

HOD Meeting Report



BHARATHIYAR
INSTITUTE OF ENGINEERING FOR WOMEN
DEVIYAKURICHI, SALEM – 636112
(Approved by AICTE and Affiliated to Anna Univeristy)



BHARATHIYAR INSTITUTE OF ENGINEERING FOR WOMEN
Deviyakurichi-636 112

ACADEMIC YEAR

2021-2022



BHARATHIYAR INSTITUTE OF ENGINEERING FOR WOMEN
Deviyakurichi -636 112

HoD's Meeting with Principal through Online

Virtual Meeting- Zoom Meeting

Topic: HOD'S MEETING Online

Time: Apr 7, 2021 10:40 AM Mumbai, Kolkata, New Delhi

Period of Review:23.03.2021 to .07.04.2021

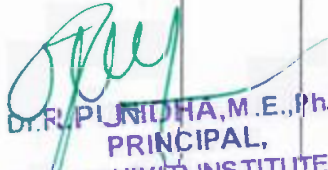
Date of Meeting:07.04.2021

Link: <https://us04web.zoom.us/j/159333914>

Meeting ID: 159 333 914

The Principal welcomed all the members and expressed his joy that all the members could attend the meeting in spite of difficulties due to the pandemic preventive measures taken in the city.


Point of Review	Decision Taken	Target Date	Responsibility	Action Taken	Completion Date
ACADEMIC CALENDAR	<ul style="list-style-type: none">The Principal informed that she has attended a meeting conducted by Zonal Officer Virtual Meeting on 14.04.2021 where important issues regarding the academic Calendar notified by Anna University was discussed.	-NA-	-NA-	-NA-	-NA-
ON-LINE ADMISSION:	<ul style="list-style-type: none">The meeting thanked Website Committee for initiating the preparation of software for on-line admission which is now ready to be in use. It was decided that Mr. M. Karthikeyan/CSE be requested to be in-charge of the admission process and handle the software.	-NA-	Admission Cell Department coordinator	-NA-	-NA-
ATTENDANCE MARKS	<ul style="list-style-type: none">Attendance Marks will be given as per below for the attendance counted till the last date when classes were suspended by order from Govt. of Tamil Nadu due to Lockdown.	-NA-	All HoD's	-NA-	-NA-


D. R. P. UNIDHA, M.E., Ph.D.,
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PRACTICAL EXAMINATION	<ul style="list-style-type: none">Practical examination to start from 18.5.2021. Each department is to make necessary arrangements for its department in consultation with the Examination Department if any Practical examination is necessary.	-NA-	HoD's	-NA-	-NA-
HOSTEL	<ul style="list-style-type: none">If there are students outside of the state, they are to be informed to reach Salem on 1 June to be able to go through the 14 days quarantine period so as to be able to join classes from 17th June, 2021.	-NA-	NA-	-NA-	-NA-
FEE COLLECTION	<ul style="list-style-type: none">For the academic year (2021-2022) odd Semester fees, intimated all the students to pay as early as possibleLast date to pay the Tuition Fees is 11.09.2021Students those who are paid their fees through NEFT/RTGS and Paytm are asked to send the payment proof along with student name. Roll Number and Department to cashier@biew.ac.in	11.09.2021	Class Advisors and HoD's	-NA-	-NA-
CLASS	<ul style="list-style-type: none">As per the academic calendar, it was resolved that after 17 June, 2021 any teacher of the	15.09.2021	Scholarship In charge	-NA-	-NA-


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	to call students to conduct classes if necessary.				
HOD'S MEETING	<ul style="list-style-type: none">All department HoD's are asked to submit the department Minutes of Meeting(MoM) within the next day of principal meeting on or before 03.30pm	-NA-	HoD's	-NA-	-NA-
Whatsapp	<ul style="list-style-type: none">Create Whatsapp group Name Biewremote work (create before 15.04.2021)	-NA-	-NA-	-NA-	-NA-
Mail	<ul style="list-style-type: none">New Staff can get domain mail id (___@biew.ac.in) from the System Admin.	-NA-	-NA-	-NA-	-NA-

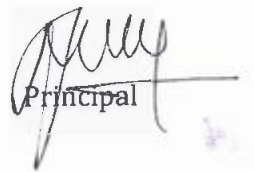
Members attended the Zoom Meeting:

