

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
<i>AB</i>	<i>FW</i>	<i>SAL</i>	<i>V...</i>	<i>SP</i>	<i>On</i>	<i>Mr</i>	<i>AD</i>	<i>J</i>	<i>RNPati</i>

Minutes of the HOD Meeting (4 February 2011)

- 1) **Review of last meeting:** Review regarding the names of the faculty members from the respective departments to work in various committees and name of faculty incharge for committee for Faculty Training was taken. The said data of the Chemical, Electronics, Computer, IT and Mechanical is not received. The respective HODs are asked to submit the same immediately.
- 2) **Report of the Academic Committee (28/1/11 to 4/2/11):** The report of the academic committee for the period 28 Jan. to 4 Feb. 2011 is circulated to all HODs and review regarding the non conduct of the classes for the period 21 Jan. to 27 Jan. 2011 was taken. Kindly note, henceforth report of the academic committee will be taken as final and necessary action against faculty members who have not conducted lectures will be initiated.
- 3) **R & D Grant by Institution of Engineers (I):** The format for R & D Grant by Institution of Engineers is e-mailed to all faculty members. HODs are asked to motivate the faculty members to prepare the proposals. Prof. P. R. Devale will coordinate this activity. Proposals shall be completed on or before 15/3/2011. Prof. P. R. Devale will communicate necessary progress to the Principal weekly.
- 4) **Data about M. Tech. passed out students:** The HODs are asked to collect and submit the data about the M. Tech. passed students of the respective departments and their employment. Top priority shall be given to this work.
- 5) **IEI Young Engineers Award 2011-12:** Institution of Engineers (I) has called the nominations for the IEI Young Engineers Award for the year 2011-12. Faculty members below 35 years are eligible to apply for the same. The list of such faculty members (below 35 years) is circulated to all HODs. They are asked to motivate these faculty members to file the nomination in the prescribed format. Prof. P. R. Devale will coordinate this activity.
- 6) **Feedback about comments on Academic Record Book (ARB):** It is observed from the written explanation received from some of the faculty members about the comments on ARB such as Not Applicable, Not concerned with etc. which is not the correct explanation. HODs are asked to explain the expected and appropriate terminology for the same and care shall be taken to avoid such things in future.
- 7) **Meetings with Faculty, GFM & Students:** It was expected from the respective HODs to submit the schedule of meetings to be conducted with the GFM and students and minutes of the meetings conducted. Unfortunately no HOD submitted such record till 31/1/2011. Only HODs of Prod. and Civil Engg. department have submitted the minutes of meetings with GFM and students. HODs of other departments should submit the same immediately. HODs shall conduct the meetings with GFM and students in every month and submit the minutes of the meetings to the Principal immediately after the conduct of the meeting.