesters, BoS meetings : 17.02.2018 : EEE, ECE, PE and Civil Engineering 24.02.2018 : ME, CHEM., CSE and IT 26.02.2018 : Joint Board Meeting 24.03.2018 : Academic Council Meeting				Ongoing	All HoDs
5	Enhancing the activities and effectiveness of Skill GMRIT HoDs are requested to enhance the activities and effectiveness of skill GMRIT to improve the coding skills of CSE, IT and ECE students and informed to organize a coding contest on 23.12.2017. Vice Principal informed that one of our student selected for global level painting competition at Dubai.				Ongoing	All HoDs
6	CTLP follow up : HoD(CSE) to present the action plan for monitoring HOD CSE presented the action plan for monitoring the CTLP.				Ongoing	All HoDs
7	Students attendance updation in EZ school & Mentoring – CoE to present the current status Reviewed the student’s attendance updation in EZ school and Mentoring from 16.12.2017 COE is requested to verify the records of attendance registers will EZ school updation and after completion of the checking send the minutes to all				16.12.2017	COE

	<p>departments. HoDs are requested to inform faculty to update EZ school attendance regularly.</p> <p>HoDs are requested to inform the faculty who are handling Laboratory classes should go to the labs and monitoring the students continuously and requested to maintain integrated record book for Laboratory classes.</p> <p>For student mentoring HoDs of ECE and Mechanical requested to finalize the format of Mentoring form by 18.12.2017. It is resolved to audit, attendance of the student before internal test and display the attendance previous day of the midterm test.</p>	18.12.2017	HoD- Mech. & CSE
8	<p>Status of online course offered this semester – (HoDs to brief w.r.t list of courses, faculty involved and provision in the time table)</p> <p>Finalized the dates and list of courses and faculty involved in online courses</p>	Ongoing	
9	<p>Any other Matter</p> <p>Guest Lecture by Alumni:</p> <p>Vice Principal informed HoDs, Mr. K. Siva Kumar Naidu, IAS (GMRIT Alumns), Joint Collector, Mahboobnagar Dist., Telangana & Dr. M Chetana , IPS, Assault Commander, Grey Hounds, Telangana will be delivering a guest lecture for the students who are passionate about choosing their career in civil services</p> <p>GMRIT 37th GC Meeting;</p> <p>GMRIT 37th GC Meeting is scheduled on 19.01.2018 at Hyderabad</p> <p>Add on courses:</p> <p>HODs are requested to send the detail of ADD on courses by Monday i.e. 18.12.2017</p> <p>Arogya Sree :</p> <p>Vice Principal informed that, Arogya Sree team from Government of AP will be visiting the campus on 19.12.2017 for clarifying the doubts about Arogya sree.</p>	<p>16.12.2017</p> <p>19.01.2018</p> <p>18.12.2017</p> <p>19.12.2017</p>	<p>HoD-EEE</p> <p>Vice Principal</p> <p>All HoDs</p> <p>All HoDs</p>
<p>Copy to : Vice Principal's Office, Dean (Research), All HoDs, CE</p>		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	18.12.2017
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GMR Institute of Technology

An Autonomous Institute Affiliated to JNTU, Kakinada

Name of the Meeting	:	HoDs Meeting	Ref. No.	GMRIT / 2017-18 :8	
Venue	:	Conference Hall	Date	16.02.2018	
Members Present	:	Vice-Principal, Dean (Research), HoDs (ECE, EEE, Mech., Power Engg, Chemical Engg, Civil Engg, IT, CSE) & CoE			
No.	Points Discussed			Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 8 th Meeting held on 16.02.2018 for the academic year 2017-18 Vice Principal thanked all the HoDs and the Conveners for the successful completion of STEP CONE-2018 and reviewed the minutes of previous HoDs meeting and confirmed.			Ongoing	All HoDs
2	Review of the progress made on the Agenda pertaining of the 9th BoS during 17th & 24th Feb., 2018: Reviewed the progress of preparations for 9 th BoS meeting. Vice Principal requested all the HoDs to revisit the mapping process of PEOs, POs, COs. Comprehensive test will be renamed as Assignment test with a duration 2 hours. CoE is requested to change regulations send to all HoDs. Assignment test should be focused predominantly on assessing the Higher Order Thinking Skills while the descriptive tests focus on Lower Order Thinking Skills. The question paper pertaining to Assignment tests may be customized according to the nature of the course for the maximum marks to assess the HOTs.			February 17 th & 24 th , 2018	All HoDs
3	Variance Analysis of AICTE model curriculum - HoDs are requested to come prepared: Analyzed the difference between AICTE – GMRIT curriculum. Further, Vice Principal requested the HoD (BS&H) to look into the customized curriculum for I year accordingly to the program of study.			Ongoing	All HoDs
4	Review of the regular classwork (1st, 2nd, 3rd & 4th Years – HoDs are requested to come with the attendance details of the individual years Reviewed the regular classwork and attendance details of the individual years. Also, further requested the HoDs to inform the parents to update the attendance of the wards on a regular basis and display them on notice board. It is reiterated that, HoDs are requested to inform lab technicians to maintain laboratories clean and neat.			Ongoing	All HoDs
5	Training for RBT and OBE for new members of faculty Vice Principal informed HODs that, a training program will be organized on RBT and OBE on February 26 -28, 2018. The resource person for the workshop is Mr. R. Srinivasa Rao, Assistant Professor, and Department of Civil Engineering.				
6	Any other Matter Vice Principal informed the members that there will be sensitization program on Skill Genie.				All HoDs
Copy to : Vice Principal's Office, Dean (Research), All HoDs, CE				Prepared by	PA – Vice Principal
				Approved by	Vice – Principal
				Date	19.02.2018
				Page No.	1 of 1

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

GMR Institute of Technology

An Autonomous Institute Affiliated to JNTU, Kakinada

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2017-18 :9		
Venue		:	Conference Hall	Date	24.03.2018		
Members Present		:	Vice-Principal, Dean (Research), HoDs (ECE, EEE, Mech., Power Engg, Chemical Engg, Civil Engg, IT, CSE) & CoE				
No.	Points Discussed				Tgt. Date	Responsibility	
1	Vice Principal welcomed all HoDs for 9 th Meeting held on 24.03.2018 for the academic year 2017-18 Reviewed the minutes of previous HoDs meeting and confirmed.				Ongoing	All HoDs	
2	Academic Performance and students attendance: Reviewed the Academic performance and student's attendance in all departments. HoDs are requested to inform faculty should maintain students' academic performance 85% or equal. Also, informed that the department should maintain overall pass percentage of 85%.				Ongoing	All HoDs	
3	List of members of faculty going for industry internship during summer vacation as per earlier discussions and minutes: HoDs are requested to send the list of faculty who are going for Industry internship during summer vacation by March 27, 2018 in given format. Chem.:2; BS&H : 5; EEE: 4; PE: 2, IT:2, IT:2, Mech.,:4; CSE: 3 and ECE :3				27.03.2018	All HoDs	
	S. No	Name of the faculty	Name of the Company	Tentative date of Training program			Duration of the Internship
4	List and status of faculty members who have completed online courses as HoDs meeting per minutes dated 04. 11. 2017 It is reinforced that, one online course is mandatory for all faculty in their self-appraisal. It will be implemented from June, 2018 online course certificate is compulsory				Ongoing	All HoDs	
5	Status of mentoring Reviewed the mentoring system of all departments. Controller of examinations is requested to finalize format of mentoring book				Ongoing	All HoDs	
6	Faculty workload in terms of faculty with 2 sub. + 1 Lab, 2 sub., 1 sub. + 1 lab. for the next semester Reviewed the faculty workload of all departments. HoDs are requested to inform faculty who are having less than normal workload that they need to take one video course from next semester and requested to send faculty workload by March 27, 2018 along with the list of faculty who is going to handle video course.				27.03.2018	All HoDs	

7	Graduation Day (Date finalization) Graduation Day Date finalized it is on 16 th June, 2018	16.06.2018	All HoDs
8	Surprise Academic Audits in all departments Vice Principal informed HoDs as per the circular dated March 21, 2018 related to surprise Academic Audit, that it will be executed as per the circular. HoDs are requested to keep the file ready.	Ongoing	All HoDs
9	Any other Matter Nil	Ongoing	All HoDs
Copy to : Vice Principal's Office, Dean (Research), All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	27.03.2018
		Page No.	2 of 2

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

GMR Institute of Technology

An Autonomous Institute Affiliated to JNTU, Kakinada

Name of the Meeting	:	HoDs Meeting	Ref. No.	GMRIT / 2017-18 :10	
Venue	:	Conference Hall	Date	10.05.2018	
Members Present	:	Dean (Research), HoDs (ECE, EEE, Mech., Power Engg, Chemical Engg, Civil Engg, IT, CSE) & CoE			
No.	Points Discussed			Tgt. Date	Responsibility
1	CoE welcomed all HoDs for 10 th Meeting held on 10.05.2018 for the academic year 2017-18 Reviewed the minutes of previous HoDs meeting and confirmed.			Ongoing	All HoDs
2	Even Semester Supplementary Examinations: Reviewed the Academic performance and it is resolved to plan Even Semester Examinations from 15 th July to 15 th Aug., 2018			15.07.2018	All HoDs
3	Identify the backlog subjects: HoDs are requested to identify one and two backlog subjects and 95% of students should pass in the 1 st attempt of supplementary examinations			ongoing	All HoDs
4	Any other Matter Nil			Ongoing	All HoDs
Copy to : Vice Principal's Office, Dean (Research), All HoDs, CE				Prepared by	PA – Vice Principal
				Approved by	Vice – Principal
				Date	14.05.2018
				Page No.	1 of 1

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2018-19 :1	
Venue		:	Conference Hall	Date	24.05.2018	
Members Present		:	Dean (Research), HoDs (ECE, i/c EEE, i/c Mech. Engg., i/c Power Engg, Chemical Engg, Civil Engg., i/c IT, i/c CSE) & CoE			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 1 st Meeting held on 24.05.2018 for the academic year 2018-19 Review of the actionable points pertaining to the minutes of the 9th HoDs meeting dated 24.03.2018				Item No. (a) June 15, 2018	Item No. (a) 1. All HoDs 2. IQAC Institute
	a. Reviewed the academic performance of end semester examinations of the results of VIII, VI and V semesters. Though the results are satisfactory, it is observed that the performance of few departments, particularly, Chemical Engineering and Power Engineering are not up to the level of expectations. It is further noticed that the performance of Electronics and Communication Engineering (ECE) is relatively very low when compared to the other programs as they have the cream of the lot with good EAMCET ranks. In this context all the concerned HoDs are kindly instructed to monitor at micro level by maintain track sheets that need to be followed with care and ownership for further continuous improvement. Also it is informed that it will be reviewed periodically and monitored at Institute Level. Further all the HoDs are kindly requested to do a complete analysis right from admission to placements in terms of ranks, success rate, placement eligibility and conversion and higher studies				Item No. (b) June 05, 2018	Level Members to Monitor the
					Item No. (c) Ongoing	Classes for Slow Learners in
					Item No. (d) Ongoing	Coordination with the Department during Audits
					Item No. (e) May 31, 2018	Item No. (b) 1. HoD (BS & H) 2. All HoDs
						Item No. (c) 1. CoE to present the results of Supplementary Examinations 2. All HoDs to provide necessary coaching class to attain the expected pass percentage
	b. The Head of the Department of Basic Science and Humanities is instructed to formulate a time-table for those students who are having backlogs only in the first year courses which are carried by the students in the higher semesters. HoD (BS & H) is kindly requested to come up with an action plan for further discussion in this regard. Similarly, the other Heads of the Departments are also requested to focus much on the students who have backlogs up to 3 courses and provide special attention to increase the success rate in the coming years					Item No. (e) 1. All HoDs 2. Video Course Coordinators
	c. Further, it is informed to all the Heads of the Departments that after Supplementary Examinations, the pass percentage of the candidates should be maintained more than 90% irrespective of the number of failures during the first attempt without deviation					
	d. Reviewed the list of members of faculty who have gone for faculty internship at industries during Summer Vacation. It is noticed that around 20 members are undergoing internship during this period (Mech. Engg.: 2, PE: 6, CSE: 2, IT: 2, ECE: 4, EEE: 4)					
	e. Reviewed the workload of the members of faculty in the odd semester of the academic year 2018 – 2019 in all departments excluding BS & H and based on the workload, the Heads of the Departments are requested to nominate their members for delivering Video Course. Based on the discussion, HoDs updated the minimum numbers of faculty who are going to deliver Video Course in the next semester (Civil Engg.: 2, Mech. Engg.: 3, EEE: 3, Chem. Engg.: 1, CSE: 4, IT: 2, BS & H : 3, ECE: 2 - Total 20). In this regard, HoDs are requested to nominate the names of the faculty marking a copy to the undersigned keeping Ms. Jyothi and Mr. Krishna Kishore in loop for further action from their end					

2	Academic Calendar (ODD Semester 2018 – 2019 @ Department Level) All the Heads of the Departments are kindly requested to prepare the Academic Calendar for the ODD semester to start with for the academic year 2018 – 2019. The format/template of the same will be shared by the undersigned before the end of the day.	Ongoing	All HoDs
3	Graduation Day Ceremony (2018 Passed Out Batch) 1. It is informed to all the Heads of the Department that the Graduation Day Ceremony is scheduled on June 16, 2018 (Saturday) and requested CoE and Dr. M. Venkateswara Rao to coordinate the entire event. Further the coordinators are requested to formulate a committee and circulate to all the members immediately 2. CoE informed the names of the students who are selected for receiving the silver medals and scholastic awards based on the academic performance 3. Further the coordinators are requested to have a review meeting in the coming week to understand the progress of the work at various levels including certificated to be received from University	June 16, 2018	1. CoE 2. Dr. MVR
4	Status of Time-Table Reviewed the status of Timetable for the next semester.	June 10, 2018	All HoDs
5	Road Show of Academic Audit for the Academic Year 2018-2019 It is informed to all the HoDs with regard to the conduct of regular Academic Audits from the next academic year onwards to strengthen as well as to ensure the Systems, Processes and new Initiatives are in place and followed without any deviation. In this context, the undersigned requested the IQAC coordinator, Dr. Chitti Babu and other members, Dr. P. Bharani Chandra Kumar and Dr. M. Kathirvelu to coordinate the entire audit process for the next academic year 2018 – 2019. Vice Principal explained all the process related to academic audits and introduction of new assessment tools pertaining to Laboratory Course, Internship, Mini Projects, Projects, Term Paper and other necessary procedures for the conduct of Academic Monitoring Committee (AMC) and Course Coordinator Meeting. It is further informed to all the members to deploy these tools without any deviation from the next academic year onwards by sensitizing the faculty as well as students before the commencement of the classes.	Ongoing	1. Dr. V. Chitti Babu 2. Dr. P. Bharani Chandra Kumar 3. Dr. M. Kathirvelu
6	Skill GMRIT Dr. Sree Rama Murthy explained the status of Skill GMRIT. Further it is requested by the undersigned to Dr. V. Prasad and Mr. A. V. Ramana (IT) to follow carefully without any lapse. Further the undersigned shared the calendar of events related in this regard to other members.	Ongoing	1. Dr. V. Prasad 2. Mr. AVR (IT) 3. Dr. SRM (CSE)
7	Induction for 3rd Semester Students HoDs are requested to plan for an Induction program for students of 2 years with Industry expert similar to last year	June 2018	All HoDs
8	One Credit Courses HoDs are requested to identify a one-credit course that needs to be offered in the next semester.	June 15, 2018	All HoDs

9	BoS Nominees for the Period 2018 - 2020 Finalized the list of BoS nominees for the year 2018-2020. It is also understood from the Heads that all the members are well known through their own reference and got concerned for suggesting them to the university	Ongoing	1. All HoDs 2. Autonomous Coordinator
10	Any Other Matter Dean (R & D) is requested to refer the Minutes of the 38 th Governing Council Meeting and do the needful for the points related to Research	Ongoing	Dean R & D
Copy to: Vice Principal's Office, Dean (Research), All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice Principal
		Date	25.05.2018
		Page No.	3 of 3

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned**

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2016 – 2017 :1	
Venue		:	Conference Hall	Date	16.08.2016	
Members Present		:	Vice-Principal, HoDs (Civil, CSE, IT, ECE, EEE, Mech., Power Engg, Chemical Engg) CE, Head – CDC, Student Coordinator			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs, CE, Head – CDC and Student Coordinator for 1 st Review Meeting held on 16 th August, 2016 Academics Presentations by the HoDs (July 2016 Dept. Performance) All HoDs are presented their department presentations in prescribed format. The following suggestions made during the Presentations <ul style="list-style-type: none">• HoDs are requested to inform the students to take care of their attendance and send a letters, SMS and if necessary Voice calls to parents who are having less than 75% of attendance as on date• HoD of Civil Engineering is requested to incorporate the revenue generated through Consultancy in next month review• Dr. V. Chittibabu and Dr. P. Kanchanamala are requested submit the Audit report on Mentoring by 22nd August, 2016• It is resolved that, while calculation of detention to make sure that, 65% attendance is compulsory• HoDs are requested to present Academic Performance by 40% and 60% pass percentage and to see that, the Academic performance need to be improved in forthcoming sessional examinations• HoDs are requested to motivate the teachers whose course pass percentage is less than 85% and ensure that continuous improvement is there in the subsequent tests				Continuous Continuous 22 nd Aug, 16 Continuous	All HoDs HoD – Civil HoDs(Mech. & IT) All HoDs
2	Presentations by the Coordinator (i/c) – Student’s Affairs (July 2016 Activities) Student Coordinator presented the list of activities related to EC and CC in the department as well as Institute level. <ul style="list-style-type: none">• HoD of BS&H proposed to conduct an EC/CC Events for 1st years also• Vice Principal informed HoDs that, planning to conduct an Hobby project exhibition based on student Hobbies• Student Coordinator is requested to make the SAC Room more attractive to give better ambience to the students				Continuous	Student Coordinator
3	FSI Assessment Question Paper Status – Internship Core Team to Report <ul style="list-style-type: none">• Reviewed all departments FSI Question Papers Status and informed that, Dr. S. N. Dash will share some				22 nd Aug, 16	Internship Team

	suggestions for improvement		
4	Status of SAR (NBA) Preparation – HoD (IT) to Report <ul style="list-style-type: none"> HoD of IT informed, NBA Criteria 1 & 2 completed for NBA. HoDs of ECE, Chemical and Mechanical are requested to prepare the Pre-Qualifier and suggested to include Adjunct Faculty names in Department Faculty list. HoD of IT requested to prepare department SAR for NBA at the earliest 	18 th Aug, 16	HoD (IT, Mech., CSE & ECE)
5	Status of e-learning process (LAN Course/ Video Courses) <ul style="list-style-type: none"> Coordinator LAN Courses briefed the status of uploaded course material in the new format. As on date a total of 103 courses are uploaded (including 8 BS&H Courses) and informed that EEE, Civil, Chemical and IT departments are not uploaded full courses in LAN Portal. HoDs of Civil, Chemical Engineering, IT departments and EEE requested to upload the remaining LAN Courses by 17.08.2016 Vice Principal briefed the status of Video Courses as follows: 6 Courses completed, 8 Courses yet to complete this month 	17 th Aug, 16	Coordinator LAN Courses
6	Visit of Shri. Suhel Seth on 10th September, 2016 <ul style="list-style-type: none"> Shri. Suhel Seth, Managing Partner of Counselage India and founder of Equus will be visiting the campus on 10th September, 2016 for a Motivational talk to Students 	10 th Sep, 16	Institute Level
7	Admission Status Vice Principal informed HoDs, as on date 814 students are admitted in 1 st year under UG Stream		
8	Any other Matter <ul style="list-style-type: none"> Head CDC informed HoDs in “Co Cubes” website lot of core branch opportunities are having and requested to discuss with 4th year students about the opportunities It is resolved that, not to consider Seminar Hour Attendance while calculating final attendance in AR-16 Regulations HoDs are requested to see that up to 3:10PM students make to be seated in the classes and plan for other events after 3:10PM With regard to IV years, full flexibility is given to the department to tailor made the EC/CC hours as per their request Based on the requests from the students allow them to Labs for doing Project works after Dinner up to 10:00PM 	Continuous	All HoDs
Copy to : Principal, Vice Principal's Office, All HoDs, CE, Head – CDC, Student Coordinator		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	17. 08. 2016
		Page No.	2 of 2

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the minutes shall be forwarded to the undersigned.

