

| Prin | Engg. Sc. | Chem | Civil | Comp | IT | Elect. | Elex | Mech | Prod. |
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| <i>MR</i> | <i>Engg</i> | <i>SAL</i> | <i>Des</i> | <i>Ab</i> | <i>On</i> | <i>Ym</i> | <i>S</i> | <i>JTS</i> | <i>RN Patel</i> |

Minutes of the HOD Meeting (3 September 2010)

1) Review of last meeting:

- i) **Minutes of meeting of GFM & students:** The minutes of meeting of GFM and students of the Mechanical and Civil department are received. Other HODs are asked to send the same immediately.
- ii) **In-plant training:** All HODs are asked to contact everyday minimum 5 companies and take follow-up regarding the allotment for in-plant training. It is further advised to involve students for developing personal contacts with industry.
- iii) **Research proposals:** All HODs are asked to take review about the research proposals in the departmental meeting.
- iv) **Purchase proposals:** All HODs are asked to submit the revised purchase proposal which can be reduced to up to 50% of the earlier budget.

2) **Report of academic committee: (28/8/10 to 2/9/10):** Report of the academic committee was circulated to all HODs.

3) **Biometric Attendance Record(21/8/10 to 27/8/10):** The biometric attendance record is circulated to all HODs. Further, it is informed that all faculty members should follow the AICTE norms of minimum number of work hours per day.

4) **Ph. D. programme:** Ph. D. candidates will have to appear for 3 course works. i) Research methodology, ii) Subject and iii) Review of literature. In order to formulate the syllabus for specialization, a workshop will be held on 7 September 10 at 11 am. All HODs are asked to invite 3 experts of the respective discipline.

5) **International Conference on Nano:** International conference on Nano Composite Materials is being organized from 14 to 15 October 2010. For this various committees are formed. Since all HODs are members of the organizing committee, they are informed to select the committee in which they would like to work.