Department	Name of the Faculty Incharge
CIVIL	Mrs.R.Prema
CSE	Mr.M.Karthikeyan
EEE	Mrs.K.C.Kavitha
ECE	Mrs.M.Sowmiya
S&H	Mr.V.Dharmalingam

Prepared by: System Admin

Cc to: Management, AllHoDs, AllStaffs, File


Dr.R.PUNITHA, M.E., Ph.D.,
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Principal



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Deviyakurichi-636 112

HoD's Meeting with Principal through Online

Virtual Meeting- Zoom Meeting

Topic: HOD'S MEETING Online

Time: June 22, 2021 10:40 AM Mumbai, Kolkata, New Delhi

Period of Review: 07.04.2021 to 22.06.2021


Date of Meeting: 22.06.2021

Link: <https://us04web.zoom.us/j/159333914>

Meeting ID: 159 333 914

The Principal welcomed all the members and expressed his joy that all the members could attend the meeting in spite of difficulties due to the pandemic preventive measures taken in the city.

Point of Review	Decision Taken	Target Date	Responsibility	Action Taken	Completion Date
AICTE	<ul style="list-style-type: none">Aicte submission- Hard copy and Softcopy of AICTE/COA/DGS approval duly attested (each page) by Principal of the college for the academic year 2021-22 to the directorate, central for affiliation of institution, Chennai on before 25.06.2021	25.06.2021			
HoD's Meeting	<ul style="list-style-type: none">All department HoD's are asked to submit the department Minutes of Meeting(MoM) within the next day of principal meeting on or before 03.30pm	-NA-	HoD's	-NA-	-NA-


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Members attended the Zoom Meeting:

Department	Name of the Faculty Incharge
CIVIL	Mrs.R.Prema
CSE	Mr.M.Karthikeyan
EEE	Mrs.K.C.Kavitha
ECE	Mrs.M.Sowmya
S&H	Mr.V.Dharmalingam

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DR. P. UNNIKRI SHAN, M.E., Ph.D.,
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HoD's Meeting with Principal through Online

Virtual Meeting- Zoom Meeting

Topic: HOD'S MEETING Online

Time: Nov15, 2021 10:40 AM Mumbai, Kolkata, New Delhi

Period of Review:22.03.2021 to 15.11.2021

Date of Meeting:15.11.2021

Link: <https://us04web.zoom.us/j/159333914>

Meeting ID: 159 333 914

The Principal welcomed all the members and expressed his joy that all the members could attend the meeting in spite of difficulties due to the pandemic preventive measures taken in the city.

Point of Review	Decision Taken	Target Date	Responsibility	Action Taken	Completion Date
Scholarship	<ul style="list-style-type: none">Google sheet- Update all the details in the given format.	-NA-	-NA-	-NA-	-NA-
SMS	<ul style="list-style-type: none">Result should send through SMS	-NA-	All HoD's	-NA-	-NA-


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CIVIL	Mrs.R.Prema
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EEE	Mrs.K.C.Kavitha
ECE	Mrs.M.Sowmiya
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Virtual Meeting- Zoom Meeting

Topic: HOD'S MEETING Online

Time: Dec01, 2021 10:40 AM Mumbai, Kolkata, New Delhi

Period of Review: 15.11.2021 to 01.12.2021

Date of Meeting: 01.12.2021

Link: <https://us04web.zoom.us/j/159333914>

Meeting ID: 159 333 914

The Principal welcomed all the members and expressed his joy that all the members could attend the meeting in spite of difficulties due to the pandemic preventive measures taken in the city.


Point of Review	Decision Taken	Target Date	Responsibility	Action Taken	Completion Date
Project	<ul style="list-style-type: none">Prepare Final year project, Mini Project.	-NA-	-NA-	-NA-	-NA-
Whatsapp	<ul style="list-style-type: none">All staff Should reply and respond in biewforum	-NA-	-NA-	-NA-	-NA-
Exam	<ul style="list-style-type: none">Produce the Result analysis and submit to principal	-NA-	All HoD's	-NA-	-NA-
TC Work	<ul style="list-style-type: none">All final year photo will be taken.	-NA-	Class Advisors and HoD's	-NA-	-NA-

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EEE	Mrs.K.C.Kavitha
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S&H	Mr.V.Dharmalingam

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HoD's Meeting with Principal through Online

Virtual Meeting- Zoom Meeting

Topic: HOD'S MEETING Online

Time: Dec04, 2021 10:40 AM Mumbai, Kolkata, New Delhi

Period of Review: 01.12.2021 to .04.12.2021

Date of Meeting: 04.12.2021

Link: <https://us04web.zoom.us/j/159333914>

Meeting ID: 159 333 914

The Principal welcomed all the members and expressed his joy that all the members could attend the meeting in spite of difficulties due to the pandemic preventive measures taken in the city.