Name of the Meeting	:	HoDs Meeting	Ref. No.	GMRIT / 2016 – 2017 :2	
Venue	:	Conference Hall	Date	23.09.2016	
Members Present	:	Vice-Principal, HoDs (Civil, CSE, IT, ECE, EEE, Mech., Power Engg, Chemical Engg) CE, Student Coordinator			
No.	Points Discussed			Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs, CE, and Student Coordinator for 2 nd Review Meeting held on 23 rd September, 2016 Review of the 1st HoDs meeting dated 16.08.2016 Reviewed the Minutes of the previous HoDs meetings and confirmed				
2	Academics Presentations by the HoDs (August, 2016 Dept. Performance) All HoDs presented their department presentations in prescribed format. The following suggestions are made during the Presentations <ul style="list-style-type: none">• HoDs are requested to include all highlighting points of entire semester in the next presentation(Sep., 2016)• Dr. V. Chittibabu and Dr. P. Kanchanamala are requested to organize one more Audit on Mentoring and submit a formal report			Continuous 30.09.2016	All HoDs HoDs of Mechanical and IT
3	Presentations by the Coordinator (i/c) – Student’s Affairs (August, 2016 Activities) Student Coordinator presented the list of activities related to EC and CC in the department as well as Institute level. <ul style="list-style-type: none">• HoDs are requested to motivate the students to attend a Sensitization program on German Language which is scheduled on 23.09.2016. HoD of Mechanical Engg. requested to inform students about the importance of German language and Mechanical students Placement opportunities in German			23.09.2016	Student Coordinator(i/c)
4	Registration and participation of faculty in GIAN Program <ul style="list-style-type: none">• HoDs are requested to inform eligible faculty to register in GIAN Web portal on or before 26th Sep., 2016 registration fee of Rs.500/- will be reimbursed and informed that, Dr. T.S. Kishore, Assistant Professor, Department of EEE will be the SPOC for GIAN Program he will circulate all details about the GIAN Programs• HoDs are requested to motivate 2 faculty from each department to participate in GIAN Programs during this semester. The list of identified faculty shall be submitted to the coordinator 28.09.2016			26.09.2016	All HoDs & Dr. T. S. Kishore

5	Faculty Internships at Industries <ul style="list-style-type: none"> HoDs are requested to motivate the faculty to do internships for continuous improvement of their skills during summer vacation/semester break as a minimum period of 4 weeks. (ECE:2, CSE:3, IT:1, Chem:1; Civil:1; Mech:1; BS&H:2, EEE:1; PE:1) 		
6	Strengthening of RBT in the Teaching Learning Process <ul style="list-style-type: none"> Mr. M. Venkateswara Rao, HoD- PE, has appraised about the modus operandi in strengthening of Teaching-Learning Process by using Revised Bloom's Taxonomy (RBT) <p>The plan for strengthening of Teaching- Learning Process will be in FOUR phases as mentioned below:</p> <ul style="list-style-type: none"> Phase -1 : Understanding of Revised Blooms Taxonomy with STEM Education by all faculty Phase -2 : Modification of the existing/ new courses as per the RBT Phase -3: Framing of Internal/External Question Papers as per RBT Phase – 4: Content delivery as per RBT <p>Hence all the faculty are expected to get acquainted with the RBT by the end of September 2016. Therefore the content delivery part will be taken in due course of time</p> <ul style="list-style-type: none"> Vice Principal informed HoDs, planning to organize 3 Day workshop on Question paper settings It is resolved to prepare 2 set of question papers for Mid examinations from next semester onwards (2016-17, Even Sem.,) 	Continuous	All HoDs
7	Status of SAR (NBA) Preparation - HoD (IT) to Report HoD of IT requested to see that NBA SAR complete as early as possible	1 st week of Oct., 2016	HoD – IT
8	Status of e-learning process (LAN Course/ Video Courses) It is informed that, 110 LAN Courses developed end of this Academic year in revised format. Video courses are ongoing in all departments		
9	Visit of Shri. Suhel Seth on 3rd November, 2016 It is informed that, Shri. Suhel Seth visit is rescheduled to 3 rd November, 2016	03.11.2016	Vice Principal
10	Any other Matter <ol style="list-style-type: none"> BoS: it is informed that, Dr. M. Krishna Prasad circulated the schedule for BoS meeting. HoDs are requested to inform their respective BoS members as per the schedule. The following points are discussed <ul style="list-style-type: none"> To get feedback on curriculum from Alumni, Industry and distinguished Academia (other than AP prominent Colleges) HoDs are requested to revisit the curriculum from 3rd to 8th and also to have a thorough look on syllabi from 3rd – 4th semester To design and strengthen of the integrated courses from 3-6th semester and HoDs are requested to refer many premier institutes websites who are offering integrated courses HoDs are requested to encourage the students to appear for GOOGLE ASIA PACIFIC 2017 University Test Inauguration of ACM club is scheduled on 28.09.2016 	Continuous	All HoDs

	v. Vice Principal informed HoDs that it is planning to inaugurate Filliped learning courses by JNTUK VC after Dasara Holidays vi. HoD of BS&H requested to inaugurate Science Club as Math's club										
Copy to : Principal, Vice Principal's Office, All HoDs, CE, Head – CDC, Student Coordinator		<table><tr><td>Prepared by</td><td>PA – Vice Principal</td></tr><tr><td>Approved by</td><td>Vice – Principal</td></tr><tr><td>Date</td><td>26.09.2016</td></tr><tr><td>Page No.</td><td>3of 3</td></tr></table>		Prepared by	PA – Vice Principal	Approved by	Vice – Principal	Date	26.09.2016	Page No.	3of 3
Prepared by	PA – Vice Principal										
Approved by	Vice – Principal										
Date	26.09.2016										
Page No.	3of 3										

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the minutes shall be forwarded to the undersigned. Minu

Name of the Meeting	:	HoDs Meeting	Ref. No.	GMRIT / 2016 - 2017 :3					
Venue	:	Conference Hall	Date	10. 11. 2016					
Members Present	:	Vice-Principal, HoDs (Civil, CSE, IT, ECE, EEE, Mech., Power Engg, Chemical Engg) CE, Student Coordinator							
No.	Points Discussed			Tgt. Date	Responsibility				
1	<p>Vice Principal welcomed all HoDs, CE, and Student Coordinator for 3rd Review Meeting held on 10th November, 2016</p> <p>Review of the 2nd HoDs meeting dated 23.09.2016</p> <p>1. Dr. V. Chittibabu and Dr. P. Kanchanamala are requested to send the softcopy of Audit report on Mentoring by today evening (10.11.2016)</p> <p>Coordinator SAC requested to follow up the following points:</p> <p>1. To introduce German/French Language coaching classes from next semester onwards</p> <p>2. To establish Center for Faculty Development</p> <p>3. Classwork will be started from 09:00AM to 04:00PM and in every alternate dates, SAC is requested to organize institute level events. Coordinator students affairs requested to prepare SAC time table before for next semester on or 28.11.2016</p> <p>4. Vice Principal requested the coordinator SA to keep open the Swami Vivekananda Center of Excellence. Between 6:00AM to 7:00AM/ 4:00PM to 6:00PM on all the working days. Coordinator SAC is request to identify one faculty to monitor the activities</p> <p>5. HoDs are requested to send the list of faculty who are going for Internship in given format</p> <table border="1"><tr><td>S. No.</td><td>Name of the Faculty</td><td>Name of the Company</td><td>Tentative date of Internship</td></tr></table> <p>6. Reviewed the status of GIAN Registrations in all departments</p> <p>7. Reviewed the remaining minutes of the previous HoDs meetings and confirmed</p>			S. No.	Name of the Faculty	Name of the Company	Tentative date of Internship	10.11.2016 2017-18 28.11.2016 Ongoing Ongoing	HoD IT & Mechanical Coordinator SAC All HoDs All HoDs
S. No.	Name of the Faculty	Name of the Company	Tentative date of Internship						
2	<p>Academics</p> <p>Presentations by the HoDs (Odd Semester Dept. Performance)</p> <p>All HoDs presented their department presentations in prescribed format. The following suggestions are made during the Presentations</p> <ul style="list-style-type: none">• HoDs of Civil requested to prepare Consultancy Brochures for promotion of the consultancy• HoDs are requested to see that, the Academic Performance of the students should reach near the target figures• It is observed, in some departments students participation is less comparison with other departments.			On going	All HoDs				

	HoDs of EEE, IT, PE and Civil requested to motivate the students to participate in seminars/workshops/conferences. • HoDs are requested to send the updated presentations by today evening		
3	Status of Subject allotment (Even Semester 2016-17)/Time Tables <ul style="list-style-type: none"> It is resolved to introduce One Credit Course during 3rd to 6th Semesters and it is resolved to give consolidated pay of Rs. 15000/- per course. HoDs are requested to submit the list of one credit course by 14th November, 2016 Integrated Course 40 marks allotted for continuous assessment as given below: Theory Component 20 marks will be awarded. Two tests will be conducted similar to other theory courses. Internal Test 1 & Test 2: 20 Marks (80 % of marks secured in 1st best internal tests and 20% marks secured in 2nd best internal test) Laboratory Component 20 marks are awarded for continuous assessment and following is the pattern for the award of 20 marks Preparation, Observation & Result : 05 Marks Record : 05 Marks Internal Test : 05 Marks Viva Voce : 05 Marks HoDs are requested to send the Even semester Time Tables 	14.11.2016	All HoDS
4	Status of CTLP <ul style="list-style-type: none"> HoDs are requested to do the auditing on CTLP in once in a month. HoDs are requested to inform all faculty to attend a two days' workshop on "Empowering Engineering Faculty in Question Paper Setting" 11th & 12th November 2016 	On going 11 th & 12 th Nov., 2016	All HoDs
5	Any other Matter <ul style="list-style-type: none"> HoDs are requested to inform their faculty to prepare lecture note for their own course HoDs are requested to submit the list of projects for STEPCONE and motivate the students to do the best projects and also resolved to give financial support to best projects in case of first prize 	Continuous	All HoDs
Copy to : Principal, Vice Principal's Office, All HoDs, CE, Head – CDC, Student Coordinator		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	12.11.2016
		Page No.	2 of 2

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the minutes shall be forwarded to the undersigned.

Name of the Meeting	:	HoDs Meeting	Ref. No.	GMRIT / 2016 - 2017 :4	
Venue	:	Conference Hall	Date	02.02.2017	
Members Present	:	Vice-Principal, HoDs (ECE, EEE, Mech., Power Engg, Chemical Engg, Mr. JVR, Dr. Ajit Kumar Rout, Dr. D. K. Bebartha,) CE, Student Coordinator			
No.	Points Discussed			Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs, CE, and Student Coordinator for 4 th Meeting held on 02.02.2017 Review of the 3rd HoDs meeting dated 10.11.2016 <ul style="list-style-type: none">Reviewed the minutes of the previous HoDs meetings and confirmed			Ongoing	Vice Principal
2	Academics Arrangements related to 09th Academic Council meeting <ul style="list-style-type: none">Dr. M. Krishna Prasad, Coordinator Autonomous presented Academic Council presentation and discussed about arrangements related to Academic Council meeting to be held on 04.02.2017			04.02.2017	Dr. M. Krishna Prasad
3	Status of faculty participation in GIAN & Internship <ul style="list-style-type: none">Dr. T. S. Kishore, coordinator for GIAN & faculty Internship briefed the status of faculty participation in GIAN and Faculty Internship. As on today 17 faculty members were attended for GIAN courses and 15 faculty members confirmed for Faculty internship during summerCoordinator requested to circulate the list for GIAN faculty internships and HoDs are requested to submit the final lists to Dr.T.S.Kishore by 09th /10th February, 2017.HoDs are requested to use the resources of GIAN Courses attended faculty to enrich the curriculum in respective domain wherever relevant			On going	Dr. T. S. Kishore
4	Status of IBM elective course - HoDs of CSE & IT to report <ul style="list-style-type: none">HoDs of CSE & IT requested to motivate the students to register in IBM elective courses and to create a demand for these courses among students and finalize the list				HoDs of CSE & IT
5	Dates for Sports Day & Annual Day 2017 <ul style="list-style-type: none">Tentatively fixed the dates for the (Achievers Day) and (Sports Day & Annual Day Celebrations) on 24.03.2017 (Friday) and 25.03.2017 (Saturday) respectively. Dr. M. V. Nageswara Rao, HoD-ECE will be the incharge for Sports Day and Dr. G. Sasi Kumar, coordinator student affairs will be the incharge for Annual Day. Further they are requested to look after the necessary arrangements for the same			24 th and 25 th March, 2017	HoD ECE & HoD-PE

6	Status of Video course & CTLP <ul style="list-style-type: none"> Vice Principal briefed the status of Video Courses and CTLP. As on date 216 LAN Courses and 13 Video courses are completed in this Academic year and in the next week the video course web portal will be ready for the students. 	Ongoing	Dr. A. V. Ramana Mrs. M. Jyothi
7	Website updation in regular intervals <ul style="list-style-type: none"> HoDs are requested to inform department coordinator to update the website in weekly basis send the information to Mr. M. Satish, Assistant Professor Department of IT in the template which will be available shortly. They are requested to forward the same on every Friday without fail. 	Ongoing	Mr. M. Satish
8	Conduct of workshop on Outcome Based Accreditation (OBA) Vice Principal informed HoDs, with regard to the conduct of workshop on OBA during April, 2017 and requested HoD(CSE) to coordinate	During April, 17	HoD-CSE
9	Status of student activities Student coordinator briefed the status of student activities of this academic year		Coordinator Student Affairs
10	Any other Matter STEPCONE - 2017 Vice Principal acknowledged all HoDs, coordinator and each and every member of GMRIT who are involved directly or indirectly for successful completion of STEPCONE - 2017.		All HoDS
Copy to : Principal, Vice Principal's Office, All HoDs, CE, Head - CDC, Student Coordinator		Prepared by	PA - Vice Principal
		Approved by	Vice - Principal
		Date	06.02.2017
		Page No.	2 of 2

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the minutes shall be forwarded to the undersigned.

