

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY**  
**LONGOWAL, DISTT. SANGRUR**  
(Deemed to be University under Ministry of Education, Govt. of India)

**DEPARTMENT OF PHYSICS**

**Minutes of Meeting**

A meeting of HODs and Dean (s) was convened by the Worthy Director on 12.01.2023 at 3:30pm and following points of the meeting are valuable to be brought to your kind notice and consideration.

1. All the faculty members, research scholars and staff (technical and non-technical) in the department should exhibit **punctuality and availability** in the office from 8:30am to 4:30pm on each working day. *“Do not think what institute has given you, think what you can give to the institute”*
2. All the faculty members and research scholars who are teaching any course in the running semester must engage regularly the theory and practical classes as assigned to them according to the departmental time table for this semester. *Efforts should be made to streamline the start of classes at the earliest.*
3. Students in the class should be counseled to be regular and eager to learn.
4. All the faculty members and research scholars who are teaching any course in the running semester must give **alert of attendance shortage** from time to time to students of his/her class on regular basis like before Minor-1, Minor-2 and End-Semester. This alert must stand some proof like names of such students with attendance and lecture delivered should be displayed on notice board or submitted in the office for record by each teacher.
5. Laboratory in-charges and technical staff should make laboratories ready for this running semester.
6. Faculty members are requested to put forward their views/suggestions towards:
  - Coming Board of Studies (BOS) meeting
  - Academic targets of the department for 2023
  - Laboratories (hands-on) as per re-structuring of ICD courses
  - Vision Plan-2030 of the institute
7. All the faculty members are encouraged to apply for research projects and increase publications.
8. Application for FIST project should be submitted.
9. HIFA-Phase-II budget estimates should be prepared (Action by Mr. Manjodh Singh)
10. It was informed by the worthy Director that EIE-ECE new building has got the best design award

HOD (Physics)