

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
<i>ARB</i>	<i>RB</i>	<i>SAH</i>	<i>[Signature]</i>	<i>SP</i>	<i>CU</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>RNPatil</i>

**Minutes of the HOD Meeting (12 February 2011)**

- 1) **Review of last meeting:** Review regarding the filling of M. Tech. TW/Oral marks was taken. All concerned faculty members should take proper precaution while filling up the marks. Principal gave the brief report about the workshop on NBA held at NITIE, Mumbai on 11/2/2011.
- 2) **Report of the Academic Committee (4/2/11 to 10/2/11):** The report of the academic committee for the period 4 Feb. to 10 Feb. 2011 is circulated to all HODs and review regarding the non conduct of the classes for the period 28 Jan. to 4 Feb. 2011 was taken.
- 3) **National Workshop on Environment, Dams and Ports:** The National Workshop on Environment, Dams and Ports is organized on 15 and 16 Feb. 2011. The inaugural ceremony is scheduled at 10 am on 15/2/2011 at Seminar Hall (W-306). Dr. S. F. Patil, Former Vice Chancellor, BVDU, Pune will be the Chief Guest. All HODs and faculty members who do not have any teaching workload at 10.30am should attend the function. Practicals can be delayed by half an hour on Tuesday, 15/2/2011.
- 4) **Nominations for Research Award by Sardar Patel University:** The Sardar Patel University has called the nominations for the Research Awards in the subjects Physics and Electronics & Communication. The issue was discussed in detail. HODs of Electronics and Engg. Sc. should motivate the faculty members to apply for the same. The last date of the submission of the application form is 28/2/2011.
- 5) **TCS Awards for students:** TCS is planning to give following awards to the students to encourage and applaud them for their performance at the college. i) Best Student Award (1 Student – any branch), ii) Best Project team Award (4-6 members). All HODs should display a notice regarding the same and collect the nominations from the desirous students. Format for the same is finalized in the meeting. A committee will be formed and selection of students to be nominated for awards will be decided based on the evaluation of certain criteria. Prof. S. H. Patil will prepare the format of various criteria and will mail to the Pricipal and all HODs. The nominations for the award will be finalized in the HODs meeting to be held on 25/2/2011.
- 6) **Record of BOS Meetings:** All HODs should keep the up to date record of the meetings of the respective BOS for the last 5 years. The same is required for the NAAC and NBA record. Record shall be submitted to the Principal immediately.
- 7) **Minutes of Meetings with GFM, Faculty and Students:** After conducting the meetings with GFM and student, a separate register can be maintained in the department by the HOD in which the minutes of the meeting can be recorded along with the signatures of the students, GFM and faculty members.
- 8) **Any Other:** Review regarding the students data, laboratory data of the various department to be submitted on the AICTE web portal is taken. All HODs are asked to check and monitor this activity.