

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	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>

**Minutes of the HOD Meeting (22 October 2010)**

- 1) **Review of last meeting:** The review of the last meeting was taken.
- 2) **Ph. D. Course work:** Academics of the candidates registered for Ph. D. to be conducted seriously. Due attention to be given on appointment of visiting faculty for the same.
- 3) **Time table:** all HODs are asked to prepare the time table for the next semester. Candidates pursuing M. Tech. / Ph. D. should be appointed as visiting faculty.
- 4) **Vacation:** The staff members who are eligible for the Diwali vacation can avail the vacation after 15 November 2010 and should rejoin the duty before 20 December 2010. The faculty members who are teaching to the B. Tech. (Sem.-I) should proceed for the vacation only after compilation of TW and submission of TW marksheets. Vacation slots will be communicated to all. HODs of the department will submit vacation plan for approval.
- 5) **Examination (OR/PR):** Record of the OR and PR examinations should be kept till one month after the results are declared. These records should be kept in sealed hard copy or soft copy on CD only. Further, all internal examiners are informed not to start any examination in the absence of external examiner and should not conduct the examination on holidays. HODs are requested to monitor the conduct of these examinations.