



ESTD: 1917

# University College of Engineering (AUTONOMOUS)

OSMANIA UNIVERSITY, HYDERABAD - 500 007



ESTD: 1929

No: 613 /Admn./UCE/OU/2024

Date: 26 .03.2024

Minutes of the Meeting of Heads of the Departments held on 19.03.2024 at 04.00 p.m. at e-Committee Room, Main Building UCE (A), OU.

### Members Present

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Prof. P.Chandra Sekhar       | - | I/c Principal, Vice Principal & Director CEEP |
| 2. Prof. Narsimhulu Sanke       | - | Director of Evaluation Exam Cell              |
| 3. Prof. P. Rajasekhar          | - | Head, CED                                     |
| 4. Dr. N. Susheela              | - | I/c Head, EEE                                 |
| 5. Prof. D. Ramakrishna         | - | Head, ECE                                     |
| 6. Prof. M. Chandrashekar Reddy | - | Head, Mech. Engg.                             |
| 7. Prof. M. Malani              | - | Head, BME                                     |
| 8. Prof. P. V. Sudha            | - | Head, CSE                                     |
| 9. Mr. M. Satish Kumar          | - | Dept. of Mining                               |
| 10. Sri. K. Rajender            | - | Deputy Registrar                              |

I/c Principal, UCE (A), OU has welcomed all the Heads of the Departments and Administrative Officers to the Meeting.

### **The I/c Principal has informed the following points in the Meeting:**

- Principal has requested all the Heads of the Departments to monitor for smooth conduct of the Student Technical Symposium to be held on 22<sup>nd</sup> & 23<sup>rd</sup> March, 2024. He requested the Heads of the Departments to safeguard the Donations received from the various agencies towards the Technical Symposium and the cash flow has to be controlled. The class work should not be disturbed and should be conducted till 20<sup>th</sup> March, 2024. All the Departments are going to conduct the flash mob at Arts College and at their respective Departments.

Contd.. 2

::2::

- a) Principal informed that a new initiative “Profiling of the Departments” is initiated to identify the gaps in the Departments in several aspects such as Infrastructure – Teaching & Learning – Placement – Mentoring etc and then approaching Alumni / Industry Experts through ‘OUCE Alumni Association’ for filling the identified gaps. A proforma is already shared with Department Coordinators. Head of the Departments are requested to oversee the progress of the work. Further, Governing Body appreciated our initiative and advised to constitute a Department Level Committee to monitor the progress.
- b) i) Principal has requested the Heads of the Departments to prepare and submit the Detailed Project Reports (DPR) with a budget upto Rs. 5 Crores, with an emphasis on state of art Equipment to cater the needs of UG students and removal of obsolete equipments and hiring of technical staff.
- c) To prepare and submit the Institutional Development Plan (IDP) of their respective departments on or before 10<sup>th</sup> April 2024, so as to present at the next Governing Body Meeting to be held tentatively on 15<sup>th</sup> April, 2024. The presentation of IDP by the respective Heads of the Department to the Principal is scheduled on 4<sup>th</sup> April, 2024.
- d) Principal has informed the Heads of the Departments to submit and settle all the Bills of their respective Departments latest by 23<sup>rd</sup> March, 2024 with regard to closing of accounts for the financial year 2023 – 2024.
- e) Heads of the departments are requested to submit Infrastructure Request to be proposed in the UCE budget 2024-25

The meeting was concluded with vote of thanks.

  
I/c PRINCIPAL  
PRINCIPAL  
Univ. College of Engg.(A)  
Osmania University