



# University College of Engineering

(AUTONOMOUS)

OSMANIA UNIVERSITY, HYDERABAD – 500 007.

*Minutes of the Heads meeting held on 27-12-2018 at 2.30 pm in Committee Room,  
Principal's office UCE, OU.*

## Members Present:-

1. Prof. Kumar Molugaram  
Principal, UCE, OU.
2. Prof. P.V.N Prasad  
Director, CDAAC, UCE, OU.
3. Dr. E. Vidya Sagar  
Vice-Principal, UCE, OU.
4. Prof. M. Manjula  
Director, Exam Cell, UCE, OU.
5. Mr. M. Venkateshwar Rao  
Head, Dept. of BME, UCE, OU.
6. Prof. M.A. Prasad  
I/c, Head, Dept. of Civil Engg., UCE, OU.
7. Mrs. B. Sujatha  
I/c, Head, Dept. Of CSE, UCE, OU.
8. Prof. P. Chandrasekhar  
Head, Dept. of ECE, UCE, OU.
9. Mr. M.V. Ramana Rao  
Head, Dept. of EE, UCE, OU.
10. Prof. P. Ushasri  
Head, Dept. of Mech Engg., UCE, OU.
11. Prof. A. Panasa Reddy  
Head, Dept. of Chemistry, UCE, OU.

*Supdt.  
Pl. arrange to  
open a separate  
file for  
Minutes.*

*Adm  
file  
ygs*

12. Dr. N. Narasimhulu  
Head, Dept. of Physics, UCE, OU.
13. Dr. Y. Rameshwar  
Head, Dept. of Mathematics, UCE, OU.
14. Dr. Saveen Souda  
Head, Dept. of English, UCE, OU.
15. Prof. G. Yesuratnam  
NBA Coordinator, UCE, OU.
16. Smt. P. Niveditha  
Assistant Registrar, UCE, OU.

At the outset the Principal welcomed the members to the meeting and discussed certain issues to work towards smooth functioning of the college.

- The Heads were requested to send the duly prepared II Semester Time-table which is commencing from 31.12.2018 and to communicate the same.
- The Heads of the Humanities and Science departments of the college were requested to mentor and monitor the students that the class work should not be missed and the teachers should also be monitored for the regular class work and alternate arrangements to be made in their absence
- Prof Yesuratnam Coordinator NBA, of the College has requested the Heads to send pre-qualifier of the Departments by 02.01.2019 and SAR of their faculty by 25.1.2019.
- The Heads of Humanities and Sciences of the college were requested to provide the information as requested by the Heads of the Engineering Departments.
- The faculty needs to display the attendance of IV, VI & VIII Semester students before 5<sup>th</sup> of every month and send a copy to the Principal's Office. The Heads should meet their respective faculty and make sure about the display of attendance in time. Mass bunking culture of the students to be avoided. If any student is irregular to the class work, his/her parents are to be informed.

- M.E. / M. Tech / Ph.D students / scholars who are getting GATE/TEQIP or any government scholarship are to be assigned with teaching / Lab work load as per UGC norms.
- The Heads of the departments to monitor how many got internships and how many have withdrawn and to keep record on the paper. The students who are going for outside internship need to submit an undertaking from their parents that institute is not responsible if anything goes wrong. List of students to be obtained from the placement officer, who have got offer letter from Industries and also to get the list of the students who have undertaken subjects through NPTEL courses.
- The salaries of the Non-Teaching staff of the college to be linked up to the Bio-Metric system. The print outs of the attendance for the month will be provided by Mr. Phani Bhushan through the Principal Office.
- The incoming timing of the staff between 10.45 AM to 11.15 AM will be treated as late and (3) lates will be treated as one leave and the employees coming to the office after 11.15 will be treated as no attendance.
- Faculty to mark their attendance in the Biometric system and also while leaving the college, and they are advised to take the classes regularly.
- Faculty to take permission before they go on leave (personal / official) through proper channel even for casual leaves. Professors to take prior permission from the Principal to avail leave. Faculty to make alternate arrangements when going on leave. The respective Heads should check and forward the application with due remarks on the alternate arrangements.
- Faculty to attend the Faculty Meeting punctually.

The meeting will be conducted normally on last Friday of every month at 4.00 pm upto 5.00 pm (3.45 to 4.00 pm snacks and tea). The Heads of the Departments to council their Faculty to attend the Faculty Meeting as a part of their job. The Faculty to submit explanation letter for their absence to the meeting.

- Faculty not to depute any other teacher in their place for evaluation i.e teacher who taught the subject should evaluate as the part of the job. The Chairpersons Board of Studies (A) should take care about this aspect by conducting meetings.
  
- Invigilation duties to be performed by the Regular Faculty / Contract Faculty / Research Scholars. i.e. in the ratio of 2 : 1 : 1 and the replacement arrangements also should be like wise and the invigilators to report to the Office of the Chief Superintendent of Exams before half an hour of the exam schedule.

The meeting ended with vote of thanks.

  
PRINCIPAL  