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2016 - 2017 :5	
Venue		:	Conference Hall	Date	23.03.2017	
Members Present		:	Vice-Principal, HoDs (ECE, EEE, Mech., Power Engg, Chemical Engg, Civil Engg, IT, CSE), Dr. M. Krishna Pradad(Chemical Engg), Dr. S.N. Dash(Internship)			
No.	Points Discussed				Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 5 th Meeting held on 23.03.2017 Review of the 3rd HoDs meeting dated 02.02.2017 Vice Principal informed HoDs that it is planned to organize a two-day workshop on Outcome Based Education (OBE) and Accreditation (OBA) during 17 – 18 May 2017 (Wednesday and Thursday) Remaining minutes of the previous HoDs meeting is Reviewed and confirmed				Ongoing	Vice Principal
2	Academics Academic performance in Internal test (HoD's to present the result analysis) Reviewed the Academic performance of 1 st and 2 nd sessional examinations. HoDs are requested to inform faculty should maintain 85% academic performance is compulsory in all internal tests. HoDs are requested to start review by one to one faculty for internal test performance.				Ongoing	All HoDs
3	Proceedings of AMC Meeting in the department for the current semester (HoD's to report) Reviewed the conduct of AMC Meetings in all departments.				Ongoing	All HoDs
4	Students attendance status Reviewed the attendance status of all departments. HoDs are requested to counsel the students who are in border line to attend classwork without fail up to considering the final attendance.				Ongoing	All HoDs
5	Status of Achievers day, Sports day & Annual day (Dr. M. V. Nageswara Rao & Dr. G. Sasikumar to report) Dr. M. V. Nageswara Rao & Dr. G. Sasikumar informed the status of Achievers day, Sports day & Annual day related works all works are completed. Achievers day will starts at 9:30AM and Sports day will starts at 2:00PM in Auditorium on 24.03.2017 ❖ Mr. K. Venkataraman , General Manager (Technical Services), UltraTechCement Ltd., Vijayawada is the Chief Guest, Mr. NunnaTirumalRao , Director, Tirumala Educational Institutes, Rajahmundry, Mr. A. Suryanarayana , Principal & Director of Akhil Junior College, Kakinada. Mr.GangadharaVaraSatyaPrasad , Director of AkhilJunior College, Kakinada are the Guest of Honors for Achievers day celebrations for Achievers day ❖ Ms. Ch. SANTHI , International Athlete is the chief guest for Sports day ❖ Dr. G. PADMANABHAM , Director, ARCI, Hyderabad(International Advanced Research Centre for				24 th & 25 th March, 2017	Dr. M. V. Nageswara Rao & Dr. G. Sasikumar

	Powder Metallurgy and New Materials, Hyderabad) is the chief guest for Annual day celebrations		
6	Faculty Internship Reviewed the status of faculty Internships in all branches who are all planning to go for internship during summer	Ongoing	All HoDs
7	Agenda for 8th BoS Meeting (Dr. M. Krishna Prasad to present) Dr. M. Krishna Prasad briefed about 8 th BoS meetings Planned the dates for 8 th BoS meetings 01st July, 2017 : BS & H, Chemical Engineering, Civil Engineering, CSE & IT 15th July, 2017 : EEE, ECE, PE & Mechanical Engineering HoDs are requested to look into the syllabus of 5 th to 8 th Semesters and collect stake holders feedback in every fortnight feedback. Dr. M. Krishna Prasad requested to put the things in place and review the feedback once in 15 days HoDs are requested to motivate the students to register for credit courses and to display the list of one credit courses in notice boards HoDs re requested to relook the BoS members as per guidelines and start the process from today and choose one faculty from good universities like Amritha, College of Engineering Pune	July, 2017	Dr. M. Krishna Prasad
8	Status of Full Semester Internship Dr. S. N. Dash briefed the status of Full Semester Internship. For next semester (2017-18) 150 offers issued to students for full semester internship with some stipend	ongoing	Internship Team
9	Status of Placements As on today 251 students were placed in all branches. Vice Principal suggested HoDs to look for new companies and visit for placements round for to increase the number of placements	ongoing	All HoDs
10	Subject allotment for the next semester (odd 2017-18) HoDs are requested to start initiating the subject allotments.	June, 2017	All HoDs
11	Any other Matter Missionrnd project: HoDs are requested to motivate the students to register in missionrnd website for students training and HoDs are requested to send the list of students who are register Silver Jubilee event of GMR group: In view of silver jubilee celebrations of GMRVF. Dr. M. Venkateswara Rao is requested to coordinate for the event. HoDs are requested to send the proposals to HoD-EEE. Dr. MVR is requested to consolidate and subject the proposal on or before 28.03.2017.	31.03.2017	All HoDs Dr. M. Venkateswara Rao

Copy to : Principal, Vice Principal's Office, All HoDs, CE, Head – CDC, Student Coordinator, Dr. M. Krishna Prasad, Dr. S. N. Dash	Prepared by	PA – Vice Principal
	Approved by	Vice – Principal
	Date	25.03.2017
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Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the minutes shall be forwarded to the undersigned.

Name of the Meeting	:	HoDs Meeting	Ref. No.	GMRIT / 2016 - 2017 :6	
Venue	:	Conference Hall	Date	01.05.2017	
Members Present	:	Vice-Principal, CE, HoDs (ECE, EEE, Mech., Power Engg, Chemical Engg, Civil Engg, IT, CSE),			
No.	Points Discussed			Tgt. Date	Responsibility
1	Vice Principal welcomed all HoDs for 6 th Meeting held on 01.05.2017 Review of the 5th HoDs meeting dated 23.03.2017 Reviewed the minutes of the previous HoDs meeting is Reviewed and confirmed			Ongoing	Vice Principal
2	Implementation of the following items in 2017-2018 (ODD Sem.) a. One credit courses: ❖ HoDs are requested to freeze the curriculum for one credit course by 15 th May, 2017 in discussion with their respective Adjunct Professor from industry b. Integrated courses: ❖ HoDs are requested to see that lab manual is ready before the commencement of the next semester and inform the faculty accordingly c. Mini project in laboratories (Augmented experiments) ❖ Finalized the list of mini projects in laboratories. HoDs are requested to give importance for Augmented experiments and assign mini projects at the very beginning of the laboratory classes for individual/Batch of the students d. Credited course for employability skills ❖ Vice Principal informed HoDs with regard to the implementation of the courses on employability skills e. Credited course for ECCC activities ❖ Student coordinator briefed the status of Credited course for ECCC activities. It is resolved to implement the courses for the 2 nd years from next academic year onwards for which attendance is compulsory for the ECCC activities. Student coordinator is requested to organize a meeting with HoDs in next week and give a brief plan beginning of the class work			15.05.2017 June, 2017 June, 2017	All HoDs

	f. Self-study topics <ul style="list-style-type: none"> ❖ It is resolved, self-study topic is compulsory in all semesters and freezed the marks for self-study topics for which a maximum of 5 marks out of 40 Marks each test is mandatory for all the students 		
3	Progress of 8th BoS meeting Autonomous coordinator briefed the progress of 8 th BoS meeting. Composition of BoS is given below 1 - IIT 1 - NIT 2 - Universities(State/Premier Universities) 1 - Alumni 1 -Industry All the chair persons of the BoS are requested to nominate the names based on above criteria by 02.05.2017 and send the same list to Dr. M. Krishna Prasad. Krishna Prasad is requested to send the final list to University for nominee by 03.05.2017	03.05.2017	Coordinator Autonomous
4	Assessment of Learning outcomes in accordance with NBA-Status of completion HoDs are requested to review the assessment of Learning outcome. It is resolved to plan an Audit on 10 th May, 2017	10.05.2017	All HoDs
5	Status of Time table completion for next semester and faculty workload Reviewed the status of Time table completion for next semester and faculty workload. HoDs are asked to if any faculty having less than the regular workload, assign them to do one video course/engage them to provide certificate courses/take an online courses	June, 2015	
6	Status of NBA workshop scheduled on 17th and 18th May, 2017 ECE HoD briefed the status of NBA workshop is scheduled on 17 th and 18 th May, 2017. HoDs are requested to nominate 5 faculty from each department and get 5 participants from nearby colleges for successful completion of the workshop	17 th & 18 th May, 2017	All HoDs
7	CTLTP formats: For effective implementation of video courses and CTLTP, it is planned to organize one sensitization workshop for faculty. HoDs and CTLTP coordinators requested to monitor the classes regularly and CTLTP coordinator is asked arrange a sensitization session for the same. HoDs are requested to ensure that 30% of the delivery should be in the presentation mode.	22.05.2017	All HoDs

	Google Women Techmakers Scholarship 2017 HoDs are requested to motivate the students to participate in Google Women Techmakers Scholarship 2017 on or before 22 nd May, 2017 PMP Process: HoDs are requested to send the PMP forms before 09 th May, 2017		
Copy to : Vice Principal's Office, All HoDs, CE		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	03.05.2017
		Page No.	3 of 3

Note: All the HODs are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the **minutes shall be forwarded to the undersigned.**

Name of the Meeting	:	Post MDP - HoDs Meeting	Ref. No.	GMRIT / 2016 - 2017 :
Venue	:	Board Room	Date	03.06.2017
Members Present	:	Principal, Vice Principal, Mr. Sanjeev Sahi – Consultant GMRVF , Mr. Hitesh Bhatt – Resource Person MDP - IRMA, HODs(IT, ECE, ME, CSE, PE, EEE, Civil & Chemical Engineering), AGM HR		

No.	Points Discussed	Tgt. Date	Responsibility
1	<p>Faculty Internship :</p> <ul style="list-style-type: none"> a. The departments must search for core companies for sending faculty members for Internship. b. The GMR Group network must be leveraged through its list of vendors or network of senior officials in approaching the core companies. c. The period of faculty internship must be enhanced from 2 weeks to 4 weeks as per the recommendations of the Governing Council. d. 2 faculty members per section from each department must be sent for the internship in each Academic Year. e. The option of sending faculty members towards the end of the winter season and during the fag end of academic semesters should be also explored. 	15 th July 2017	<ul style="list-style-type: none"> a. HODs b. Principal/Vice Principal c. Principal/Vice Principal d. HODs/Vice principal
2	<p>Dissemination of Learning of the Workshop:</p> <ul style="list-style-type: none"> a. A standardized presentation must be prepared on the key learning of the 3 Day MDP by 15th June. All the HODs as a group (Dr. M V Nageswara Rao and Dr. M. Venkateswara Rao to lead) should prepare the presentation. The presentation should be run through Principal, Vice Principal, Mr. Sanjeev Sahi and all other participants for their input and understanding. b. HODs must ensure that the presentation is done to all the faculty members in the department by 21st June 2017 by them and the other Senior Faculty members who attended the program 	<ul style="list-style-type: none"> a. 15th June 2017 b. 21st June 2017 	<ul style="list-style-type: none"> a. Dr. M V Nageswara Rao and Dr. M. Venkateswara Rao b. HODs/Other Participants of respective Departments
3	Senior faculty members must take classes in 1 st and 2 nd Year. Head of the departments must ensure the implementation from the upcoming Academic Year	1 st July 2017	HODs/Vice Principal
4	An exhaustive Students' Induction program should be implemented both in the 1 st and 3 rd semester. The induction must include awareness programs on all the policies and procedures of the Institution	July 2017 (date as per the commencement of the semester classes)	Vice Principal/HODs

5	<p>Enhance Communication Skills of Faculty Members:</p> <ol style="list-style-type: none"> It must be ensured that English is the only language in all the meetings whether at Institutional or Departmental level. HODs should ensure to interact with all their faculty members only in English and also thrust upon them to do the same with students. Every faculty member should make a 30 minute presentation / speech to all other faculty members (Faculty Seminar Series) of the department on any general topic at least twice in a semester. HoDs should ensure implementation from the upcoming Academic Year and ensure that all the faculty members are covered. 	Immediate Effect	HODS/Vice Principal/Principal
6	The culture of Morning meetings must be initiated, wherein the Principal, Vice Principal, Academic and Non Academic HODs should have a 10-15 minute quick discussion on operational issues and updates. This meeting must start at 9.00 am without waiting for any member who joins late. This meeting will be meant to eradicate operational hick ups or non-flow of information amongst HODs	1 st July 2017	Principal/ Vice Principal/HODs
7	Principal/ Vice Principal must conduct meeting with individual department once every month to assess the functioning of the department	1 st July 2017	Principal/Vice Principal
8	HODs must make a practice of walking into any of the classes of their department for general observation. They need to observe about the subject and the way it is being taught. In addition, the members of the faculty must be informed well in advance by the Heads of the Department before the time of visit. Also senior members of faculty can mentor the newly joined faculty or any other members with limited teaching experience by inviting them to their own classes during the classroom transaction	1 st July 2017	HODs
9	A training program must be planned for enhancing the Mentoring Skills/ Interpersonal Skills of faculty members. Preferably, HR department is kindly requested to organize this program well before the commencement of the classes for the next semester for effective take of in the next semester	25 th June 2017	HR
10	The culture of faculty members attending each other's lectures must be initiated for the purpose of mutual learning. This practice will bring in a positive culture of mutual learning.	1 st July 2017	HODs
11	<p>Placements:</p> <ol style="list-style-type: none"> HoDs should take the ownership/accountability of placements for the students of their own department. The Heads of the department should ensure maximum number of students are eligible for placements as per the recruiters' norms and see that all the eligible students appearing for the first process of selection procedure should clear the examination or whatever may be. Also they should try to develop a good relationship and facilitate interaction with companies of their own domain from their side and suggest the same to the CDC to increase the number of 	<ol style="list-style-type: none"> 1st July 2017 15th July 2017 	<ol style="list-style-type: none"> HODs HODs/Vice Principal/Principal

	<p>placements.</p> <p>b. Students Involvement in the Placements must be introduced. A student committee comprising of student ambassadors must be elected by the students of the department who would carry out all the Placement related activities including searching companies, contacts and also meeting the recruiters. This would develop the sense of responsibility amongst the students and also will give a better impression amongst recruiters.</p> <p>c. For all the Students Committees activities, the CDC department should take care of the complete logistics of the placement drive.</p>		
12	The Alumni Network must be further strengthened through constant interactions and sharing updates with them. In Alumni portal to have a separate tab to give the details about the successful entrepreneurs coming out GMRIT	1 st July 2017	HODs/Vice Principal/Principal
13	<p>Enhancing Industry Readiness of Students:</p> <p>a. Faculty members must have constant interaction with the industry in order to understand the industry requirements and the same should be disseminated to students through structured presentation and communications at least once in a month in each of the departments.</p> <p>b. Each department must come out with the industry related aspect of the various subjects taught and based on the same should design and offer add on programs. This would help in enhancing the employability technical knowledge of the students</p>	15 th July 201	HODs /Vice Principal
14	All the participants of this three day MDP program must mentor 10 faculty members under them so that the learning and disseminated and the drive for change takes all faculty member under the same roof. These mentors shall facilitate all the mentees to come up with four changes that they will take up in the next semester and will be reviewed periodically.	1 st July 2017	HODs/Participants
Copy to : All HoDs		Prepared by	Soumya Kanta Mishra
		Approved by	Principal/Vice Principal
		Date	14.06.2017
		Page No.	

Minutes of HODs Meeting

Date: 07.02.2015

Time: 3:00PM

Venue: Conference Hall

Members Present

1. Dr. CLVRSV. Prasad	-	Principal & Rector
2. Dr.S.V.Ramana	-	Associate Dean (A)
3. Dr.MV Nageswara Rao	-	Associate Dean (F&S)
4. Prof.SG Totad	-	Head of COE
5. Dr.Srinivas Prasad	-	HoD-CSE
6. Dr.T.Suresh	-	HoD-EEE
7. Prof.BI Neelgar	-	HoD-ECE
8. Dr.P.Kanchana Mala	-	HoD-IT
9. Dr.V.Rambabu	-	HoD-Mech
10. Dr.SK Behara	-	HoD-Chem
11. Dr.G.Venkata Rao	-	HoD-Civil
12. Mr.M.Venkateswara Rao	-	HoD – PE
13. Dr.D.Krishna Rao	-	HoD- BS&H

1. Review of the minutes of the previous HODs meetings:

Mock GATE Examination conducted:

- HoDs are requested to see that, two spells of GATE internal examinations should complete by Monday 09.02.2015. HoDs are also requested to send the list of students who appeared for External GATE Examinations by 16th Feb, 2015.
- Hods are requested to submit the list of students who are appeared for CAT /GRE /TOEFL examinations with qualified score during 2014-15.

Finalization of possible Audit courses through Moocs:

- It is reiterate and HoDs are requested to explore and identify 4 to 5 online courses on MOOCs as Audit courses across (having minimum of 6 weeks duration) all the departments and come up with the schedules by 13th Feb, 2015.
- Remaining minutes of the previous HoDs meetings are reviewed and confirmed

2. Review of the status of the final year projects:

- Reviewed the progress of final year projects in all departments. It is resolved to conduct final project reviews for 4th years during 21st to 28th March, 2015 in all departments and inform the students that 4th April will be the deadline for submission of Project Book.

3. Review of the conduct of ADD on Courses:

- Reviewed the Add on courses in all departments. 13 Add on courses are offered during this year in all departments. 7 courses are completed, one course is going on and 5 courses are yet to start.

4. Formalization of the new student council members:

- Formalized the student council members for the academic year 2015-16. It is resolved to invite Student council president during Annual day Celebrations and will present a report on Annual day about student activities conducted during the year. It is resolve to have June to April every year as the term for the nomination of Student council members.

5. Review of the classwork for B.Tech 6th and 8th Semesters and M.Tech 1st semester:

- Reviewed the classwork for B.Tech 6th and 8th semesters and M.Tech 1st semester. It was observed that some of the faculty members have not taken minimum no of classes in line with the academic calendar/timetable. In case of any valid reason (leave/holiday/workshop/conference/guest lecture) that the faculty is unable to handle the classes as per the regular schedule, HoDs are requested to inform faculty that it is the obligation/mandate for the faculty to ensure that the missed classes are compensated at the earliest.

This compensation is to be done by the faculty on ongoing basis preferably biweekly by taking extra classes. As it was observed that the faculty is taking these extra classes at the semester end and is to be avoided. HoDs are requested, not to encourage any leaves until the minimum required classes are taken and syllabus is covered.

- HODs are informed that, JNTUK has given a call to conduct audit for M.Tech programs in all the JNTUK affiliated colleges. HoDs are requested to see that M.Tech related document are ready for JNTUK inspection.

6. Review of the STEPCONE-2015:

- Convener STEPCONE-2015 briefed about the conduct of STEPCONE-2015. In view that the response for the event is not up to the expectations, members suggested to see the option of planning STEPCONE event alternate years. HoDs are requested to come up with the suggestions by next HoDs meeting.

7. Final review of the course structure for 5th to 8th semester FSI & non FSI Models Under AR13:

Reviewed the course structure for 5th to 8th semester under FSI & non FSI model under AR13 the details are given below:

For Four year regular program (FSI Model)

Semester	No. of Theory Courses	No. of Lab Courses	Total Credits
1 st Semester	5	3	26
2 nd Semester	5	3	26
3 rd Semester	5	2	24
4 th Semester	5	2	24
Summer Internship (Audit course)			00
5 th Semester	5 (4 Compulsory + 1 Elective)	2+ Term paper/Mini Project	26
6 th Semester	5+ Audit course (3 Compulsory + 2 Elective)	2 + Term paper/Mini project	26
7 th Semester	Full semester Internship		20
8 th Semester	4 (2 Compulsory + 2 Elective)	2	20
Total	34+ 2 Audit courses	16+Term paper++Mini project+ Full Semester Internship	192

For Four year regular program (Non FSI Model)

Semester	No. of Theory Courses	No. of Lab Courses	Total Credits
1 st Semester	5	3	26
2 nd Semester	5	3	26
3 rd Semester	5	2	24
4 th Semester	5	2	24
Summer Internship (Audit course)			00
5 th Semester	5 (4 Compulsory + 1 Elective)	2+ Term paper/Mini Project	26
6 th Semester	5+ Audit course (3 Compulsory + 2 Elective)	2 + Term paper/Mini project	26
7 th Semester	3 (1 Compulsory + 2 Elective)	2	16
8 th Semester	3 (2 Compulsory + 1 Elective)	Project work	24
Total	36+ 2 Audit courses	16+Term paper+Mini project +Project work	192

8. Any other item with the permission of the chair:

Nomination of faculty for Skill Development Centre:

HoD of CSE will be faculty SPOC for the SDC and is requested to nominate three faculty coordinators for organizing a skill development programs at GMRIT campus. HoDs of ECE, CSE and IT departments are requested to inform the B.Tech students about the Skill Development Centre and motivate them to join in Skill Development Centre.

