

## HODs ONLINE MEET 2 - 7th April 2020

Looking into the COVID-19 situation, Lockdown in the Country and as per the guidelines of the Govt, DBATU, AICTE; the online meeting (Video Conference) with all Heads was conveyed by Principal on 7th April @ 1 pm. The issues discussed in the meeting are as below -

- 1) Conduction of Online Lectures by all Deptt. with immediate effect. It should be communicated immediately to all students through respective faculty members for proper execution.
- 2) As planned by FE Head, all HODs to prepare time table for each faculty for 40 minutes lecture. Video lectures can also be prepared and arranged.
- 3) Feedback on online training / courses attended by faculty before 31st March was taken. They should also register for SWYAM online courses.
- 4) Admission Campaigning - students data collected from each faculty be referred for further execution. If required help from Office Attendant be taken to get scanned images, who is in campus.
- 5) DBATU - all mid-sem exam and CAs will be only online mode. Q.papers and online exam conduction should be done by concerned faculty/Coordinator as per the guidelines of Dean (Exam). Dean - Exam will provide necessary guidelines.
- 6) Required technical support for students online exam/online classes, necessary Forms and publicity on Website be provided by Prof SA Babar and HOD CSE.
- 7) If Lockdown continues beyond 15th April, regular online lectures/classes needs to be conducted by all Deptt and from today itself they should prepare plan accordingly.
- 8) All Heads should be in regular touch with their faculty to complete all online activities and convey necessary instructions.

Finally the meeting was concluded with vote of thanks.