

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.

Minutes of the HOD Meeting (6 March 2014)

- 1) **Review of the Last Meeting:** Review regarding the last meeting was taken.
- 2) **Placement:** Review regarding the efforts taken by various HODs regarding the placement was taken. More focused efforts are expected from them to confirm the placement of minimum five students. This will be taken as performance of respective Head of the Department.
- 3) **Departmental Brochure:** Feedback regarding the completion of departmental brochure was taken. The brochures of all Departments except Computer and I. T. are ready.
- 4) **Employment Enhancement Programme (EEP):** Notice regarding the training of students of B. Tech. (E & Tc, Electrical & Electronics) Sem. – VI under Employment Enhancement Programme (EEP) was given to respective HODs. the said programme will be commencing from 10 March 2014. Respective HODs are informed to monitor the programme efficiently and collect the feedback from the students about the progress, quality and necessary changes required in the schedule
- 5) **Result Analysis:** Review regarding the result analysis was taken. Few HODs presented the analysis. The subjectwise result analysis, justification for the low result of the specifics subject and action plan for the improvement of the same is to be presented in the next meeting. Heads of the Department should discuss this issue with the students failed in the subjects and respective teacher.
- 6) **TCS Award:** All HODs are informed to submit the nominations for Best Project and Best Students Awards by TCS on or before 12 March 2014. The format for the same will be sent on the e-mail of all HODs.
- 7) **In-plant Training:** Letters regarding the In-plant Training duly signed by the Principal are to be send to the various industries on priority.
- 8) **Cleanliness in Laboratories:** During visit to the department, Principal observed that laboratories were not cleaned and not properly maintained / organized. Hence, all HODs are informed to conduct the meeting of supporting staff of the department regarding cleanliness in the laboratories and instruct them to maintain the cleanliness.