

## HODs Online Meeting - 02/05/2020

Looking into the COVID-19 lockdown situation, the online meeting of all heads of the deptt. was conducted by the Principal on 02/05/2020 at 3.00 pm. Hon'ble Chairman, JT.Secretary & CEO were special invitees on this occasion. The points discussed as per the agenda are as below -

### 1) Review on Online classes/lectures conduction -

Review on departmentwise Online classes/lectures conduction & syllabus completion was taken. Accordingly the data placed before the meeting is as - FE-52, Civil-05, Electrical-10, Auto-05, Mech-02, CSE-14, ETC-0 and Diploma-30(through YouTube channel) & zoom.

Some of the departments have provided video recorded/youtube lectures to the students.

After above review, all heads were informed to prepare a time-table, preferably during morning time, from 4th May onwards for remaining online lectures to complete the syllabus.

It is also pointed out that those staff have not network facility/problems at their residence may come & stay in Campus and conduct online sessions. Necessary facility will be provided to them.

### 2) Examination conduction -

Yesterday the meeting of all Principals with VC, BATU was held, and as per the UGC guidelines the University will prepare academic plan and exam pattern & schedule. It is expected soon.

BATU has consented to conduct online mid-term exam as per the convenience of colleges. The Dean - Exam is informed to now plan the schedule with effect from Monday for execution by HODs.

### 3) Admission Counselling Status-

The review on ongoing admission activities was taken. Around 3000 students data is provided by Dean-Admission. He has planned to call daily 100 students through Lab Asistants. Also plans are to conduct mock test on 10th May.

### 4) Our area is under orange zone, and minimum 30 % staff can attend college w.e.f 4th May 2020. To plan all above issues and discuss further all HODs informed to attend college on Monday @ 10 am.

After thorough discussions on the above issues, the meeting was concluded with vote of thanks.