Using services of M.Tech GATE qualified students:

It is resolved share the labs workload to M.Tech GATE qualified students. It is proposed to give 3 lab sessions

Faculty awards- revision of weightage for the different parameters:

- It is resolved to assess the faculty for "**Faculty awards**" during Annual day with the following parameters and weightage:

Students Results : 45%
Faculty Research : 25%
Student Feedback : 15%
HoD Evaluation : 15%

Minutes of HODs Meeting

Date: 23.04.2015

Time: 3:00PM

Venue: Conference Hall

Members Present

1. Dr. CLVRSV. Prasad	-	Principal & Rector
2. Dr.Birendra Biswal	-	Associate Dean (R&D)
3. Dr.S.V.Ramana	-	Associate Dean (A)
4. Dr.MV Nageswara Rao	-	Associate Dean (F&S)
5. Prof.SG Totad	-	Head of COE
6. Dr.Srinivas Prasad	-	HoD-CSE
7. Dr.T.Suresh	-	HoD-EEE
8. Prof.BI Neelgar	-	HoD-ECE
9. Dr.P.Kanchana Mala	-	HoD-IT
10. Dr.V.Rambabu	-	HoD-Mech
11. Dr.SK Behara	-	HoD-Chem
12. Dr.G.Venkata Rao	-	HoD-Civil
13. Mr.M.Venkateswara Rao	-	HoD – PE
14. Dr.SN Dash	-	Coordinator Internship

1. Review of the minutes of the previous HODs meetings:

- **Graduation Day:** Members were informed that New JNTUK VC Prof.VSS Kumar will be the chief guest for Graduation Day
- Remaining minutes of the previous HoDs meetings are reviewed and confirmed

2. Nomination of the ISTE coordinator at Institute level:

- It is resolved to nominate Mrs. G. Anuradha, Associate Professor CSE as a new ISTE coordinator at college level in the place of Ms Sudha .

3. Review of the preparations for Internships for 3rd years:

- Dr S N Das internship in charge briefed the process for internship for 2012 admitted batch who will be undergoing the credited internship this year.
- It is resolved to have a separate Internship coordinators per section in each department apart from the central internship team members
- To monitor the interns during 4 weeks internship, the department coordinators will get reimbursement of Rs 300/- towards mobile call charges
- It is resolved that from hereafter, respective HoDs along with internship coordinators shall conduct all the sensitizing meetings to the students in respective departments.
- All the HoDs are requested to talk to their respective students before they leave for the internship and inform them about the general instructions and code of conduct.

4. Action plan for 6th semester students to increase the pool size for placement eligibility:

- Analyzed the students data related to placement eligibility and to increase the pool size for placement the members resolved to have the following mechanism.

- To identify the students having 1 and 2 backlogs up to 2nd semester, and track them with special coaching so that all students clear the subjects by the next examination.
- To identify the students having 3 to 5 backlogs up to 2nd semester, and track them with special coaching so that all students clear 50% of their backlogs in subsequent semester.
- This exercise shall continue from 3rd semester to 7th semester so as to increase the pool size for placements.
- It is resolved to have a meeting with parents of all those students having backlogs at the beginning of every semester from 3rd semester onwards.
- It is resolved to conduct an Assignment test at end of the remedial classes to the students having backlogs before every supplementary examination. Only those students who secure min of 60% marks will be allowed to appear for supply examinations.

5. Finalization of summer vacation of HoDs:

- HoDs are requested to ensure that before availing summer vacation all NBA proposals should be ready and HoDs are requested to identify the people who are not eligible for summer vacation send the summer vacation schedules by 4th May

6. Procedure for granting EL/PL for all the staff:

- It is reiterated and HoDs are requested to inform all the staff about the procedure for applying EL/PL. Staff applying for EL/PL for more than 3 days shall take a prior approval one week before the leave.

7. Any other item with the permission of the chair:

i. Members of Examination section:

It is resolved that, as per the UGC regulations following is the revised list of the faculty members working for the examination section.

1	Dr.VSSR.Gupta(BS&H)	Assistant Controller of Examinations – 1
2	Mr.A.V.Raman (CSE)	Assistant Controller of Examinations - 2
3	Mr.Ajit Kumar Rout (CSE)	Assistant Controller of Examinations - 3
4	Mr.JSV Siva Kumar (EEE)	Co-ordinator -1
5	Ms G Kalyani (Chem)	Co-ordinator -2
6	Mr.A.Ganapathi Rao (BSH)	Co-ordinator -3

ii. Research Committee visit:

- It is intimated that, during 1st /2nd week of May inspection committee from JNTUK will be visiting the campus for inspection for CSE, Civil and ECE department. Respective department staff shall plan the summer vacation only after the committee visit

iii. **Training program for supporting staff:**

- For skill enhancement of supporting staff HoDs are requested to plan for a 3 days *skill enhancement training program* for supporting staff with in-house faculty and come up with the schedules by 2nd May, 2015

iv. **NSS Unit:**

- Based on the requests from the students and to enable more number of student to participate in NSS activities, it is resolved to start second NSS unit at GMRIT which will be self-financing

v. **Stock verification at departments:**

- HoDs are requested to plan for stock verification during summer vacation (15th to 30th May, 2015) and requested to come up with the schedules by 2nd May, 2015. Associate Dean(F&S) is requested to allocate the faculty for departments stock verification

vi. **Swachh Bharat program:**

- HoDs are requested to volunteer to participate in *Swachh Bharat* program during 1st or 3rd Sundays of every month
- It was resolved to schedule 7th Academic council meeting on 23rd May, 2015
- To increase the scope of the subjects in the online comprehensive quiz examination, It is resolved to maintain a min of 400 question in the question bank covering all the four units.
- It is resolved to maintain common server in the examination section to upload the question bank for the conduct of comprehensive quiz exam for all the subjects. Accordingly all faculty members will upload the questions to the central server in the examination section.
- On the day of the examination the examination department will provide the respective question banks to the department servers.

Minutes of HODs Meeting

Date: 14.05.2015

Time: 3:00PM

Venue: Conference Hall

Members Present

❖ Dr. CLVRSV. Prasad	-	Principal & Rector
❖ Dr. Birendra Biswal	-	Associate Dean (R&D)
❖ Dr. S.V. Ramana	-	Associate Dean (A)
❖ Dr. MV Nageswara Rao	-	Associate Dean (F&S)
❖ Prof. SG Totad	-	Head of COE
❖ Dr. V. Sreeram Murthy	-	I/C HoD-CSE
❖ Dr. D. Chandra Sekhar	-	I/C HoD-EEE
❖ Prof. BI Neelgar	-	HoD-ECE
❖ Dr. P. Kanchana Mala	-	HoD-IT
❖ Dr. V. Rambabu	-	HoD-Mech
❖ Dr. SK Behara	-	HoD-Chem
❖ Mr. J. Venkateswara Rao	-	I/C HoD-Civil
❖ Mr. M. Venkateswara Rao	-	HoD – PE
❖ Dr. SN Dash	-	Coordinator Internship

1. Review of the minutes of the previous HODs meetings:

- As per the resolution made in HoDs meeting held on 23rd April, 2015 it was decided to nominate Dr. R. Srikanth, Associate Professor Department of Chemical Engineering nominated as an Assistant Controller of Examination apart from three Assistant controller of Examinations.
- It was resolved to issue certificates to non-teaching staff for 3 days summer training program.
- Reviewed the remaining minutes of the previous HoDs meeting and confirmed

2. Review of the Internship:

- Coordinator briefed the members about the internship program and informed that all the 6th Sem students (855 students) were allotted internships in 92 companies. Further, members were also appraised about some initial problems that they have come across and how they were resolved.
- It is resolved that, in case of students who have not gone for internship this year, they will be given option to opt internship with their juniors.

3. Review of the Classwork for the 2nd and 4th Semester students:

- Reviewed the classwork for 2nd and 4th semester students. 23rd May is the last working day for 4th semester students. HoDs are requested to inform the students that attendance will be considered up to 23rd May, 2015 and ask them not to miss the classes.
- It is resolved to make it mandatory for all the 1st year students to participate in NSS activities & ECC activities from the next academic year. It is decided to have the various events scheduled in a structured manner for which attendance will be considered. Associate Dean Dr. Nageswara and Hod of BS&H are requested to come up with detailed guidelines and action plan by 30th June 2015

4. Review of the Agenda for 7th Academic council scheduled on 23rd May, 2015:

- Reviewed the Agenda of 7th Academic council meeting scheduled on 23rd May, 2015

Agenda points for 7th AC meeting are given below:

- 1) Review and finalization of evaluation procedure for full semester internship (FSI) program,
- 2) Review and revision of the grading pattern as per choice based credit system guidelines by UGC.
- 3) Review and revision of the CGPA equivalence for the award of 1st class as per CBSC

5. Review of the final year results and preparations for graduation day:

- Reviewed the preparations for Graduation day scheduled on 3rd June, 2015 and it is informed that through GMRIT website students who wants to participate in Graduation day can register online in the portal.

6. Introduction of MOOCS courses in electives from the academic year 2015-16:

- HoDs are requested to identify the relevant online Moocs courses from NPTEL, EDex, and Course Era based on the faculty competency available. These courses will be offered to the students from the next academic year 2015-16. Students shall take the course on online through respective websites and HoDs will make sure that the faculty having competency will do evaluation by conducting examinations and award the marks.

7. Any other item with the permission of the chair:

1. Workload and faculty requirement for the year 2015-16:

- It is reiterated that, HoDs follow the procedure for subject allotment as per the guidelines given in the policy. Further, it is resolved that the workload will be same (2 theory and 1 lab course) for all the faculty in the department i.e Professors and Associate professor and Assistant professor except for HODs and Deans.

2. Re-naming of the placement cell:

- It has been resolved that, Placement cell is renamed as "**Career Development Center**". Associate Dean (F&S) is requested to see that all T&P Sinages are replaced with Career Development Cell

3. English speaking sinages and badges:

- Members finalized the Display boards (18"x24") highlighting the importance of English speaking on the campus. Associate Dean (F&S) is requested to see that they are ready and displayed prominently in all the departments.
- It is resolved that all the HODs and faculty display "English speaking" badges along with the id cards.

4. Akshaya Urga Club:

- Associate Dean (F&S) is requested to see that the Akshaya Urga club is re activated.

Minutes of HODs Meeting

Date: 02.06.2015

Time: 3:00PM

Venue: Conference Hall

Members Present

❖ Dr. CLVRSV. Prasad	-	Principal & Rector
❖ Dr. Birendra Biswal	-	Associate Dean (R&D)
❖ Dr. S.V. Ramana	-	Associate Dean (A)
❖ Dr. MV Nageswara Rao	-	Associate Dean (F&S)
❖ Prof. SG Totad	-	Head of COE
❖ Dr. Srinivasa Prasad	-	HoD-CSE
❖ Dr. T. Suresh Kumar	-	HoD-EEE
❖ Mr. M. Balakrishna	-	I/C HoD-ECE
❖ Dr. P. Kanchana Mala	-	HoD-IT
❖ Dr. V. Rambabu	-	HoD-Mech
❖ Dr. SK Behara	-	HoD-Chem
❖ Dr. R. Subramanyam	-	I/C HoD-Civil
❖ Mr. Bhagawan Gedda	-	I/C HoD – PE
❖ Mr. V. Dhilleswara Rao	-	I/C HoD-BSH

1. Review of the minutes of the previous HODs meetings:

- Reviewed the minutes of the previous HODS meeting and confirmed

2. Review of the minutes of the Academic council:

- Reviewed the minutes of the Academic council meeting that was held on 23rd May, 2015

Members were apprised about the resolutions made in Academic Council meeting:

- New grading pattern as per CBCS guidelines approved from 2015-16 admitted batch onwards.
- Finalized the CGPA equivalence for the award of 1st class Degree
- Introducing MOOCs elective courses as fourth choice in all the elective groups subject to the availability during the respective semesters. HoDs are requested to explore and identify relevant courses from **NPTEL, coursera, & edx**.
- Finalized Grafting guideline and will be implement for 2012 admitted batch onwards.

3. Preparations for NBA & NAAC visits:

- Members were informed that NAAC team is likely to visit during July 2015 and NBA team visit may happen during Aug/Sept.
- Associate Dean (F&S) requested to oversee all the preparatory works ensure that all the old signages for “***Vision and Mission***” statements are replaced with new.
- HoDs are requested to ensure that all the related works (painting and patch works; changing of old signages with new once; fixing of new signages for dept vision&Mission, PEOs and POS; updating of the faculty name boards; and all other related works before 30th June, 2015
- Hods are also requested to get all the document evidences ready for the data that was declared in NAAC and NBA SSR/SAAR by 30th June.
- HoDs are requested to maintain original bills of all purchases from last three years. If the original bills are not available in the departments HoDS are advised to collect the original bills from the Accounts departments 15 days before the committee visits.

4. Review of the credit based detention of after 6th semester:

- Reviewed the credit based detention possible cases after 6th semester. HoDs are requested to re-confirm the names of the students who are getting detained at 4th semester before display in the notice boards.

5. Review of the 4-2 Results:

- Reviewed the 4-2 results of 2011 admitted batch; it was found that comparison with last year the results were virtuous.

6. Review of the Graduation day preparations:

- Convener Graduation day briefed the Graduation day works. Sri. Ravichandra.K, Location Head, Tech Mahindra, Visakhapatnam is the chief guest for Graduation day.

Minutes of HODs Meeting

Date: 24.06.2015

Time: 3:00PM

Venue: Conference Hall

Members Present

❖ Dr. CLVRSV. Prasad	-	Principal & Rector
❖ Dr.Birendra Biswal	-	Associate Dean (R&D)
❖ Dr.S.V.Ramana	-	Associate Dean (A)
❖ Dr.MV Nageswara Rao	-	Associate Dean (F&S)
❖ Dr.Srinivasa Prasad	-	HoD-CSE
❖ Dr.T.Suresh Kumar	-	HoD-EEE
❖ Mr.PMK Prasad	-	I/C HoD-ECE
❖ Mr.AK.Rout	-	I/C HoD-IT
❖ Dr.V.Rambabu	-	HoD-Mech
❖ Dr.SK Behara	-	HoD-Chem
❖ Dr. G.Venkata Rao	-	HoD-Civil
❖ Mr. S.Ravi Babu	-	I/C HoD – PE
❖ Dr.D.Krishna Rao	-	HoD-BSH

1. Review of the minutes of the previous HoDs meetings:

- Reviewed the minutes of the previous HoDs meeting and confirmed
- Principal complemented, for successful completion of 3rd Graduation day

2. Review of the preparations for NAAC peer team visit:

- Reviewed the preparations for NAAC peer team visit and members were informed that the peer team comprising of 3 members will be visiting the campus for inspection during 06th to 08th Aug, 2015.
- To avoid the duplications of works for NAAC/NBA teams visits, finalized the common checklist for both committee visits. HoDs are requested to see that all the significant documents would be available as per the checklist by 15th July, 2015 and make the department presentations ready by 15th July, 2015.
- Coordinator NAAC is requested to send the visit schedule to all HoDs and call for a meeting with Admin, HR, Accounts, IT support and Examination section on 5th July, 2015 and also requested to call for a meeting with IQAC members on 07th July, 2015
- HoDs are requested to ensure that all the faculty will be available during 06th to 08th Aug, 2015
- For smooth conduct of different meetings with NAAC peer team, the following members were nominated.
 - Associate Dean (F&S) is nominated to coordinate students meeting and is requested to pick 10 students (well motivated students) per branch for students meeting. HoDs are requested to ensure that all the student are present in the meeting.
 - Mr.JSV Sivakumar, Assistant professor, EEE is nominated to coordinate Alumni meeting (5 Alumni from each branch).
 - Dr.G.Manmadha Rao, Associate Professor ECE is nominated to coordinate Parents meeting (5 parents in each branch).

- Mr.Ch.Srinubabu Associate professor CSE is nominated to coordinate faculty meeting
- Mr.V.Satish, Associate Manager, HR is nominated to coordinate Supporting staff meeting

3. Review of the faculty workload and faculty requirement for the Academic year 2015-16:

- Reviewed the workload and faculty requirement for the academic year 2015-16, HoDs are requested to ensure that all senior faculty handle two theory courses and it is reiterated that the during subject allotment rotate the subjects every three years is compulsory.

4. Theme for faculty committee meeting

- Members finalized the theme for the faculty committee meeting and is **“Learning beyond classroom for all round development”**. It is decided to have the meeting during 1st week of July, 2015

5. Formation of Anti-Ragging committees for the academic year 2015-16:

Hods are requested to send the nominations for finalizing the Anti-ragging committees for the academic year 2015-16 in similar lines of last year committees list.

It is resolved to involve 4th year hostel students along with the faculty members during hostel visits.

