

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
<i>[Signature]</i>	<i>AB</i>	<i>SAL</i>	<i>[Signature]</i>	<i>[Signature]</i>	-	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>RN Patel</i>

**Minutes of the HOD Meeting (14 January 2011)**

- 1) **Review of last meeting:** The review of the last meeting was taken.
- 2) **AICTE Funding Schemes:** The AICTE has announced the various funding schemes. The application format is already sent to all HODs through e-mail. All faculty members are advised to submit the proposals under various schemes before 31 January 2011. Prof. N. S. Srinivasan will coordinate this activity.
- 3) **Submission of online data to AICTE:** The schedule of submission of data on the AICTE web portal is given to all HODs. All are requested to complete the said process as per schedule.
- 4) **Blood donation camp:** The blood donation camp was successfully organized on 13 January 2011. Principal expressed his sincere thanks to all teaching and non teaching staff members for their wholehearted support. He also expressed his gratitude for all those who have generously donated the blood.
- 5) **Teaching Workload:** The teaching work load for the Sem.-II & IV was received from Chemical and Production Deptt. Others are asked to submit the same immediately.
- 6) **Submission of reports:** The report about the demo lecture of the faculty members who are supposed to be recruited in the Department, quarterly report, report of presentations by faculty members attended seminars / conferences should be in presentable form, with attendance record of the faculty attended.
- 7) **Profiles of Ph. D. Experts:** HODs who have not yet submitted the profiles of the Ph. D. experts are asked to submit the same immediately.
- 8) **BOS Meetings:** All HODs are asked to call the meeting of the respective BOS immediately to discuss the norms and quality of the question papers set and the period of the inplant training. The minutes of the meeting should be send to the Dean immediately.

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- 9) **Inplant training period:** Presently students of the final year are availing the inplant training in various industries. At this period many industries are coming for the placement of the students. Hence, it is proposed to change the period of the inplant training. All HODs are asked to work on it and make necessary adjustments.
- 10) **Attendance for Ph. D. presentations:** It is observed that faculty members of the concerned departments are not attending presentations by the Ph. D. scholars. Faculty members not having lectures / practicals in the same period should attend the presentations by Ph. D. scholars.
- 11) **ERP Software:** It is proposed to develop ERP software. The draft of the said software was circulated to all HODs for their suggestions and corrections in it. Two HODs have given good suggestions. The team of faculty members of the Computer and IT Department were given this responsibility of development of the said software. These faculty members may approach to all departments for information if any required. All are requested to cooperate and give necessary information.
- 12) **Absence of HOD for the Meeting:** HOD who wish to remain absent for the HOD meeting due to some genuine reasons should send senior faculty member. Such faculty member will attend the meeting with all required information and data. He also shall refer the minutes of the last HOD meeting before attending the meeting on behalf of the respective HOD.
- 13) **Ph. D. coursework review & registration:** All HODs are asked to give the information about the conduct of Ph. D. coursework and the faculty members who conducted the lectures.
- 14) **Schedule of Microsoft Academy Seminars:** The college has signed an MoU for Microsoft IT Academy with ATS Infotech Pvt. Ltd. as delivery partners. The MoU features access to software licenses, E-Learning, official Microsoft course materials, and certifications. Microsoft Academy is going to conduct the short term seminars in each department. All are asked to avail this facility.