

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
<i>RM</i>	<i>RM</i>	<i>SAL</i>	<i>...</i>	<i>SAL</i>	<i>Ch</i>	<i>...</i>	<i>...</i>	<i>Jr</i>	<i>RNatal</i>

Minutes of the HOD Meeting (18 February 2011)

- 1) **Review of last meeting:** Review of the last meeting was taken.
- 2) **Report of the Academic Committee (11/2/11 to 18/2/11):** The report of the academic committee for the period 11 Feb. to 18 Feb. 2011 is circulated to all HODs and review regarding the non conduct of the classes for the period 4 Feb. to 10 Feb. 2011 was taken.
- 3) **Lectures of Sem. – VIII classes:** All HODs are asked to monitor the conduct of lectures and practicals of Sem. – VIII classes. Further, it is suggested to conduct extra lectures to complete the syllabus in time.
- 4) **Report of the Inplant Training:** All HODs are asked to collect the feedback of the inplant training activity from the students. Further, the inplant training coordinator should ensure about the proper presentation of the training report. It is also asked to identify the student who have not completed the inplant training and forward these names of the students to the Principal.
- 5) **Documentation of NAAC:** Prof. R. K. Jain sent the mail to al HODs regarding the NAAC documentation. However none of the HODs responded to the mail. Further, gave the brief account of the documentation to be prepared by each department for the NAAC with respect to the following points
 - i) Proper authentication of the document.
 - ii) Collection of the data of the incomplete document.
 - iii) Updating the data of the academic year 2010-2011.
- 6) **Self Appraisal Form:** The revised Self Appraisal form is sent through mail to all HODs. Appraisal forms duly filled is to be submitted within a week to the Principal.
- 7) **Bharatiyam 2011:** The review regarding the funds collected by the various department was taken. Prof. D. M. Thakore gave the information regarding the preparation of the Bharatiyam 11.
- 8) **Submission of online data to AICTE:** All HODs are asked to ensure the submission of the data of the respective department with respect to the following points,
 - i) Filling of the students data with respect to actual strength in each class.
 - ii) Filling of the faculty data including attachments.
 - iii) The number of laboratories as per the AICTE norms.
- 9) **Ph. D. Paper Setting & Assessment:** The Ph. D. course work examinations are scheduled in the month of March. The respective HODs are asked to conduct the meeting of the examiners for the paper setting in the Board Room as per the schedule given below,

Subject	Date	Subject	Date	Subject	Date
Chemical	1/3/2011	Electronics	2/3/2011	Electrical	3/3/2011
Civil	4/3/2011	Mechanical	4/3/2011	Comp./IT	5/3/2011
Production	5/3/2011				

- 10) **Various Committees:** The various committees are to be formed. The HODs suggested the names of the faculty members of the respective department to work as member in various committees.