Point of Review	Decision Taken	Target Date	Responsibility	Action Taken	Completion Date
Passport/Pan Card/Driving License	<ul style="list-style-type: none">Get the Interested Students list to apply for Passport/Pan Card/Driving License	-NA-	-NA-	-NA-	-NA-
Seminar	<ul style="list-style-type: none">GATE Seminar at Seminar Hall	-NA-	Class Advisors and HoD's	-NA-	-NA-
Scholarship	<ul style="list-style-type: none">Concerned department BC/MBC & SC/ST Scholarship students are asked to collect the scholarship renewal application from the office.	-NA-	-NA-	-NA-	-NA-
Exam	<ul style="list-style-type: none">2 Mark Test.				

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HoD's Meeting with Principal through Online

Virtual Meeting- Zoom Meeting

Topic: HOD'S MEETING Online

Time: Dec8, 2021 10:40 AM Mumbai, Kolkata, New Delhi

Period of Review:04.12.2021 to 08.12.2021

Date of Meeting:08.12.2021

Link: <https://us04web.zoom.us/j/159333914>

Meeting ID: 159 333 914

The Principal welcomed all the members and expressed his joy that all the members could attend the meeting in spite of difficulties due to the pandemic preventive measures taken in the city.


Point of Review	Decision Taken	Target Date	Responsibility	Action Taken	Completion Date
Admission Cell	<ul style="list-style-type: none">Concentrate on ME Admission	-NA-	-NA-	-NA-	-NA-
YRC	<ul style="list-style-type: none">Give details to Newspaper	-NA-	All HoD's	-NA-	-NA-
TC Work	<ul style="list-style-type: none">All final year photo will be taken(21.01.2022)	-NA-	Class Advisors and HoD's	-NA-	-NA-

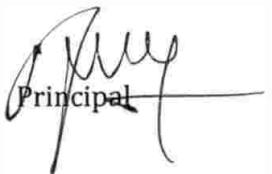
Members attended the Zoom Meeting:

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HoD's Meeting with Principal through Online

Virtual Meeting- Zoom Meeting

Topic: HOD'S MEETING Online

Time: Dec15, 2021 10:40 AM Mumbai, Kolkata, New Delhi

Period of Review:08.12.2021 to.15.12.2021

Date of Meeting:15.12.2021

Link: <https://us04web.zoom.us/j/159333914>

Meeting ID: 159 333 914

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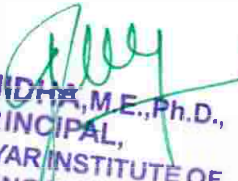
Point of Review	Decision Taken	Target Date	Responsibility	Action Taken	Completion Date
Scholarship	<ul style="list-style-type: none">First Year, B.E, Collect all originals from students	-NA-	-NA-	-NA-	-NA-
Book	<ul style="list-style-type: none">Damaged Book Binding	-NA-	-NA-	-NA-	-NA-
Pan/passport/License	<ul style="list-style-type: none">Make the students' detail	-NA-	-NA-	-NA-	-NA-

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HoD's Meeting with Principal through Online

Virtual Meeting- Zoom Meeting

Topic: HOD'S MEETING Online

Time: Dec22, 2021 10:40 AM Mumbai, Kolkata, New Delhi

Period of Review:15.12.2021 to 22.12.2021

Date of Meeting:22.12.2021

Link: <https://us04web.zoom.us/j/159333914>

Meeting ID: 159 333 914

The Principal welcomed all the members and expressed his joy that all the members could attend the meeting in spite of difficulties due to the pandemic preventive measures taken in the city.


