

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
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### Minutes of the HOD Meeting (7 August 2010)

- 1) **Review of last meeting:** The review of the last meeting was taken regarding the BOS meetings. Chairmen of the respective BOS were asked to submit the minutes of the meeting to the Dean, Faculty of Engg. & Tech.
- 2) **Report of academic committee: (30/7/10 to 5/8/10):** Report of the academic committee was circulated to all HODs and asked to discuss about the non conduct of the classes / practicals in the departmental meeting.
- 3) **Biometric Attendance Record:** The biometric attendance record is circulated to all HODs and it is advised to observe the reporting time of those staff members who have lecturers / practicals at 10.30 am and also the reporting time on Saturday.
- 4) **Plan to conduct Unit Tests:** The appointment of the test coordinators was discussed in the meeting and it is informed that the two coordinators are appointed as alternate arrangement and not to appoint both the coordinators at a time. Prof. S. T. Chavan was asked to submit new format to all HODs.
- 5) **Peer Review:** Some of the HODs expressed their opinion about the performance of the visiting faculty. Principal advised to suggest two to three good visiting faculty member before 15 August so that their names may be recommended for the regular appointment.
- 6) **Research Proposals:** All HODs are asked to submit the list of the faculty members along with the topic of the research proposal to the Principal immediately. Further, ISTE award proposals is to be submitted to Prof. P. R. Devale on or before 13 August 2010.
- 7) **Any other:** All HODs are asked to encourage senior faculty members to write the proposals to various funding agencies such as AICTE, UGC, DST etc.