

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Minutes of the HOD Meeting (6 April 2013)

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **Report of Academic Committee (15/3/13 to 21/3/13 and 22/3/13 to 28/3/13):** The report of the Academic Committee for the period 15/3/13 to 21/3/13 and 22/3/13 to 28/3/13 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 7/3/13 to 14/3/13.
- 3) **Minutes of Meeting with Students:** Minutes of the meeting conducted with students submitted by HODs were discussed in details. It is informed to all HODs to mention the action / measures taken on the suggestions / complaints / requirements of the students.
- 4) **Information for Website:** The updated information of the Civil, Computer, I.T., Electrical and Production departments was uploaded on the college website. However, the information from the Electronics, Biomedical and Mechanical Departments is not received. The respective HODs are informed to submit the same immediately. Further, all HODs are requested to check the college website and contents of the respective department regularly and inform the changes if any.
- 5) **Notice circulated by Dept.:** It is observed that there are many mistakes in the notice circulated by the departments. All HODs should check the contents of the notice very carefully before being circulated.
- 6) **Panel of Examiners for Self Study Subjects – II:** Panel of Examiners for Self Study Subjects – II is submitted by the respective HODs. It is observed that the designation and contact details of the examiners are not given properly. The care should be taken in future.