



**Department of Mechanical Engineering**  
**Jawaharlal Nehru Government Engineering College**  
**Sundernagar, District Mandi (H.P.)-175018**

No. GEC/SNR/MED/2025-1454

Dated: 26/02/2025

**MINUTES OF THE MEETING HELD UNDER THE CHAIRMANSHIP OF**  
**HEAD, MECHANICAL ENGINEERING, JNGEC SUNDERNAGAR HELD**  
**ON 24-02-2025 PM AT 12:30 PM IN THE OFFICE OF HOD**

A meeting with the faculty and staff members of mechanical engineering department was held on dated 24-02-2025 at 12:30 PM in the office of HOD, ME, JNGEC, Sundernagar to discuss various departmental activities and academic issues under the chairmanship of Prof. Ritesh Koundal, Head, MED.

The following were present:

1. Dr. Mridul Sharma, Assistant Professor, MED
2. Er. Rohit Bhardwaj, Assistant Professor, MED
3. Er. Chetan Sharma, Assistant Professor, MED
4. Er. Sahil, Assistant Professor, MED
5. Er. Aman Sharma, Assistant Professor, MED
6. Sh. Tejinder, Lab Technician, MED
7. Sh. Amarjeet Singh, Workshop Instructor, MED
8. Sh. Kashmir Singh, Workshop Instructor, MED

At the very outset, the HOD welcomed all present in the meeting and thereafter the following points were discussed and decided:

1. The matter regarding the mid semester feedback from the students in compliance to office order no. GEC/SNR/Acad/Directorate Corr./Voll-II-132 dated 22/02/2025 was discussed. It is decided that HOD along with class incharges of 2<sup>nd</sup> and 3<sup>rd</sup> year will take the mid semester feedback from the students as per the performa supplied. The HOD will identify the subjects or particular topics in which students are facing difficulties and will direct the concerned subject teachers to repeat the topics and provide the notes(if required) well before end of semester in order to improve the learning ability of students. Also, the concerned class incharges were directed to maintain the record of above said feedback and at the end of semester they will submit the complied report in this matter to the HOD.
2. The matter regarding periodical examination marks, time and question paper format was discussed and all the faculty members were informed that 1<sup>st</sup> periodical examination was scheduled w.e.f. 6<sup>th</sup> March 2025 and the periodical examination will be of 30 marks

and the time allowed for said examination will be of 1 hour 30 minutes. Also, they all are directed to prepare the question papers of their concerned subjects as per the format received from the academic branch of this institution.

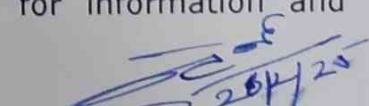
3. The matter regarding the faculty feedback received from the students for previous was discussed and accordingly apprised the faculty members who needs some improvement.
4. The matter regarding the apply for one week offline faculty development programme through AICTE Training & Learning (ATAL) Academy of AICTE was discussed. It was decided that department will apply for one week offline ATAL FDP on "Manufacturing & Industry 4.0". Prof. Ritesh Koundal and Dr. Mridul Sharma will be the Coordinator and Co-Coordinator for above said programme and they will submit online application on AICTE (ATAL) Portal for the same before 20<sup>th</sup> March 2025.
5. The matter regarding the check and verify actual working of machinery & equipments as per the lists supplied from the store of this institution vide office order no 121 dated 19/02/2025. In this regard, all the concerned committee members were directed to submit the clear cut recommendations and detail of those machinery & equipments which can be repaired/reuse as per annexure-I&II on or before 28/02/2025 to the HOD.
6. The matter regarding the student attendance was discussed and it is decided that concerned class inahrges will prepare the record of students whose attendance is below 55% (up to 28<sup>th</sup> Feb 2025) and intimate the same to the concerned students and their parents through telephonically or official letter under intimation to HOD.
7. The Matter regarding Student Career Counselling classes was discussed and all the constituted committee members were directed to take the above said classes of 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year students of mechanical engineering as per the time table already shared by the Er. Sahil Sen.

The meeting ended with a vote of thanks to the chair.

  
Prof. Ritesh Koundal  
HOD (Mech.)

Copy to:

1. Director/Principal, J.N. Govt. Engineering College, Sundernagar, Mandi (H.P.) for information please.
2. All faculty and staff members (by name) for information and necessary action.

  
Prof. Ritesh Koundal  
HOD (Mech.)