Point of Review	Decision Taken	Target Date	Responsibility	Action Taken	Completion Date
Sick Note	<ul style="list-style-type: none">No need to write letter for sick student, directly enter in the sick note.	-NA-	-NA-	-NA-	-NA-
Staff	<ul style="list-style-type: none">Staff should update work progress in Google sheet.	-NA-	-NA-	-NA-	-NA-
Lab	<ul style="list-style-type: none">Skilled staff should be present in lab	-NA-	All HoD's	-NA-	-NA-
HoD's Meeting	<ul style="list-style-type: none">All department HoD's are asked to submit the department Minutes of Meeting(MoM) within the next day of principal meeting on or before 03.30pm	-NA-	HoD's	-NA-	-NA-

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HoD's Meeting with Principal through Online

Virtual Meeting- Zoom Meeting

Topic: HOD'S MEETING Online

Time: Jan2, 2022 10:40 AM Mumbai, Kolkata, New Delhi

Period of Review:22.12.2021 to 02.01.2022

Date of Meeting:02.01.2022

Link: <https://us04web.zoom.us/j/159333914>

Meeting ID: 159 333 914

The Principal welcomed all the members and expressed his joy that all the members could attend the meeting in spite of difficulties due to the pandemic preventive measures taken in the city.

Point of Review	Decision Taken	Target Date	Responsibility	Action Taken	Completion Date
Staff	<ul style="list-style-type: none">Staff should update work progress in Google sheet.	-NA-	-NA-	-NA-	-NA-
Department	<ul style="list-style-type: none">Staff Members those who are not taking class through online for the year (2020-21) are asked to work inside the college campus	-NA-	-NA-	-NA-	-NA-
HoD's Meeting	<ul style="list-style-type: none">All department HoD's are asked to submit the department Minutes of Meeting (MoM) within the next day of principal meeting on or before 03.30pm	-NA-	HoD's	-NA-	-NA-

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HoD's Meeting with Principal through Online

Virtual Meeting- Zoom Meeting

Topic: HOD'S MEETING Online

Time: Feb2, 2022 10:40 AM Mumbai, Kolkata, New Delhi

Period of Review: 02.01.2022 to 02.02.2022


Date of Meeting: 02.02.2022

Link: <https://us04web.zoom.us/j/159333914>

Meeting ID: 159 333 914

The Principal welcomed all the members and expressed his joy that all the members could attend the meeting in spite of difficulties due to the pandemic preventive measures taken in the city.

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Sick Note	<ul style="list-style-type: none">No need to write letter for sick student, directly enter in the sick note.	-NA-	-NA-	-NA-	-NA-
Staff	<ul style="list-style-type: none">Staff should update work progress in Google sheet.	-NA-	-NA-	-NA-	-NA-
Admission Cell	<ul style="list-style-type: none">Collect Last year name list for M.E Admission	-NA-	-NA-	-NA-	-NA-
Lab	<ul style="list-style-type: none">Skilled staff should be present in lab	-NA-	All HoD's	-NA-	-NA-
HoD's Meeting	<ul style="list-style-type: none">All department HoD's are asked to submit the department Minutes of Meeting(MoM) within the next day of principal meeting on or before 03.30pm	-NA-	HoD's	-NA-	-NA-
Department	<ul style="list-style-type: none">Staff Members those who are not taking class through online for the year (2020-21) are asked to work inside the college campus	-NA-	-NA-	-NA-	-NA-


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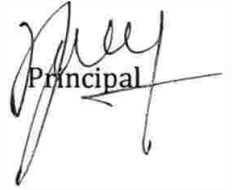
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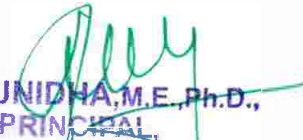
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HoD's Meeting with Principal through Online

Virtual Meeting- Zoom Meeting

Topic: HOD'S MEETING Online

Time: March22, 2022 10:40 AM Mumbai, Kolkata, New Delhi

Period of Review:02.02.2022 to 22.03.2022

Date of Meeting:22.03.2022

Link: <https://us04web.zoom.us/j/159333914>

Meeting ID: 159 333 914

The Principal welcomed all the members and expressed his joy that all the members could attend the meeting in spite of difficulties due to the pandemic preventive measures taken in the city.


Point of Review	Decision Taken	Target Date	Responsibility	Action Taken	Completion Date
Department	<ul style="list-style-type: none">Staff Members those who are not taking class through online for the year (2021-22) are asked to work inside the college campus	-NA-	-NA-	-NA-	-NA-
Staff	<ul style="list-style-type: none">Staff should update work progress in Google sheet.	-NA-	-NA-	-NA-	-NA-
HoD's Meeting	<ul style="list-style-type: none">All department HoD's are asked to submit the department Minutes of Meeting(MoM).	-NA-	HoD's	-NA-	-NA-


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