Minutes of HODs Meeting

Date: 03.07.2015

Time: 3:00PM

Venue: Conference Hall

Members Present

❖ Dr. CLVRSV. Prasad	-	Principal & Rector
❖ Dr.Birendra Biswal	-	Associate Dean (R&D)
❖ Dr.S.V.Ramana	-	Associate Dean (A)
❖ Dr.MV Nageswara Rao	-	Associate Dean (F&S)
❖ Dr.Srinivasa Prasad	-	HoD-CSE
❖ Dr.T.Suresh Kumar	-	HoD-EEE
❖ Prof.BI.Neelgar	-	HoD-ECE
❖ Dr.P.Kanchana Mala	-	HoD-IT
❖ Dr.V.Rambabu	-	HoD-Mech
❖ Dr.SK Behara	-	HoD-Chem
❖ Dr. G.Venkata Rao	-	HoD-Civil
❖ Mr.M.Venkateswara Rao	-	HoD – PE
❖ Dr.D.Krishna Rao	-	HoD-BSH
❖ Dr.V.Chitti Babu	-	Coordinator-NAAC

1. Review of the minutes of the previous HODs meetings:

- Reviewed the minutes of the previous HODs meeting and confirmed

2. Review of the resolutions made in Academic council meeting:

Members discussed the various resolutions made in Academic council meeting held on 23rd May, 2015 for formal implementation.

Academic council suggested the following points for implementation:

Members reviewed and approved the proposed grafting guidelines:

- a. Students shall be given a choice of grafting either after 6th semester or after 8th semester.
- b. Grafting will be done among the courses within the semester. Shall draw a maximum of 7 marks from the any one of the cleared courses in the semester and will be grafted to the failed course in the same semester.
- c. Applicable to students who have failed in maximum of TWO theory courses in 5th and/or 6th semester or 7th and/or 8th semester only based on the grafting option chosen by the student.
- d. This facility can be used for a maximum of two failed courses. The two failed courses can be in any of the 5th and/or 6th semesters or 7th and/or 8th semesters based on the usage of grafting option by the student.

Members suggested that the guidelines for implementation of grafting to be included in the examination regulations. Further it was resolved to implement grafting for 2012 admitted batch onwards.

Introduction of MOOCs courses:

Members discussed the possible options for implementing MOOCs as elective courses and suggested the respective BoS to include MOOCs courses as additional choices in all the five elective groups subject to the availability during the respective semesters.

Course content for the selected MOOCs courses shall be drawn from respective MOOCs links. Course will be mentored by faculty members and Assessment & evaluation of the courses shall be done by the department. Two credits will be awarded upon completion of each MOOCs course. Students need to complete two such MOOCs courses to compensate any elective course having four credits.

- Revision of the grading pattern as per Choice Based Credit System guidelines by UGC.

Existing grading			Newly approved grading		
Grade	Qualitative Meaning	Grade point	Grade	Qualitative Meaning	Grade Point
A+	Outstanding	10	A+	Outstanding	10
A	Excellent	9	A	Excellent	9
-	-		B+	Very Good	8
B	Very Good	8	B	Good	7
-	-		C+	Average	6
C	Average	6	C	Satisfactory	5
D	Satisfactory	4	D	Pass	4
F	Fail	0	F	Fail	0

- Revision of the CGPA cut-off for the award of degree class as per CBCS:

Details of the existing and new CGPA cut-off for the award of degree:

Existing		Newly approved	
CGPA Pattern	Award of Degree	CGPA Pattern	Award of Degree
CGPA ≥ 8	Degree with Distinction	CGPA ≥ 7.5	First class with Distinction
CGPA ≥ 7.0 and < 8.0	Degree with First Class	CGPA ≥ 6.5 and < 7.5	First Class
CGPA ≥ 5.0 and < 7.0	Degree with Second Class	CGPA ≥ 5.0 and < 6.5	Degree with Second Class
CGPA ≥ 4.0 and < 5.0	Degree with Pass Class	CGPA ≥ 4.0 and < 5.0	Degree with Pass Class

3. Finalization of the NAAC Department presentation:

- Finalized the format for NAAC Department presentations, HoDs are requested to follow same format for department presentation and maintain hard copies of the presentations during NAAC committee visit.
- Mr.M.Venkateswara Rao, HoD-PE requested to coordinate for cultural programs during NAAC committee visit.

4. Review of the document verification for NAAC Visit:

- Reviewed the check list for NAAC committee visit and finalized the dates for Mock Audit for NAAC teams visit.

The schedule is given below:

Date	Audit Area
13 th to 15 th July, 2015	Academic Departments
21 st and 22 nd July, 2015	Central facilities/Non Academic Departments
10 th to 12 th Aug, 2015	NBA Mock Audit at Central level (Criteria 1, 2 & 3)

The following members were nominated for Mock Audit team:

- ❖ Dr.MV.Nageswara Rao - Professor in ECE & Associate Dean(S&S)
- ❖ Dr.VSSR Gupta - Professor in BS&H
- ❖ Mr.MVS Babu - Associate Professor, Mechanical Department

Members suggested to take one session for each department to verify all the relevant documents as per the checklist.

5. Finalization of the Academic calendar for 2nd, 3rd & 4th years (2015-16).

- Members Reviewed and Finalized the Academic calendar for 2nd, 3rd and 4th years for the Academic year 2015-16.

6. Declaration of the B.Tech 4th semester results:

- Members have reviewed and declared the 4th semester results of 2013 admitted batch.
- HoD are requested to identify the single subject backlog students and ensure that those students clear the subject in the immediate supplementary examination.
- HODs are requested to ensure that, in case of difficult subjects, students are to be counseled properly and explain about importance of the subject enabling them to clear the course.

7. Finalization of the date for faculty committee meeting:

- Resolved to conduct faculty committee meeting for the academic year 2015-16 on 10th July , 2015 at 4:00PM in the Auditorium

8. Any other item with the permission of the chair:

1. It has been resolved to commence class work for 1st years (2015 admitted batch) and have parents meeting on 20th July, 2015.
2. HoDs are requested to issue circulars from the department hereafter related to all the disciplinary issues to their respective students and send soft copy to principal office
3. It was informed that Swatchh Bharat program will re-start from 5th July after one month gap.
4. Based on the meeting held with Ph.D holders of the institute on 30th June, 2015, it has been resolved to bring all PhD holders under Academic Performance index(API) and each individual will calculate his/her API every year along with the annual appraisal. This exercise will be initiated and facilitate by Asso. Dean R&D with the help of HR department. From hereafter annual appraisals for all the Ph.d holders will have API as one of the parameter and the faculty with Ph.D are expected to sustain API before every annual appraisal.
5. All the members were suggested to explore and motivate the faculty to get diverse into new research areas apart from the initial areas of research.

Minutes of HODs Meeting

Date: 24.07.2015

Time: 3:00PM

Venue: Conference Hall

Members Present

❖ Dr. CLVRSV. Prasad	-	Principal & Rector
❖ Dr.Birendra Biswal	-	Associate Dean (R&D)
❖ Dr.S.V.Ramana	-	Associate Dean (A)
❖ Dr.Srinivasa Prasad	-	HoD-CSE
❖ Dr.T.Suresh Kumar	-	HoD-EEE
❖ Prof.BI.Neelgar	-	HoD-ECE
❖ Dr.P.Kanchana Mala	-	HoD-IT
❖ Dr.V.Rambabu	-	HoD-Mech
❖ Dr.SK Behara	-	HoD-Chem
❖ Dr. G.Venkata Rao	-	HoD-Civil
❖ Mr.M.Venkateswara Rao	-	HoD – PE
❖ Dr.D.Krishna Rao	-	HoD-BSH
❖ Dr.V.Chitti Babu	-	Coordinator-NAAC

1. Review of the minutes of the previous HODs meetings:

- It was reiterated that, HoDs shall promote the MOOC courses finalized by BoS and requested to maintain hard copies of the MOOC Courses circulars in departments.
- Reviewed the remaining minutes of the HoDs meeting and confirmed

2. Review of the faculty committee meeting minutes:

- Reviewed the minutes of the faculty committee meeting held on 10th July, 2015.

3. Finalization of the ADD on courses for the Academic year 2015-16

- It was resolved to offer minimum of 2 and Maximum 4 Add on course of 30hr duration in every department in a year with fixed fee of Rs.2500/- HODs are requested to see that before offering the ADD on courses, the courses should give value added to the student and enhance placement options.
- It was also resolved that, Add on course can also be offered through some external agencies. However, the reputation of the External training agency should be checked and the course should have minimum 30 contact hours
- HoDs are requested to send the details of **Add on courses** for the Academic year 2015-16 in specified format.

Sl. No.	Semester	Course Title	Proposed Dates	Course Duration	Course handling faculty	Course fee	Department
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4. Finalization of the Academic calendar for 1st years:

- Finalized the Academic calendar of 1st years for the academic year 2015-16. It was resolved to have some changes in Academic calendar, 1st spell of instruction for 1st years extended to 7 weeks.

5. Review of the preparations for NAAC team visits:

- Coordinator NAAC apprised that, NAAC internal Audit was completed for Academic departments and the correction process was on. Central facilities Auditing is going on and HoDs are requested to see that all the relevant documents in place. Coordinator NAAC requested see that all department presentations follows standard pattern.
- In view of faculty meeting during NAAC team visit on 07th Aug, 2015, it was resolved to have the exams in the forenoon session of 7th Aug, 2015.

The following teams are nominated for Escorting the NAAC team members:

- For escorting the Team members on 05th Aug, 2015 from VSP to **Rajam** & on 08th Aug, 2015 from **Rajam to VSP** until 9th Aug they leave from Vizag.
 - Dr.MV.Nageswara Rao, Associate Dean (F&S) will be a escorting to Dr.Raju Mankar & Dr.P.V.Ingole
 - Mr.M. Venkateswara Rao, HoD, PE will be escorting to Prof.T.Ramamurthy
- For Escorting the NAAC team members during Visit of GMRIT from opening meeting to closing meeting(during 06th to 08th Aug, 2015).
 - Dr.G.Manmadha Rao, Associate Professor, ECE will be escorting to Dr.Raju Mankar
 - Dr.R.Srikant, Associate Professor, Chemical will be escorting to Dr.P.V.Ingole
 - Dr.R.L.Naidu, Associate Professor, BS&H will be escorting to Prof.T.Ramamurthy

6. Finalization of the dates for the project exhibition:

- It is planned to organized Project exhibitions during Jan/Feb, 2016. HoDs are requested to give the dates for project exhibition by 1st Aug, 2015.

7. Review of the campus disciplinary issues (Timings, Uniform & Mobile usage):

- Reviewed the campus disciplinary issues (Timings, Uniform & Mobile Usage)
- It is suggested that all HoDs shall report at 8:50AM in departments
- It was reiterated that, if any student found with mobile phone in Academic premises (other than Canteen) mobile will be confiscated until 4th year ending or levied with a penalty of Rs.1000.

8. Review of the induction program for 3rd semester students:

- In view of Pushkara Holidays, the examinations of 2nd semester are rescheduled to 27th to 29th July, 2015. Because of this postponement of examination, classwork of 3rd semester is postponed to 30th July, 2015.

- HoDs are requested to send the schedule for Induction program to Associate Dean (A)

9. Any other item with the permission of the chair

- **Coordinators for HoDs meeting Agenda preparation:**

In continuation with the outcome of the team spirit workshop, it was resolved to have two member coordinators for all the HODs meeting hereafter on rotation basis semester wise. To begin with HoD of BS&H and HoD-PE are nominated as a member coordinators for this semester.

After consulting with the respective faculty members, HoDs are requested to send the Agenda points to coordinators one week before the HoDs meeting enabling the coordinators to segregate the agenda and forward to the Principal 3 days before the meeting.

- **STEPSTONE:**

It is resolved to organize STEPSTONE – 2016 during 1st /2nd Week of Jan, 2016. HoDs are requested to come up with the dates for organizing STEPSTONE – 2016.

- **Condonation Fee:**

In order to encourage the students to maintain 75% attendance and discourage condonation, it is resolved that, from 2015-16 academic year, Condonation Fee is increased to Rs.5000/- . Associate Dean(A) is requested to give a circular for the change in the Condonation fee. Apart from this all HODs are requested to address all the respective students and communicate the same.

- **Academic support for detained students:**

To provide academic support and help all those students who get detained either by attendance shortage or credit requirement, it is resolved to permit those students to attend the classes during their detention period.

These students will be allowed to attend the classes for the backlog subjects only. To utilize this facility interested students may register in the beginning of every semester with their respective departments and give an undertaking that they will maintain minimum of 80% attendance. Associate Academics is requested to oversee this process.

Minutes of HODs Meeting

Date: 14.08.2015

Time: 4.00pm

Venue: Conference Hall

Members Present

❖ Dr. CLVRSV. Prasad	-	Principal & Rector
❖ Dr.Birendra Biswal	-	Associate Dean (R&D)
❖ Dr.M.V.Nageswara Rao	-	Associate Dean(F&S)
❖ Dr.Srinivasa Prasad	-	HoD-CSE
❖ Dr.T.Suresh Kumar	-	HoD-EEE
❖ Dr.G.Manmada Rao	-	I/C HoD-ECE
❖ Mr.Ajit Kumar Rout	-	I/C HoD-IT
❖ Dr.V.Rambabu	-	HoD-Mech
❖ Dr.SK Behara	-	HoD-Chem
❖ Dr. G.Venkata Rao	-	HoD-Civil
❖ Mr.M.Venkateswara Rao	-	HoD – PE
❖ Dr.D.Krishna Rao	-	HoD-BSH

1. Review of the minutes of the previous HODs meetings:

- **Add on Courses:** it is reiterated that, offering ADD on courses should be beyond curriculum and give an importance to Final year students because they will have value addition to their placements. HoDs are requested to send the revised titles/ schedule/Resources/course fee for the Add on courses by 24th Aug, 2015.
- **ATR:** it was resolved that, member coordinators requested to prepare an ATR in place of Review of the minutes of previous HoDS meeting. HoDs of PE and BS&H is requested to prepare an ATR for previous HoDs meeting and to see that, Minutes and ATR will go simultaneously.
- **Academic support for detained students:** based on the resolution made in the previous HoDs meetings held on 24th July, 2015 HoDs are requested to inform the detained student parents through their office and inform them about academic support and advantage that the students get asking them to register their wards at respective departments.
- Remaining minutes of the HoDs meeting minutes reviewed and confirmed

2. Review of the class work for 5th and 7th Semesters:

- Reviewed the classwork for 5th and 7th Semesters, it was found that, in some courses abnormality happen in minimum requirement of the classwork/syllabus coverage. HoDs are requested again to monitor the classwork and syllabus coverage regularly and before every sessional examination ensuring that all the faculty member takes the minimum number of classes as per the time table.

3. Review of the preparation for NBA and related documents:

- Reviewed the preparations for NBA, it is resolved to conduct a sensitization on NBA for Faculty and supporting staff Associate Dean(A) and HoD EEE requested to organise the sensitization program in below schedule.

	Date	TIME	Venue
Teaching	17 th Aug, 2015	5:00PM	Auditorium
Supporting staff	22 nd Aug, 2015	3:00PM	Auditorium

HoDs are requested to organize a sensitization program for their respective students on 31st Aug and 1st Sep, 2015 in respective departments.

- It was resolved to conduct a Mock department presentations as per the below schedule.

Date	Department	Time	Department	Time
24 th Aug, 2015	EEE	10:30AM	Civil	3:30PM
25 th Aug, 2015	MECH	10:30AM	CHEM	3:30PM
26 th Aug, 2015	ECE	2:00PM	CSE	4:00PM

4. Finalization of dates for STEPCONE2K16:

- It is resolved to organize **STEPCONE-2K16** during second week of **January 2K16**. Further, it is decided to explore the possibility of having the event for three days instead of two days based on budget availability for STEPCONE
All the members recommendation the nomination of Dr.G.Manmadharao, Assoc.Prof. Dept. of ECE Co-Convener for the STEPCONE-2K16

5. Extra classes for lateral entry students on fundamentals:

- HOD-BS&H is to arrange special classes in mathematics to the lateral entry student's 2015 batch for two weeks to all the Engineering departments against their requirements. He is requested to give a schedule for the same.
- HOD-CSE is to arrange fundamentals of computer programming for two weeks to the lateral entry student's 2015 batch to all the Engineering departments against their requirements. He is requested to give a schedule for the same.

6. Review of the Anti-Ragging measures:

- HOD-BS&H explained the ongoing anti- ragging measures.
- All HOD's are informed to display the anti -ragging measures issued by Higher Education, Govt.of A.P. in their department notice boards
- It is decided to conduct Fresher's day programme to all B.Tech 1st year students on 22.08.2015 at 3pm, at ECE block. Dr.M.V.Nageswararao, Associate Dean (F&S) is in charge of this programme. Students counsel will organize the program.

- **Involvement of BS&H Faculty for PG Projects:**

- In the case of Projects of inter-disciplinary in nature and based on complexity and also necessity PG Project, it is resolved to have Co-Guide from other departments.
- The departments involved in the inter disciplinary PG projects have to discuss the details before finalizing and assigning the project to the students.

7. Extension of regular classwork in afternoon session:

- HOD-EEE proposed that extra class work for students is to be incorporated in the regular time table. After discussions it is decided that there is no necessity to change the present time table. However such extra classes can be conducted by announcing in advance to the students.

8. Scheduling of ECCC activities:

- Associate Dean_F&S suggested for the smooth conduct of ECCC activities that in every department one weekday's afternoon is to allocate apart from the Saturday afternoon.

9. Any other item with the permission of the chair:

- It resolved to have TECH-MAG soft copy version to be released by 30th Aug, 2015. All the departments are requested to contribute two technical articles for 2014-15 copy and two articles for 2015-16 copy. In charge Dr Srikanth is requested to ensure this happens.

Minutes of HODs Meeting

Date: 10.09.2015

Time: 4.00pm

Venue: Conference Hall

Members Present

Dr. CLVRSV. Prasad	-	Principal & Rector
Dr.Birendra Biswal	-	Associate Dean (R&D)
Dr.M.V.Nageswara Rao	-	Associate Dean (F&S)
Dr.V.Sreeram Murthy	-	I/C HoD-CSE
Dr. G. Chandra Sekhar	-	I/C HoD-EEE
Prof.BI Neelgar	-	HoD-ECE
Dr.P.Kanchanamala	-	HoD-IT
Dr.V.Rambabu	-	HoD-Mech
Dr.SK Behara	-	HoD-Chem
Dr. G.Venkata Rao	-	HoD-Civil
Mr.M.Venkateswara Rao	-	HoD – PE
Dr.D.Krishna Rao	-	HoD-BSH

1. Review of the ATR of the previous HODs meetings:

- Reviewed the ATR of the Previous HoDs meeting and the following observations were made
- Hods are requested to send the revised titles of the Add on courses, expected date of commencement, Name of the resource persons etc.
- HOD of BS&H and CSE dept are requested to send the details of the remedial classes conducted for lateral entry students (i.e the no of classes taken per subject and no of students attending the classes)

2. Review of the NBA inspection and necessary action

- All program coordinators are appreciated for efficacious completion of NBA visit during 4th to 6th Sep, 2015. Program coordinators/HoDs appraised all the members about observations and suggestions given by NBA program Evaluators.

