

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.

**Minutes of the HOD Meeting (17 September 2010)**

- 1) **Review of last meeting:** The review of the last meeting was taken.
- 2) **Report of academic committee:** The report of the academic committee for the period 3/9/10 to 9/9/10 was discussed and the report for the period 10/9/10 to 17/9/10 is circulated to all HODs.
- 3) **Appointment of examiners & paper setters:** The meeting for the appointment of the examiners and paper setters is scheduled to be held on 4/10/10. All Chairmen, BOS are informed to submit the panel of examiners for the semester IV, VI and VIII.
- 4) **Purchase of Equipments:** The total sanction of ₹1.5 Crores for the purchase of equipments is received from the university. Accordingly the distribution of this fund is decided as follows; Civil: 12 Lakhs, Electrical: 8 Lakhs, E &Tc: 13 lakhs, Elex: 8 Lakhs, Biomedical: 1 Lakh. The HODs of these departments are asked to draw the purchase orders as per the amount allocated. The revised purchase proposals from the Chemical, Mechanical and Production Engg. Departments are not yet received. They are asked to submit the same immediately.
- 5) **Any other:**
  - i) Ph. D. Syllabus: The syllabus for the Ph. D. course work is received from all departments. All HODs are asked to identify the experienced visiting faculty for the Ph. D. course work to be carried out in the college. Further, it is advised to take the prior consent from these faculty members before submitting the list. The last date of submission of the list of visiting faculty for Ph. D. course work is Monday, 20/9/10. Also all HODs are informed to prepare the suitable time table for the same.
  - ii) International Students cell: Prof. Dr. S. H. Patil <sup>gave</sup> given the format for the information of the foreign students, which is to be submitted quarterly.
  - iii) Ph. D. / M. Tech. Students: It is advised to all HODs to identify good Ph. D. / M. Tech. students and allot the UG <sup>PG</sup> teaching work load to them. Candidates registered for Ph. D. / M. Tech. shall be appointed as visiting faculty.