

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

1) Review of last meeting:

i) **Report about the visiting faculty:** The report of the assessment of visiting faculty conducted by HOD at various classes was discussed. All HOD are asked to submit the assessment report of visiting faculty to the principal.

2) **Report of the academic committee:** The report of the academic committee for the period 28 Sept. to 1 Oct. 2010 is circulated to all HODs.

3) **ISTE Annual Convention:** The ISTE annual convention is scheduled on 2 to 4 Dec. 2010 at Shivkashi. All faculty members are advised to attend the convention if it falls in vacation period. Similarly HODs can also plan to attend the same if possible.

4) Practical Examinations:

i) **Attendance report:** The mid-term review which was taken regarding the performance of TW & PR OR TW & Oral, completion of assignments and attendance should be displayed on notice board. The letters should be sent to the students whose attendance is less than standard norms.

ii) **Letter to the examiner:** The format of the letter to be sent to the examiner is circulated to all HODs. The respective internal examiners are asked to send the letter of appointment to the external examiner through HOD immediately. It is further advised to collect the acceptance letter from the external examiner and record should be maintained.

iii) **Guidelines for submission of marks:** All HODs are asked to ensure that all the TW & PR OR TW & Oral examination mark sheets are submitted to the student section in time. The seat numbers of the students appearing for the examination of B. Tech. (Sem.-I) are already circulated to the department. Similarly the seat

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COLLEGE OF ENGINEERING, PUNE-43**

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numbers of the student appearing for other examinations will be circulated soon. If the seat number of any student is not received, kindly bring it to the notice of The Principal immediately.

iv) **TW & PR OR TW & Oral examination:** The international conference on Nano Technology is scheduled on 14 & 15 Oct. 2010, due to which the TW & PR OR TW & Oral examination is permitted to conduct from 18 to 20 Oct. 2010 for backlog students and 21 to 30 Oct. 2010 for regular students.

5) **Panel of examiners & paper setters:** All HODs are asked to add the names of examiners in the panel of examiners and they are further advised to incorporate the examiners from other universities.

6) **International conference 'Nanocon010':** The international conference on Nano Technology is scheduled on 14 & 15 Oct. 2010. All the faculty members are asked to attend the inaugural function on 14 Oct. 2010 at 10 am as well as cultural programme followed by dinner on 14 Oct. 2010 at 7 pm.

7) **Any other:** The answer papers of the Unit Test – III should be send to the department on the same day after the examination is over.