**Minutes of Meeting**

**SRVDHC//PRINCIPAL/MOM/11/2022-2023 17-08-2023,**

The meeting with the Principal was held on **17-08-2023,** Thursday at 03.00p.m. in the Principal room. The following members were present in the meeting.

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| **S.No.** | **Name** |
|  | Dr.A.DINGDONG, Principal |
|  | Dr.K.DUMM, Academic Coordinator |
|  | Mr.P.HILL, HoD / Mech |
|  | Mr. N.ZUNSONG HoD / EEE |
|  | Mrs.J.Sivasri, HoD / S&H |
|  | Mr.M.BIKISF, HoD/ CSE |
|  | Mrs.MONK HoDi/c/ AI & DS |
|  | Mr.WOO LEE HoD / Agri |
|  | Mr. Krishnan, HoD / ECE |
|  | Ms.Sharmi, Asst. Professor / CSE |

**Agenda:ACADEMIC**

**Academic Ambiance:**

* All the academic activities should be par with the academic calendar.
* All the scheduled programs and value added courses should be conducted on time.

**Discipline:**

* Discipline committee is doing its duty well. However, it is viewed that there is no serious follow-up of the notorious and late-coming students. The committee is advised to take necessary remedial actions.
* It is strictly informed that there should be no body-handling of the students and no usage of unparliamentarily words in any case.
* Wearing shoes becomes mandatory for the forthcoming II year students inside the campus. All other students will be gradually tuned.

**Attendance:**

* Attendance should be marked at least twice in a day. i.e., morning and afternoon and intimate the parents.
* Attendance for the students up to till-date has to be displayed in the notice boards. Attendance-lacking students should have been highlighted and communicated.

**Fees payment:**

* All the first year students should have paid full or at least a considerable amount of their fee by Friday (18-08-2023).

**Surprise inspection:**

* There may be surprise inspection for the UG,PG courses at any time.
* In this regard, master attendance should be prepared for both last and current academic year for UG ,PG students.

**Registry of programs:**

* Details of all the programs conducted from 27-07-2023 and programs to be conducted must be entered in the register maintained at the office.
* All the hard and soft copies related to the programs must be safely stored for future reference.

**Weekend holiday:**

* As per the academic calendar, it has been decided that the I and III Saturday of every month will be holiday for the students. II and IV Saturday will be working day for all.
* The I Saturday will be working day for staff members for the purpose of NAAC accreditation work and III Saturday will be holiday for staff members too. However, the staff may utilise it to complete the NAAC work if they wish.

**Principal**