

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
<i>AMZ</i>	-	<i>SAR</i>	<i>V</i>	<i>SIM</i>	<i>On</i>	<i>W.</i>	<i>SAR</i>	<i>J</i>	<i>RN Patel</i>

**Minutes of the HOD Meeting (31 December 2010)**

- 1) **Review of last meeting:** The review of the last meeting was taken.
- 2) **Inplant Training:** all HODs are asked to submit the details about the inplant training with respect to name of the student, name of the industry, letter of confirmation etc. on or before 7/1/2011.
- 3) **Quality of data/information submitted by HOD:** All HODs are asked to ensure the quality and accuracy of the data submitted to the Principal as and when asked.
- 4) **Lectures / Practicals:** The second semester of the academic year 2010-11 will be starting from 3/1/2011. All HODs are asked to monitor the conduct of lectures and practicals for all the classes irrespective of no. of students present.
- 5) **Cleanliness in Laboratories:** All HODs and the incharges of the various laboratories are asked to ensure that the respective laboratories are neat and clean and all equipments are in working condition before the commencement of the practicals of the second semester of the academic year 2010-11.
- 6) **Visiting Faculty:** The students of Ph. D. and M. Tech. shall be given the teaching workload as visiting faculty.
- 7) **Availability of HOD and Faculty Members:** It is observed that some faculty members and HODs are not available in the department when they are required. All faculty members are requested to remain present in their respective department from 10.30am to 5.30pm.
- 8) **Registration of candidates for Ph. D.:** HODs are asked to get the registration form filled from the Ph. D. candidates of the respective department.
- 9) **Lectures on Research Methodology:** The lectures on Research Methodology for the Ph. D. course work are scheduled from Monday 3/1/2011 at 9.30 am to 11.30 am daily. All HODs are asked to ensure the attendance of the all Ph. D. candidates.