

| Prin       | Engg. Sc.  | Chem       | Civil      | Comp       | IT         | Elect.     | Elex       | Mech       | Prod.      |
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| <i>ARE</i> | <i>ARE</i> | <i>SAL</i> | <i>ARE</i> | <i>SAL</i> | <i>ARE</i> | <i>ARE</i> | <i>ARE</i> | <i>ARE</i> | <i>ARE</i> |

**Minutes of the HOD Meeting (8 April 2011)**

- 1) **Review of last meeting:** The review of the last meeting was taken with respect to the following points;
  - i) **Letters regarding In-plant Training:** The letters from Mechanical and Chemical Engg. Departments have been sent to the various industries regarding inplant training for students. The Computer & IT Departments should send more number of letters for inplant training for students. Further, the departments those who have not yet send the letters should speed-up the matter and all HODs are asked to keep follow-up and pursue the matter continuously. The names of the industries to whom the letters have been sent along with the contact person and communication details should be submitted to the Prof. N. S. Srinivasan, HOD, Mechanical Engg.
  - ii) **NAAC:** The strategy for NAAC preparation is finalized. This strategy will be implemented in three ways. i) Reading of university RAR and college RAR in the HOD meeting as well as in the department faculty meeting. ii) Preparation of remaining documents, iii) Making all departments ready for NAAC visit with respect to faculty name plates, charts in laboratories, list of rank holders, list of HODs, manuals, journals, good sample copy of academic record book etc.
  - iii) **Article for Vichar Bharati:** All HODs should motivate the faculty members to write an article regarding the their experience gained and achievement while working in the Bharati Vidyapeeth.
  - iv) **Students Meeting Register:** Student meeting register has been issued to all HODs. They are asked to write the minutes of the all meetings conducted till date along with the signatures of students and faculty members those who have attended the meeting.
- 2) **Report of the Academic Committee:** The report of the academic committee for the period 1 April to 8 April 2011 is circulated to all HODs. and review regarding the non conduct of the classes for the period 25 March to 31 March 2011 was taken.
- 3) **Examination Reforms:** Hon'ble Vice Chancellor, BVDU has called the meeting of all Principals/Directors regarding the examination reforms on Monday 11/4/11. All HODs and faculty members are asked to discuss this issue in departmental meeting and give their suggestions to the Principal urgently.