3. Implementation of OBA Process, Modification and Automation;

- Deliberated about Implementation of OBA Process, Modification and Automation. HoDs of CSE and IT are requested to take the OBA process automation as a Final year student's project this year. They were suggested to have the project in three modules allocate to three final year project bathes supported by enthusiastic faculty members. Modules could be COs attainment, POs attainment and PEO attainment.

4. Moment of the girls on campus during holidays:

- ❖ Under the circumstances that girls are normally allowed to move on campus during all working days, in view of girl's security, it is advised that, HoD IT shall conduct a meeting

with all the lady faculty members to deliberate about the issue and come up with elucidation on the issue.

5. 2days faculty workshops for the year 2015-16 (Titles & Schedules)

- ❖ HoDs are requested to plan for 2 day faculty workshops/seminars for the Academic year 2015-16. All are advised to schedule the workshops from Dec, 2015 onwards and apply for external funding as well.
- ❖ HoDs are expected to send the details of FDPs (Titles & Schedules) by 14th Sep, 2015

6. Submission of FDP proposals for funding:

- ❖ HoDs are requested to submit FDP proposals (one week and two week duration) to various funding agencies by selecting the titles in line with the modern technologies and developments.
- ❖ Associate Dean (R&D) requested to follow up with departments and ensure that proposals are submitted to funding agencies by 30th Sep, 2015.

7. Access of Vigilance cameras to HoDs:

- ❖ All the members agreed that continuous monitoring of the vigilance cameras will be difficult for HODs and it was resolved to ask for camera footage at required locations from the IT helpdesk as and when required.

8. Finalization of DASARA Holidays:

- ❖ Keeping in view the examinations that were scheduled during last week of Oct, it was resolved to declare DASARA holidays from 20th to 24th Oct, 2015.
- ❖ Further, to compensate the additional holidays, it was resolved to declare two Sundays i.e on 18th and 25th Oct, 2015 as working days.
- ❖ In view of the DASARA holidays, the commencement of the sessional examinations is postponed from 26th Oct, 2015 to 27th Oct, 2015.

9. New Academic Initiatives for AR-16:

- ❖ All the members were informed that GMRIT will be coming up with new Academic Regulations “AR-16” from the Academic year 2016. In this context HoDs are requested to come up with new initiatives in their respective internal BOS meetings in terms of revision in curriculum, course structure, course titles and course contents in line with GATE and other competitive examinations. It was reiterated that, HoDs shall refer standard books for preparing the course content.
- ❖ It was resolved to conduct first round of Internal BoS meeting before 19th Sep, 2015 in respective departments for finalizing the course structure. Further, it is resolved to schedule an Internal Joint board meeting on 26th Sep, 2015 expecting the External Joint

Board meeting during 1st week of November, 2015. Associate Dean Academics is requested to ensure the meetings accordingly.

- ❖ HoDs are requested to see that, minutes of the Internal BoS meetings are prepared properly by including all the appropriate deliberations and get signed by all the members.
- ❖ HoDs are advised to explore, observe and adopt the best practices that exist in the nearby Autonomous colleges.
- ❖ It is resolved not to change the pattern of 1st year course structure. However, the course content and titles can be modified need based.

10. Modus Operandi for the Implementation of Full Semester Internship (FSI):

- ❖ FSI will be implementing from July, 2016 and Dr. S N Dash will be coordinating implementation of the Full Semester Internship. As per AR13 Modus Operandi for the Implementation of Full Semester Internship (FSI) is presented to all the members. To understand about the students preferences to FSI, It is resolved to collect the list of the students (current 5th semester) who are interested to go for Full Semester Internship either in 7th or 8th Semester.

11. Any other item with the permission of the chair:

Plagiarism check for M.Tech Thesis:

- ❖ Associate Dean(R&D) is requested to check with JNTUK authorities about the procedure of using Plagiarism software available with them for M.Tech thesis and Journals.

Protocol for submission research proposals for funding:

- ❖ It is reiterated that all the faculty members shall follow the protocol for submitting the Project proposals to Funding agencies. HoDs are requested to inform the same to the respective faculty.

Name of the Meeting	:	HoDs Meeting Ref. No.GMRIT / 2015 – 2016
Venue	:	Conference Hall
Members Present	:	Principal, Vice-Principal, HoDs (Civil, CSE, IT, ECE, EEE, Mech., Power Engg, Chemical Engg) Asso Dean (R & D), CE

Date: 1-10-2015

Timing :4 to 6.30 pm

Minutes of HODs meeting regarding Anonymous complaints:

1. Most of the faculties are depending on the PPTs and reading those slides in the class. Some of the faculties are asking students to read the slides.

It was discussed in length and everybody agreed that LCD projector/technology can be used to an extent of 25% of the classes to support and supplement the class room teaching.

To this effect whenever faculty member use LCD projector in the class, will be asked to make a mention in the teaching diary that they have used LCD in that specific class.

It is decided to include the following questions in the feedback form.

- The extent to which LCD projector/technology is used for course delivery.
- Extent of misusing the LCD projector/technology in the course delivery

2. Teachers are teaching in Telugu in classes

It is reiterated and resolved and to discuss the issue in the department faculty meeting and counsel the faculties. It is decided to monitor the classes regularly as indicated below:

- HODs shall visit the classes during every session minimum twice.
- All Associate Deans shall visit the classes in two academic blocks minimum once in a day
- Principal will make random visits to the classes one in day.

3. Using M.Tech students to teach B.Tech courses.

As of now the services of M.tech (GATE qualified students who were paid stipend) are utilized in lab classes subject to availability. In view of this feedback, it was decided to not use the services of even GATE qualified students in the lab classes.

However, it was resolved to use their services in conducting/organizing departmental professional body activities/events/workshops.

4. Teachers are not teaching in lab and leaving the labs to technicians.

It is resolved that HoDs shall instruct and ensure that the faculty only will teach in the labs. HODs shall monitor the labs classes regularly and see that the Lab technician doesn't involve in teaching.

Further, it is decided to keep the technician positions on rotations moving them among the different labs in the department for every two years.

5. Teachers are coming late to college. Some faculty are putting thumb before 8.30 and going back to home.

The entire faculty is expected to report before 9 am. It is resolved to consider the thumb impression from 8.45am onwards. Similarly during the afternoon session the thumb flash between 1.30 PM to 2.00 PM will be considered.

All HOD shall be available fifteen minutes before and ensure dress code and timings of their faculty.

6. Time table only in the morning session making the students to engage in Dhaabas, theaters etc.

It resolved to have five day class work and from the next semester onwards time table will be planned to have classes in both the sessions for five days and on Saturdays a common ECCC activities will be scheduled. Schedule of ECCC activities is to be given by Dr. M.V.Nageswara Rao.

7. Senior faculty assigning works to junior faculty which is causing the incompleteness of syllabus.

HOD shall ensure that the assigned work of any faculty is to be handled themselves only.

8. Principal is always sitting in his office. He is not going around campus.

It resolve to see that

- HODs shall visit the classes every day minimum twice.
- All Associate Deans shall visit the classes in two academic blocks minimum once in a day
- Principal will make random visits to the classes once in day.

9. Faculty is not available for the students after 2PM.

It has been decided that, the faculty has to be present in his/her respective cabins from 2.00 – 4.30pm to provide the services to the students when they don't have classwork .

10. Placement Officer not available on the campus

From June 2016, onwards Placement Officer will be available on the campus. Dr.M.V.Nageswararao and Dr. S.V.Ramana suggested to have one senior Faculty from academic community to support CDC.

11. Many students are attending without proper uniform

Res: HODs along with the respective faculty member shall address this issue. It is reiterated that respective HODs shall also ensure that M.Tech students come to college in formals.

Members Present:

Dr.CLVRSV Prasad		Dr. D.Krishnarao		Dr. M.Venkateswara rao	
Dr.B.Biswal		Dr. T.Suresh Kumar		Dr.G.Venkata rao	
Dr. M.V.Nageswara rao		Dr.V.Rambabu		Dr. P.Kanchanamala	
Dr. S.V.Ramana		Dr.P.S.Khuntia			
Dr.SrinivasPrasad		Dr.S.K.Behera			

Minutes of HODs Meeting

Date: 15.10.2015

Time: 2:30PM

Venue: Conference Hall

Members Present

Dr. CLVRSV. Prasad	-	Principal & Rector
Dr. Birendra Biswal	-	Associate Dean (R&D)
Dr. M.V. Nageswara Rao	-	Associate Dean (F&S)
Dr. Srinivasa Prasad	-	HoD-CSE
Dr. Suresh	-	HoD-EEE
Dr. P S Khuntia	-	HoD-ECE
Dr. P. Kanchanamala	-	HoD-IT
Dr. V. Chittibabu	-	HoD-Mech
Dr. SK Behara	-	HoD-Chem
Dr. G. Venkata Rao	-	HoD-Civil
Mr. M. Venkateswara Rao	-	HoD – PE
Dr. D. Krishna Rao	-	HoD-BSH

1. Review of the ATR of the previous HODs meetings:

- Reviewed the ATR of the Previous HoDs meeting and the following observations were made
- HOD of CSE dept are requested send the reschedule the details of the remedial classes conducted for lateral entry students (i.e the no of classes taken per subject and no of students attending the classes).
- **Review of the 1st semester classwork and students counseling:**
- HoD of BS&H briefed about the status of classwork for 1st years, found that classwork is happening as per the academic calendar without any abnormality. HoD of BS&H requested to see that effective student counseling shall happen once in a fortnight.
- **Review of the classwork for 5th and 7th semesters:**
- Reviewed the classwork for 5th and 7th semesters of all departments, it was found that in some subjects having abnormality in minimum requirement of the syllabus coverage and classwork. It was echoed that, HoDs are requested to monitor the classwork and syllabus coverage regularly before every sessional examination ensuring that all the faculty member takes the minimum number of classes as per the time table and requested to conduct an Academic audit in 4th and 10th weeks in a semester send an audit report to Associate Dean (A) see that this type of abnormality will not happen.
- **Registration of open electives for 2013 batch and Registration of Audit courses for 2014 batch:**
- Associate Dean (A) requested to stretch two dissimilar dates for registrations of Open electives and Audit courses during 27th Oct to 2nd Nov, 2015.
- It was resolved that, for conduct of MOOC examinations generate the question bank will be 50% internal subject expert and 50% from External subject expert.
- **Review of the M.Tech Projects & vivo-voce of 2013 admitted batch:**
- Associate Dean (A) requested to see that, M.Tech Vivo-voce should be schedule after Dasara Holidays.

- **Role of HoDs and Staff coordinators in CDC:**
- HoDs are requested to see that, all the training programs, mock tests, Technical training programs will be taken care by department's placement coordinators with support of other faculty members. I want hods to training the students, to make them to reaching the bench marks.
- It is resolved to conduct an interaction with placement successful students with their juniors about their experience during placements.
- Who will taking care as per as general aptitude only for practice one week nothing will happen
- They develop speed
- **Review of the Joint Board meeting minutes & Schedule for BoS and Academic council:**
- Reviewed and finalized the minutes of Joint Board meeting, BoS meeting will be scheduled on 20th, 21st Nov, 2015 Associate Dean (A) requested to plan accordingly for revision of syllabus and course structure.
- It was resolved to offer an Industry linked Elective during 5th /6th semester 50% of the syllabus handle by our internal faculty teaching 50% by our internal faculty 50% will handle by industry person, HoDs are requested to explore the options for Industry linked Electives external person during 8 days 30 hours industry person should ready to invest.
- **Alignment of ISO format in line with NBA & NAAC:**
- It was resolved to change the ISO formats in line with NBA & NAAC, MR-ISO requested to call for a meeting with NBA and NAAC Coordinators to change all the formats consequently.
- **Review of the department Project exhibitions:**
Reviewed the status of department project exhibitions, it is resolved to give the college matching grant college will support worthy projects
- **Review of STEPCONE-2K16:**
- Proposed the dates for STEPCONE-2K16 were during 08th to 10th Jan, 2016 and finalized the theme for STEPCONE-2K16 it is "***4Is -> Imagine, Innovate, Indigenize & Implement***".

Minutes of HODs Meeting

Date: 05.11.2015

Time: 2:30PM

Venue: Conference Hall

Members Present

Dr. CLVRSV. Prasad	-	Principal & Rector
Dr.S.V.Ramana	-	Associate Dean (A)
Dr.Birendra Biswal	-	Associate Dean (R&D)
Dr.M.V.Nageswara Rao	-	Associate Dean (F&S)
Dr.V.Rambabu	-	CE
Dr.Srinivasa Prasad	-	HoD-CSE
Dr.T.Suresh	-	HoD-EEE
Dr P S Khuntia	-	HoD-ECE
Dr.P.Kanchanamala	-	HoD-IT
Dr.V.Chittibabu	-	HoD-Mech
Dr.SK Behara	-	HoD-Chem
Dr. G.Venkata Rao	-	HoD-Civil
Mr.M.Venkateswara Rao	-	HoD – PE
Dr.D.Krishna Rao	-	HoD-BSH
Mr.K.Srinivas Reddy	-	HoD-CDC

1. Review of the ATR of the previous HODs meetings

i. FDPs

- It was reiterated that, HoDs shall submit the FDP proposals to funding agencies with the titles emphasizing on the latest developments and technologies. Associate Dean (R&D) is requested to follow up with departments and ensure that proposals are submitted to funding agencies by 07th Nov, 2015.

ii. Open Electives:

- Reviewed the registration process of Open electives. It was observed that, all branches open elective registrations are closed. Course coordinators are requested to display the status of vacancy positions at their respective departments and identify the students who are not registered till now inform them to opt the course as per the vacancies available in the departments.

iii. M.Tech project viva-voce (2013):

- Reviewed the M.Tech project Vivo-voce , it was reiterated that, HoDs shall be one of the panel member in M.Tech project Vivo-voce. In case vivo-voce happening parallel with two panels, HoD/HoD nominee should be there in the panel.

iv. Elective course in collaboration with Industry:

- It was discussed and resolved in earlier HoDs meeting that departments shall initiate the introduction of elective course in collaboration with industry. It was further decided to explore even Research laboratories and IITs for collaboration apart from industries. HoDs are requested to explore the options for introduction of Electives and come up with the suggestions by next HoDs meeting.

v. Training for Fundamental concepts for students during placements:

- HoDs are requested to counsel the student about importance of Fundamental concepts and their prominence during core companies' placements.

2. Review of the NBA Evaluation process:

- Reviewed the NBA Evaluation process department wise, and CE requested to coordinate will all hods and consolidate the data in one Excel sheet to analyze the score and see the possibility for any re-appeal to NBA by 14th Nov, 2015
- After compiling the data criteria wise in all the departments, if any department is found eligible for 5 years accreditation complying with all conditions given by NBA, it was resolved re-appeal to NBA

3. Finalization of Time tables for Even Semesters:

- HoDs are requested to send the soft copies of Even Semester time tables by 14th Nov, 2015. As per the resolution made in Internal Joint Board meeting HoDs are requested to prepare time tables with 5 days per week for the regular classwork having 8 hours a day till 4.40 PM including the following..

For 2nd and 3rd years:

1 hr for Quantitative Aptitude

2 hrs for soft skills training,

1 hrs for Counseling

Max of 5 hrs for GATE coaching classes per week.

For 4th year:

Minimum of 60 GATE classes will be conducted by the end of Jan 2016 and will conduct 4 mock GATE examinations

Associate Dean (S&S) shall plan for CC & EC activities after 4:40 from Monday to Friday apart from the regular schedule on Saturdays.

4. Revision of weightage for Continuous Assessment under AR-16 Regulations:

- As per the resolution made in Internal Joint Board meeting, the Continuous assessment component will be 40% so that the breakup between semester end valuation and continuous assessment will change from 70+30 to 60+40 pattern.
- Under AR-16 Regulations 2 sessional exams for 30 Marks will be conducted by giving 80% weightage to the best exam.
- One comprehensive assignment test for 10 marks will be conducted by having 4 compulsory questions.

5. Finalization of CC & EC activities in light of 5 day working day:

- In light of 5 day working day it was resolved that all Saturdays are fully occupied for CC&EC activities. Associate Dean (S&S) is requested to plan accordingly and inform the student's attendance is compulsory for morning session and afternoon is optional.

