

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
<i>ARD</i>	<i>RNF</i>	<i>SAR</i>	<i>is</i>	<i>ABS</i>	<i>on</i>	<i>me</i>	<i>me</i>	<i>J.P.</i>	<i>RNPatel</i>

Minutes of the HOD Meeting (22 January 2011)

- 1) **Review of last meeting:** The review regarding the BOS meetings in various disciplines and the teaching workload for the academic year 2011-12 was taken.
- 2) **Report of the Academic Committee (14/1/11 to 20/1/11):** The report of the academic committee for the period 14 Jan. to 20 Jan. 2011 is circulated to all HODs.
- 3) **Panel of paper setter/examiners for Ph. D. course work exam.:** Ph. D. coursework examination is to be conducted between 5 to 15 March 2011. The examination schedule will be displayed soon. All HODs are asked to submit the panel of examiner for paper setting and assessment.
- 4) **Names for subject experts for "Research & Recognition Committee":** All HODs are asked to submit the list of subject experts to be nominated in 'Research and Recognition Committee'.
- 5) **Ph. D. course work attendance record:** The attendance record of the Ph. D. coursework conducted in various department is received except Mechanical Engg. Department.
- 6) **Attendance of students working for BHARATIYAM 2011:** The college has devised a system for considering the attendance missed by the students who are working for Bharatiyam 2011. The detailed notice will be circulated soon. All HODs, GFMs and the departmental coordinator for Bharatiyam 2011 are asked to keep the record of the attendance and submit it to Prof. D. M. Thakore.
- 7) **Visiting lectures:** All HODs are asked to monitor the lectures / practicals of UG conducted by the M. Tech. students. It is observed that some of the M. Tech. students are not conducting lectures / practicals properly though they are working as a faculty in other organizations. The names of such M. Tech. students shall be brought to the notice of the Principal immediately.

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- 8) **Lunch time:** There is no official lunch time for faculty members. However, it is observed that some of the faculty members are going outside for lunch and returning late to the department. HODs are asked to ensure that all the faculty members are available in the department from 10.30 to 5.30. Further, Heads of the Departments shall observe all rules and regulations and set an example in front of faculty members. All HODs should ensure that they are available in the department during college hours.
- 9) **Self Appraisal Form:** BVDU has designed a format for self appraisal. This format of self appraisal is circulated to all HODs. However, new self appraisal format with slight modifications will be sent via e-mail to all HODs. All faculty members will submit the self appraisal format duly completed in first week of April 2011.
- 10) **Presentation by iCarnegie:** The CEOs Mr. Gill and Mr. Amit Bhatia of the iCarnegie Foundation are visiting the college on 25 Jan. 2011 at 12.30 pm. They will give information about the various certification courses and its structure to be conducted in the college. All HODs, Professors and Assistant Professors are informed to attend the same.
- 11) **Quality of maintaining Attendance Record Book (ARB):** The shortcomings observed in the ARB of the faculty members are circulated to the respective faculty members. HODs are asked to discuss the same with the each faculty member and return the same page to the Principal with explanation from respective faculty member and HOD.