

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
<i>NR</i>	<i>NR</i>	<i>SAL</i>	<i>For Mr. J. I.</i>	<i>SAL</i>	<i>On</i>	<i>h</i>	<i>AD</i>	<i>J</i>	<i>RNBW</i>

Minutes of the HOD Meeting (11 January 2011)

- 1) **Review of last meeting:** Review of the last meeting was taken.

- 2) **Submission of online data to AICTE:** The schedule of submission of data on the AICTE web portal is given to all HODs. HODs should ensure the compilation and submission of the information of the respective departments with respect to following points.
 - i) **Faculty Members Data:** HOD should check the information regarding the date of joining and salary structure etc. submitted by faculty members and verify the same from the Admin. Office. The said information should be submitted between 14 to 20th Jan. 2011.
 - ii) **Technical Staff Data:** HOD should collect the data of the technical staff of the respective department from Admin. Office and submit it before 20 Jan. 2011.
 - iii) **Details of the Laboratories:** All HODs should prepare the list of the laboratories and the major equipments and submit it on or before 25 Jan. 2011.
 - iv) **Students Data:** All GFM of the respective classes should form the Group Leader. The Group Leader should collect the required information of the students of the respective class and should submit on or before 31 Jan. 2011. The respective GFM should ensure the submission of the same.