6. Introduction of certificate programs in respective departments:

- HoDs are requested to explore the options of Introducing certificate programs at the Graduate level in respective departments and come up with the proposals by next HoDs meeting.
- 7. Quality improvement programs for faculty:**
It is resolved to organize a Quality improvement program for internal faculty by inviting External subject Experts during summer vacation/Semester break from the next academic year. HoDs are requested to include the related expenditure in the next AOP
- 8. Finalization and distribution of Mathematics courses in 3rd and 4th semesters:**
All the HODs who are opting Mathematics course in 3rd semester /4th semester are requested to coordinate with HoD of BS&H and see that they are evenly distributed in both the semesters.
- 9. Submission of MODROBS/FDP/SDP/Other proposals to AICTE:**
All HODs were informed that, AICTE online portal for submission of MODROBS /FDP /SDP /Other proposals is open. The following are the suggested options for apply
- MODROBS (Modernization and Removal of Obsolescence):** EEE, one from ECE or CSE/IT
RPS (Research Promotion Scheme): Associate Dean (R&D) is requested to identify the department between Chemical and EEE
FDP (Faculty Development Programme): ECE, MECH, CSE, CIVIL & EEE
SG (Seminar Grant): Chemical and Mathematics
- 10. Review of the BoS meetings:**
- Reviewed the BoS meeting preparations of all departments.
- 11. Review of STEPCONE-2K16 related works:**
- Reviewed the STEPCONE-2k16 related works and finalized the poster for STEPCONE-2K16
- 12. Any other item with the permission of the chair**
- i. L&T scholarships:**
- Head –CDC apprised about L&T Scholarships. HoDs of EEE, Mechanical and Civil are requested to screen the student who are good in academics and motivate them to apply for Scholarships.
- ii. Return of Condonation Penalty Deposits to students:**
- Based on appeals from the students it was resolved to return the penalty deposit collected to those students who maintained minimum of 75% attendance in subsequent semesters(reducing the from 80% to 75%)

Minutes of HODs Meeting

Date: 15.12.2015

Time: 3:00PM

Venue: Conference Hall

Members Present

Dr. CLVRSV. Prasad	-	Principal & Rector
Dr.V.Rambabu	-	CE
Dr.Srinivasa Prasad	-	HoD-CSE
Dr.T.Suresh	-	HoD-EEE
Dr P S Khuntia	-	HoD-ECE
Dr.P.Kanchanamala	-	HoD-IT
Dr.V.Chittibabu	-	HoD-Mech
Dr.SK Behara	-	HoD-Chem
Dr. G.Venkata Rao	-	HoD-Civil
Mr.M.Venkateswara Rao	-	HoD – PE
Dr.D.Krishna Rao	-	HoD-BSH
Mr.K.Srinivas Reddy	-	HoD-CDC

1. Review of the ATR of the previous HODs meetings:

i. Elective course in collaboration with Industry:

- The issue was and HoDs are requested to identify the Electives in collaboration with Industry/Research Laboratories/ Premier Academic institutions (IITs) by Jan, 2016. They shall ensure that the identified Electives will be offered from the Academic year 2016-17 for final year students. However, for CSE and IT this elective will be offered in collaboration with APSSDC and NASCOM from the current semester.
- HOD of Power Engineering is requested to prepare a general requesting letter for industry oriented electives addressing to HR department of all Industries and Research Laboratories.

ii. Time tables for Even Semesters:

- Reviewed the time table for the Even Semester ensured that all departments included 1 hr for Quantitative Aptitude, 2 hrs for soft skills training, 1 hrs for Counseling, Max of 5 hrs for GATE coaching classes per week for 2nd and 3rd years.
- It was resolved to consider attendance for ***Soft Skills and Quantitative Aptitude classes for 2nd and 3rd years.*** Hods are requested to appraise the student's attendance compulsory for Soft Skills and Quantitative Aptitude classes.

iii. Submission of MODROBS/FDP/SDP/Other proposals to AICTE

- Since online submission is not possible HoDs are requested to send Hard copies of MODROBS/FDP/SDP/Other proposals to AICTE by speed post.

2. Introduction of certificate programs:

- HODs are requested to identify certificate programs, which may give placement options and provide lively hood to the job aspirants. Offering Courses like, Page Maker (Telugu and English), Photo shop are to be explored. Suggested to offer a residential courses during summer vacation for a duration of 60 hours in 15 days with a minimum of fee Rs.4000/- .

3. Earn while learning classes:

- All HODs are appraised about Earn while learning scheme. Interested Students for teaching were identified who will be taking classes for the students having one and two backlogs. Planning to conduct these classes for those students who are having supplementary exams

4. Review of Remedial classes:

- Reviewed the arrangements for the remedial classes of all departments and HODs are requested to monitor the remedial classes and track sheets regularly. CE is requested to give schedule for supplementary exams of 5th and 7th semester students by 19th Dec, 2015.

5. Review on Add on courses registration:

- Reviewed the ADD on courses proposed and HoDs are requested to send the updated details of the ADD on courses by 19th Dec, 2015. It was reiterated that HoDs shall propose those ADD on courses which add value to the students during placements.

6. Review of STEPCONE-2K16 related works:

- Reviewed the STEPCONE-2K16 related works.
- It was informed that, Ms. Meena Raghunathan, Director, Community Services, GMR Varalakshmi Foundation contributed an award in the name of PADMASHRI, Dr. N. Prabhakar Memorial for the Best Student Paper Presentation during STEPCONE.

7. Finalization of Theme for faculty committee meeting;

- Finalized the date and theme for faculty committee meeting it was scheduled on 19th Dec, 2015 at 3:00PM in Auditorium.

Theme: ***"Faculty ownership in making students professionally successful"***.

8. Finalization of list of Holidays for the year 2016:

- Confirmed the list of Holidays for the year 2016.

9. Any other item with the permission of the chair

Project Exhibitions:

- HoDs are requested to send the proposed details of Project Exhibition in given format

Title of the Project	Name of the faculty	Date
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Gate score:

- Head- CDC apprised the prominence of GATE score during the placements in PSU (Public Sector Undertakings) and also requested to HoDs of Civil & EEE to motivate the students during Core Company placements like. **L&T**.

Minutes of HODs Meeting

Date: 05.01.2016

Time: 3:00PM

Venue: Conference Hall

Members Present

Dr. CLVRSV. Prasad	-	Principal
Dr.V.Rambabu	-	CE
Dr.Srinivasa Prasad	-	HoD-CSE
Dr.T.Suresh	-	HoD-EEE
Dr P S Khuntia	-	HoD-ECE
Dr.P.Kanchanamala	-	HoD-IT
Dr.V.Chittibabu	-	HoD-Mech
Dr.SK Behara	-	HoD-Chem
Dr. G.Venkata Rao	-	HoD-Civil
Mr.M.Venkateswara Rao	-	HoD – PE
Dr.M.V.Subba Rao	-	I/C HoD-BSH
Mr.K.Srinivas Reddy	-	HoD-CDC

1. Review of the ATR of the previous HODs meetings:

- ❖ **Electives:** As suggested by Alumni and industry experts, proposed to include Information Sciences & Chip design as an elective course for CSE/IT and ECE branches respectively, HoDs of CSE, IT and ECE requested to deliberate on the options.

HOD-PE is requested to share the draft of the general introductory letter addressing to HR departments to the various industries and finalize the letter by 22nd Jan, 2016. And it was resolved that, course delivery for Industry oriented elective courses will be done in principle by internal faculty however for 25% of the topics, industry perspective will be given by the industry experts with a minimum of four visits.

- ❖ **Introduction of certificate programs:** It was suggested that, HoDs of CSE&IT to offer certificate programs jointly and HoDs are requested to identify free online courses available on LAN
- ❖ **Earn while learning classes:** HoDs are appraised about Earn while learning classes, 44 subjects from all the department put together were identified and it was resolved to conduct all classes in respective departments.
- ❖ **Project Exhibitions:** finalized the dates of Project exhibition for all departments, HoD-Civil is advised to once again re-exhibit the projects during Feb, 2016.

2. Review of classwork for 6th and 8th Semesters:

- ❖ Reviewed the classwork for 6th and 8th semester, HoDs are requested to review the attendance registers once in a month and see the compliance of the teaching plan with the dairy. Review need to be done in terms of No of hours taken, course coverage and updating of Attendance registers.

3. Review of new guidelines for NBA under Tier-1:

- ❖ HoD-EEE explained the new guidelines given by NBA under Tier-1. HoD of EEE requested to share the new guidelines to all HoDs.
- ❖ It is resolved to apply for NBA re-accreditation for EEE, Civil, CSE, IT and PE in June, 2017 and final SAR will be uploaded in Jan, 2018.
- ❖ HOD of IT is requested to discuss the revised pattern with the college NBA central team so that the beta version of the software is ready by the end of April 2016.

4. Review of Malpractice cases in Internal Examinations(Theory/Lab):

- ❖ Reviewed the Malpractice cases in Internal Examinations and it was resolved that the students involved in malpractices shall be debarred from that external lab examination and will awarded **0 out of 10** marks that are earmarked for that exam.

5. Finalization of date for Annual day & Faculty awards/Graduation Day:

- ❖ Finalized the dates for Annual day and Graduation day:
- ❖ Annual day will be scheduled on **26th March, 2016** Dr.M.V.Nageswara Rao, Associate Dean(F&S) is the Convener for Annual day
- ❖ 4th Graduation day will be Scheduled on **11th June, 2016** Dr.V.Rambabu, Controller of Examinations is the Convener for Graduation Day

6. Transitory regulations for students conversion from JNTU to Autonomous in any semester:

- ❖ JNTUK announced the guidelines for transitory regulations for student's conversion from JNTU to Autonomous in any semester. HoDs are requested to go through the guidelines follow the same specified by JNTUK

7. Any other item with the permission of the chair

- ❖ HoDs are requested to see the possibility of meeting the recruiter during placements time and take their feedback.
- ❖ **AOP 2015-16:** HoDs are requested to raise the purchase orders for Capex by 30th Jan, 2016

GMR Institute of Technology

An Autonomous Institute Affiliated to JNTU, Kakinada

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2015 – 2016 : 3	
Venue		:	Conference Hall	Date	22.01.2016	
Members Present		:	Principal, Vice-Principal, HoDs (Civil, CSE, IT, ECE, EEE, Mech., Power Engg, Chemical Engg, Asso. Dean (F & S), Asso Dean (R & D), CE, AGM – HR, Academic Admin Team (Mr. Murali, Mr. Sai)			
No.	Points Discussed				Tgt. Date	Responsibility
1	Review of the HoDs Meeting #2 All pending items in the previous meeting were reviewed				-	-
2	Admission The Vice Principal requested the Academic Administration Team to brief the strategies related to admission for the next academic year 2016 – 2017 and opened the floor for discussion to ensure the viability of the strategies a. To follow the existing strategy as adopted in previous year b. To introduce GMRIT – Talent Recognition Test (GMRIT – TRT) and to conduct at different places viz. SriKakulam, Visakhapatnam, Vijayawada, Kakinada and other potential catchment areas The members requested the Academic Admin Team to check the viability of cost and the amount of scholarship being involved to the meritorious students. In addition, it is also suggested by the team to strengthen the placement record in all branches to increase the admission to 100%.				30.01.2016	Academic Admin
3	Curriculum design and development a. Flexibility in curriculum b. Introduction of Industry driven courses on contemporary areas of respective discipline(1 credit course) c. Introduction of self-study elective courses (1 credit) d. Introduction of integrated courses e. Audit courses (Existing) The members deliberated the above points; finally they decided to deliberate with University to finalize the points.				On- Hold	Vice Principal

	<p>f. Introduction of electives with reference to Science and Humanities</p> <p>It is resolved to introduce elective courses of Science and Humanities apart from regular elective courses. HoD of BS&H requested to converse with course coordinators come up with minimum 3 titles and syllabus in each stream (Chemistry, Physics and Mathematics), relevant to core areas of Engineering and Technology. (To be included in Open Electives)</p> <p>g. Introduction of compulsory mini project in all lab courses (POP, SOP, TOP)</p> <p>The Vice Principal requested HoDs to introduce compulsory mini project in all Lab courses to enable students to gain more practical knowledge on their core domain. HoDs are requested to identify minimum 15 laboratory courses if the batch size is 15.</p> <p>h. Introduction of self-study topics beyond curriculum</p> <p>HoDs are requested identify self-study topics in each unit of a course and request to come up with the details by next HoDs meeting</p>	29.01.2016	All HoDs
4	<p>Academics</p> <p>a. Students attendance:</p> <p>HoDs are requested to inform faculty and students to maintain punctuality to come in time by 9:00AM to class. The students absenteeism may also be brought it down to a bare minimum of 5% on day-to-day basis. Also they are further requested to post their attendance after the immediate completion of the first hour in EZ school. This shall be reviewed from 25.01.2016 onwards.</p> <p>b. Class room transaction</p> <p>HoDs are requested to inform faculty to teach only in English</p> <p>c. Academic performance</p> <p>Vice Principal requested HoDs to take necessary action, to minimize the students backlogs arrears and no history of arrears to increase the placement eligibility of students</p> <p>d. Implementation of OBE</p> <p>For implementation of OBE, HoDs are requested to see that, all faculty should know the</p>	Continuous	All HoDs

	strategies of “ BLOOM’S TAXONOMY ” and Vice Principal advised to organize Training program or VC on “Bloom's Taxonomy”		
5	Student development activities HoDs are requested to encourage the students to participate in National Design Project contest/ Google Ambassador program. Further, they are requested to explore the options to identify the projects exhibitions in and around the country and make them to participate in projects design competitions	Continuous	All HoDs / Associate Dean(F&S)
6	Establishment of Centre of Excellence HoDs are requested to explore and identify one/two possible areas in which the center of Excellence can be established in near future. Also all HoDs are requested to come up with the titles for the next meeting by identifying the expertise available in their respective department	29.01.2016	All HoDs
7	Establishment of center for Creativity and Innovation Vice Principal proposed to establish a center for Creativity and Innovation/Technology Park. In this connection, all HoDs are requested to motivate and incorporate project based learning into their curriculum to end up with (POP, SOP & TOP)	Continuous	All HoDs
8	Any other Matter It was resolved to organize an International conference at GMRIT. HoDs are requested to send at least two tentative titles of the conference (considering all the branches)	29.01.2016	Asso. Dean (R & D)
Copy to : Principal, Vice Principal’ Office, All HoDs, Associate Dean (s), AGM – HR, Academic Admin Team		Prepared by	Mrs. Swapna PA – Vice Principal
		Approved by	Vice – Principal
		Date	23.01.2016
		Page No.	1 of 3

Note:

All the HODs & Asso. Dean (s) Deans are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the minutes shall be forwarded to the undersigned.

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2015 – 2016 :4		
Venue		:	Conference Hall	Date	29.01.2016		
Members Present		:	Principal, Vice-Principal, HoDs (Civil, CSE, IT, ECE, EEE, Mech., Power Engg, Chemical Engg, Asso. Dean (F & S), Asso Dean (R & D), CE				
No.	Points Discussed				Tgt. Date	Responsibility	
1	Review of the HoDs Meeting #3						
	a.	Introduction of electives with reference to Science and Humanities Two electives related to Science and Humanities’ (1. Combination of Chemistry and Physics. Title: Nano Science and Technology 2. Mathematics. Title: Introduction to Computational Mathematics for CSE, ECE and IT) were proposed by HoD BS&H. HoD of BS&H is requested to see that, prescribed text books should be available with same titles and come up with the final titles by 4 th Feb, 2016.			04.02.2016	HoD (BS&H)	
	b.	Introduction of compulsory mini project in all lab courses (POP, SOP, TOP) Reviewed the status of Introduction of compulsory mini project in all lab courses and it was resolved to introduce from the next Academic year i.e. 2016-17 onwards. All HoDs are requested to finalize and to incorporate into the new curriculum & syllabus.			29.02.2016	All HoDs	
	c.	Implementation of OBE Dr.T.Suresh, HoD(EEE) as a coordinator of NBA was requested by the Vice Principal to prepare the handbook related to the implementation of quality procedures with reference to his discussion had with him earlier. Mr.Srikanth is also requested to assist him in developing the rubrics. Further, he is requested to give a presentation from 8 th Feb onwards to all our faculty. Also he is requested to arrange few sessions with external experts in connection with RBT.			08.02.2016	Coordinator-NBA	
	d.	Introduction of self-study topics beyond curriculum Reviewed the progress of introducing of self-study topics in each unit and it was resolved to include in AR-16 Regulations.			29.02.2016	All HoDs	
	e.	Establishment of Centre of Excellence HoDs identified the possible areas of Centre of Excellence and it was resolved to deliberate the road map details by next HoDs meeting			04.02.2016	All HoDs	

	<p>f. Organizing International Conference at GMRIT: Finalized the title of International Conference “<i>International conference on Sustainable developments and practices in Science, Engineering & Technology</i>” HoDs are requested to nominate one coordinator from each department for organizing committee and supporting for related works.</p>		Associate Dean(R&D)
2	<p>Academics</p> <p>a. Result analysis of sessional Test 1 (III & IV, overall pass percentage, absentees): Vice principal proposed to conduct a meeting with all HoDs after completion of every sessional test to categorize the students at various levels and to ensure the continuous improvement among the students in all branches. HoDs are requested to present the status of 1st sessional examinations on 03rd Feb, 2016 at 2:30PM. HoD of CSE requested to prepare a template and circulate the same to all HoDs.</p> <p>b. Overall pass percentage of students till 5th semester and details of coaching classes for slow learners in the backlog: HoDs are requested to identify the students who are having one/two backlogs arrears, ensure that students should clear in subsequent supplementary examinations and HoDs are requested to regularly monitor the effectiveness of the classroom transactions.</p> <p>c. Conduct of Laboratory courses: Vice Principal articulated the importance of Laboratory courses, HoDs are requested to see that students should possess the expected learning outcomes out of the laboratory courses and ensure that, if any student miss the lab classes. Make-up classes may be arranged to engage the classes. It was resolved to conduct Vivo-Voce for all laboratory courses</p>	<p>03.02.2016</p> <p>Continuous</p> <p>Continuous</p>	<p>All HoDs</p> <p>All HoDs</p> <p>All HoDs</p>
3	<p>Student development activities</p> <p>a. IT Olympiad 2016: HoDs are requested to motivate the students to participate in IT Olympiad, 2016</p> <p>b. Establishment of Skill Development Centre by NEF: GMRIT is in the process of establishing Skill development center by NEF. The sensitization program will be conducted on 1st & 2nd Feb, 2016.</p> <p>c. Year-wise toppers list: HoDs are requested to send the year wise toppers list to Controller of Examinations by 3rd Feb, 2016</p>	<p>Continuous</p> <p>1st week of Feb, 2016</p> <p>03rd Feb, 2016</p>	<p>All HoDs / Associate Dean(F&S)</p> <p>CDC</p> <p>All HoDs</p>

	<p>d. Students list eligible for Gold/Silver medals, vide HoDs meeting minutes dated 11.04.2014 HoDs are requested to refer the resolutions made in HoDs meeting held on 11th April, 2014 based on resolution formulate for the Gold/Silver medals list for Graduation day.</p>	Continuous	All HoDs
4	<p>Faculty development activities</p> <p>a. Faculty internship at industries: Vice Principal advised faculty need an interaction with Industry and training in Industry for practical exposure. HoDs are requested to encourage faculty to go to industries for Internship minimum (3 or 4) days in a week and plan for an internship during summer holidays.</p>	Continuous	All HoDs
5	<p>Any other Matter</p> <p>a. Gate coaching classes: HoDs are requested to extend the GATE coaching classes if needed</p> <p>b. Dress code for PG students: HoDs are requested to inform PG students to maintain formal dress code during College hours.</p>	Continuous	All HoDs
<p>Copy to :</p> <p>Principal, Vice Principal' Office, All HoDs, Associate Dean (s), AGM – HR, Academic Admin Team</p>		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	30.01.2016
		Page No.	3 of 3

Note:

All the HODs & Asso. Dean (s) Deans are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the minutes shall be forwarded to the undersigned.

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2015 – 2016 :5	
Venue		:	Conference Hall	Date	05.02.2016	
Members Present		:	Principal, Vice-Principal, HoDs (Civil, CSE, IT, ECE, EEE, Mech., Power Engg, Chemical Engg, Asso. Dean (F & S), Asso Dean (R & D), CE			
No.	Points Discussed				Tgt. Date	Responsibility
1	Review of the HoDs Meeting # 4					
	a. Introduction of self-study topics beyond curriculum:					
	• Reviewed the progress of Introduction of self-study topics in each unit. The topics shall be framed meticulously such that students can study on their own. Some weightage shall be given in the test & exam for such topics.				29.02.2016	All HoDS
	b. Establishment of Centre of Excellence:					
	• HoDs are requested to send the roadmap of Centre of Excellence by 06 th Feb, 2016				06.02.2016	All HoDS
	c. Establishment of Skill Development Centre by NEF:					
	• Reviewed the progress of Establishment of Skill Development Centre by NEF. HoDs are requested to inform the students to pay the registration fee in given time and also requested to nominate Two/Three faculty from each department to monitor the quality of transactions during NEF training program as per the schedule.				08.02.2016	All HoDS
2	Academics					
	a. Attendance and Target for sessional Test – II:					
	• HoDs are requested to ensure the student’s response rate on paper during sessional test and see that students should be seated minimum one hour in examination hall during sessional test.				Continuous	All HoDS
	b. Academic Regulation 2016-2017 & Curriculum Structure:					
	• Reviewed the Academic Regulation 2016-17 & Curriculum Structure and requested the HoDs for suggestions for improvement, if any, particularly with course-wise attendance, Term paper, Audit course and credits as per UGC guidelines.				15.02.2016	All HoDS

3	<p>Student development activities</p> <p>a. Project Exhibition for Annual Day:</p> <ul style="list-style-type: none"> HoDs are requested to identify four best Projects in each department for public exhibition during Annual day celebrations and it is resolved to invite nearby colleges, schools for Exhibition. Mock Exhibition will be planned on 29th Feb, 2016. <p>b. Students response rate on Saturday:</p> <ul style="list-style-type: none"> It was brought to the notice of the HoDs that the students strength/attendance was not up to the expected level. HoDs are requested to improve the students strength in Saturday's classes. Further, HoDs and the Associate Dean (F&S) are further requested to monitor this very seriously. <p>c. Late comers:</p> <ul style="list-style-type: none"> HoDs are requested to ensure that the percentages of Late comers are reduced day-by-day so that students movement during working hours can be reduced. <p>d. Status of Hobby Projects</p> <ul style="list-style-type: none"> Reviewed the status of Hobby Projects all departments Hobby projects exhibitions going as per the schedule. 	<p>29.02.2016</p> <p>Continuous</p>	<p>All HoDS</p> <p>All HoDS</p> <p>All HoDS</p> <p>All HoDS</p>
4	<p>Any other Matter</p> <p>a. 13th and 14th Feb, 2016 working days:</p> <ul style="list-style-type: none"> In view of VVIP visit and students interaction on 14th Feb, 2016, the college declares working days on 13th and 14th Feb, 2016. On those two days, Monday and Tuesday time tables shall be followed. HoDs are requested to inform the students and faculty should come with a formal dress code. <p>b. Students movements outside during working hours:</p> <ul style="list-style-type: none"> HoDs are requested to see that, not to allow the students outside the campus during working hours. <p>c. Constitution of Committees as per AICTE:</p> <ul style="list-style-type: none"> Anti-Ragging committee Internal Complaints committee Committee for SC &ST Grievance Redressal committee 	<p>13.02.2016</p>	<p>All HoDs</p>
Copy to :		Prepared by	PA – Vice Principal

Principal, Vice Principal' Office, All HoDs, Associate Dean (s), AGM – HR, Academic Admin Team	Approved by	Vice – Principal
	Date	09.02.2016
	Page No.	3 of 3

Note: All the HODs & Asso. Dean (s) Deans are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the minutes shall be forwarded to the undersigned.

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2015 – 2016 :6		
Venue		:	Conference Hall	Date	12.02.2016		
Members Present		:	Principal, Vice-Principal, HoDs (Civil, CSE, IT, ECE, EEE, Mech., Power Engg, Chemical Engg, Asso. Dean (F & S), Asso Dean (R & D), CE				
No.	Points Discussed				Tgt. Date	Responsibility	
1	Review of the HoDs Meeting # 5 <ul style="list-style-type: none">Reviewed the minutes of the previous HoDs meetings and confirmed						
2	Academics a. TPR (Test Performance Report) of 2nd years: <ul style="list-style-type: none">Reviewed the 1st sessional performance of 2nd years of all branches. HoDs are requested to see that bench mark of minimum 75% of students should maintain 6.00 CGPA in all semesters. Also the HoDs are further requested to reduce the student’s absentees in internal test. b. Class alternative arrangements by the faculty going on leave: <ul style="list-style-type: none">HoDs are requested to monitor the classes regularly hour by hour and see that, if any faculty goes on leave they should made alternate arrangements for classwork in their absence.				Continuous	All HoDS	
					Continuous	All HoDS	
3	Student development activities a. Student NFC skill development program: <p>Vice Principal informed that, NFC skill development program 1st Phase for 3rd year students is postponed to 19th Feb, 2016.</p> b. Students outing time: <p>Deliberated the timings of outing time for Hostellers, members suggested to go with present timings for student outing from 4:30PM to 8:30PM.</p> c. Student innovation growth program 2016- DST <p>HoDs are requested to see the DST website and encourage students to participate in Student innovation growth program 2016 organized by DST.</p>				Feb, 2016	All HoDs	
					Continuous	All HoDs	

4	<p>Any other Matter</p> <p>a. Head – CDC requested HoDs to send the list of students who registered for GATE - 2016 Examination and inform the students TCS portal always on if they wants to do some activities they can access through portal.</p> <p>b. HODs are requested to identify and Tie up with the Industries who are interested to looking for Branding through our International Conference “Sustainable developments and Practices in Science, Engineering & Technology” scheduled from 2nd to 4th Feb, 2017.</p> <p>c. Vice Principal informed HoDs, Google is calling for Fresh recruitments for fresher’s. HoDs concerned are requested to inform the students to apply individually.</p>		All HoDs
Copy to : Principal, Vice Principal’ Office, All HoDs, Associate Dean (s), AGM – HR, Academic Admin Team		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	16.02.2016
		Page No.	2 of 2

Note: All the HODs & Asso. Dean (s) Deans are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the minutes shall be forwarded to the undersigned.

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2015 – 2016 :7	
Venue		:	Conference Hall	Date	04.03.2016	
Members Present		:	Principal, Vice-Principal, HoDs (Civil, CSE, IT, ECE, EEE, Mech., Power Engg, Chemical Engg) Asso Dean (R & D), CE			
No.	Points Discussed				Tgt. Date	Responsibility
1	Review of the HoDs Meeting # 6 <ul style="list-style-type: none">All HoDs are kindly requested to forward the curriculum & Syllabus on or before 17th March, 2016 to the the Dr. M. Krishna Prasad, Professor I/C of Autonomy Affairs. The template shall be circulated by the Dr. M. Krishna Prasad.Reviewed the remaining minutes of the previous HoDs meetings and confirmed				17.03.2016	All HoDS
2	Academics <ul style="list-style-type: none">TPR (Test Performance Report) of 2nd Internal test (4th years): Reviewed the Test Performance Report of 2nd Internal test for 4th years for all branches, it is found that some of the subjects are not to the minimum requirement of 90% of Pass percentage in 2nd sessional. Vice Principal requested HoDs to compare the sessional test performance with previous sessional exams and informed HoDs that, he will meet with individual faculty who are having less than 90% pass percentage on one-to-one basis.NBA Process – Progress:Academic Regulation –Internship: Discussed the Academic Regulations for Internship. The following points are reinforced to the HoDs for Internship Full Semester Internship: Selection for the FSI among the interested students is subject to the following norms prescribed by CDC<ul style="list-style-type: none">Minimum CGPA cut-off up to 5th semester as prescribed by CDCCompetency mappingFSI opportunities availableSelection process by the companyWithdraw from FSI: The student shall be allowed to drop FSI course either 7th or 8th semester within 4 weeks from the commencement of the FSI Program due any uncertainty from either side. In such case s/he will automatically entered into Non-FSI pattern of curriculum, and s/he needs to register for respective courses in that semester and appear for semester and end examinations. If any student withdraws from FSI course after the stipulated period mentioned in the clause 10.d, s/he				Continuous	All HoDS
					Continuous	All HoDS

	<p>will be considered as detained from the semester. S/he needs to register for the semester in the next academic year.</p> <p>It is resolved to organize sensitization program on Internship for 8th semester students on 09th Mar, 2016 at Auditorium</p> <ul style="list-style-type: none"> Lecture plan – LAN Based Courses: <p>Vice Principal informed, all HoDs to closely monitor the preparations of LAN Based courses according to new format and inform the faculty to maintain quality while uploading the LAN courses.</p>	Continuous	All HoDS
3	<p>Student development activities</p> <p>A. Students handling</p> <ul style="list-style-type: none"> HoDs are requested to inform faculty not use hard words/filthy language to students. 	Continuous	All HoDS
4	<p>Any other Matter</p> <p>a. Annual Day – 2016</p> <ul style="list-style-type: none"> Prof. V.S.S. Kumar, Vice Chancellor is the chief guest for Annual day and guest of Honors Mr. K Siva kumar Naidu. I.A.S & Mrs. B. Sandya, Municipal Commissioner and remaining Annual Day related works are reviewed. In view of Annual day scheduled on 26th March, 2016 to avoid multiple Holidays during 3rd week of March, 25th March, 2016 will be declared as a working day. It was unanimously decided by all the members of the meeting. It is resolved to conduct a Hobby project exhibition only on 26th March, 2016 <p>b. Dress code for staff and students:</p> <ul style="list-style-type: none"> HoDs are requested to inform the faculty to wear ID cards during their presence in the campus and inform PG students to maintain formal dress code during college Hours Sri.B V R Mohan Reddy, Chairman NASSCOM will be visiting the campus on 22nd March, 2016 he will interact with CSE and IT students and selected faculty after common meeting with all final year students. CE requested to conduct a survey for the students who are having less than 65% in attendance in all years and HoDs are requested to inform the parents through phone about their ward attendance 	<p>26.03.2016</p> <p>Continuous</p>	<p>All HoDs</p> <p>All HoDs</p>
<p>Copy to : Principal, Vice Principal' Office, All HoDs, Associate Dean (s), AGM – HR, Academic Admin Team</p>		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	10.03.2016
		Page No.	2of 2

Note: All the HODs & Asso. Dean (s) Deans are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the minutes shall be forwarded to the undersigned.

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2015 – 2016 :8	
Venue		:	Conference Hall	Date	29.03.2016	
Members Present		:	Principal, Vice-Principal, HoDs (Civil, CSE, IT, ECE, EEE, Mech., Power Engg, Chemical Engg) Asso Dean (R & D), CE			
No.	Points Discussed				Tgt. Date	Responsibility
1	Review of the HoDs Meeting # 7 <ul style="list-style-type: none">Reviewed the remaining minutes of the previous HoDs meetings and confirmed					
2	Academics Guidelines for Subject Allotment <ul style="list-style-type: none">Experienced faculty members can go for lower semestersFaculty specialization is to be considered while allotting the subjectDecide the faculty in-charge and assistance for the Laboratory, seminar and tutorial classes (mandatory)Laboratory classes should be handled by the faculty who are handling the corresponding theory subjectsEach Laboratory 1+1 faculty for a strength of 30/batch, tutorial 1+1 faculty , seminar 1+1 faculty, for a strength of 60/batch. Guidelines for Time-Table Preparation <ul style="list-style-type: none">Subject hours should be evenly distributed in both FN and AN sessionAnalytical subjects can be given preference in the FN sessionLaboratory hours can be incorporated in the AN session, if possibleTutorial hours preferably after morning tea break or last hourLaboratory hours can be planned on alternate days for a class, if possibleNo consecutive classes for a faculty, even in a tea or lunch break (may be difficult for faculty handling first year, timing problem)Avoid two theory hours for same subject in a dayEnsure that allotted faculty members for Laboratory, tutorial, seminar, placement are available for entire duration of classEC & CC Activities preferably in AN session after 3.00PM in consultation with coordinator S&SRemedial classes should in the last hour				Continuous	All HoDS
					Continuous	All HoDs
					Continuous	All HoDS

3	Any other Matter <ul style="list-style-type: none">• Internship: Deliberated the Internship related issues and plan for forthcoming internship. HoDs are given some proposals for internship it is resolved that, before considering all the opinions to organize meeting with Internship coordinators and HoDs on 30th March, 2016 and It is proposed to include 1st year faculty in Internship team.• Syllabus coverage: HoDs are requested to send the details of syllabus coverage of 3rd and 4th years by 30.03.2016• Inner Excellence workshop: It is resolved to organize a workshop for faculty on “<i>Inner Excellence</i>” during April, 2016 by Mr.PNS Murthy, Advisor, corporate relations, Bangalore. Mrs. R.Siva Ranjani, Associate Professor department of CSE will be coordinating for the workshop It is resolved to include one hour for Inner Excellence in regular time table teach by our faculty.• Video Lectures: HoDs are requested to send the names of the faculty who are interested in Video lecturing by 30.03.2016	30.03.2016	All HoDs
		30.03.2016	All HoDs
		April, 2016	All HoDs
		30.03.2016	All HoDS
Copy to : Principal, Vice Principal’ Office, All HoDs, Associate Dean (s), AGM – HR, Academic Admin Team		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	30.03.2016
		Page No.	2of 2

Note: All the HODs & Asso. Dean (s) Deans are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the minutes shall be forwarded to the undersigned.

Name of the Meeting		:	HoDs Meeting	Ref. No.	GMRIT / 2015 – 2016 :9	
Venue		:	Conference Hall	Date	22.04.2016	
Members Present		:	Vice-Principal, HoDs (Civil, CSE, IT, ECE, EEE, Mech., Power Engg, Chemical Engg) CE, In charge of Academic Section			
No.	Points Discussed				Tgt. Date	Responsibility
1	Review of the HoDs Meeting # 8 <ul style="list-style-type: none">Reviewed the minutes of the previous HoDs meetings and confirmed				Ongoing	All HoDs
2	Academics A. Establishment of Academic Section <ul style="list-style-type: none">Dr. V. S. S. R. Gupta, Professor of Mathematics, is identified as a Professor i/c. for Academic Section, a part of COE to monitor the academic affairs in association with AMC coordinators. B. Progress of LAN Based Courses <ul style="list-style-type: none">HoDs are requested to maintain deadlines for uploading the upgraded LAN Based Courses. C. Status of Time Table – Prof. I/C of Academic section to report <ul style="list-style-type: none">Prof. i/c of academic section is requested to ensure the completion of Time Table on or before 27.04.2016 D. Students Mentoring system <ul style="list-style-type: none">Vice Principal informed HoDs, regarding the significance of mentoring. Also requested HoDs to implement student mentoring in true sense in the department E. Status of course files Audit - Prof. I/C of Academic section to report <ul style="list-style-type: none">Prof. I/C of Academic section informed to submit Course file Audit report by Wednesday i.e. 27th April, 2016 F. Review of NBA <ul style="list-style-type: none">HoDs of Civil, EEE and CSE requested to prepare compliance report and HoD of IT requested to prepare SAR by 1st July, 2016				Continuous	Prof. i/c concerned
					Ongoing	All HoDs
					27.04.2016	All HoDs + Dr.VSSR. Gupta
					Ongoing	All HoDs
					27.04.2016	All HoDs
					1 st July, 2016	HoDs (EEE, CE, CSE) &IT

3	Student Development Activities		
	A. Students Attendance: <ul style="list-style-type: none">HoDs are requested to give necessary instructions to faculty members to put meticulous care in calculating the student’s attendance before forwarding to CoE office.	Ongoing	All HoDs
	B. Thanks giving party /students stay at Hostels: <ul style="list-style-type: none">HoDs are requested to plan for “Thanks giving party” only on 23rd April, 2016 for all Branches.Vice Principal informed HoDs, to permit 4th year students who are having supplementary examinations based on their request to stay in Hostels for those days	23.04.2016	All HoDs
	Any other Matter		
	A. Graduation Day <ul style="list-style-type: none">It is informed that, Graduation Day of GMRIT is rescheduled to 18th June, 2016	18.06.2016	
	B. CRT classes <ul style="list-style-type: none">HoDs are requested to inform students to attend CRT classes and attendance is compulsory		
	C. HoDs are requested to inform faculty, who are handling 1 st year classes from 09 th -15 th May, 2016 and take the regular classes as per the Time Table during summer vacation	On going	All HoDs
	D. It is resolved to conduct a HoDs meeting last Friday in every month with the detailed presentation by every HoD		
Copy to : Principal, Vice Principal’ Office, All HoDs, Associate Dean (R&D),		Prepared by	PA – Vice Principal
		Approved by	Vice – Principal
		Date	30.04.2016
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Note: All the HODs & Asso. Dean (R&D) are requested to circulate this among the members of faculty of their respective departments and also to discuss these minutes in the Staff Meeting of their departments and the minutes shall be forwarded to the undersigned.