

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
	Ab	SAR		Sbb	Ch			J	RNPatel

Minutes of the HOD Meeting (29 April 2011)

- 1) **Review of last meeting:** The review of the last meeting was taken.
- 2) **Attendance of M. Tech. students:** All HODs should check the attendance of the M. Tech. students of the respective department and write the letters to the students having less attendance. Further, it is advised to call these students and enquire about the less attendance by them. The students scoring less marks in the Unit Tests should be identified and counseling should be done.
- 3) **Thesis of M. Tech.:** M. Tech. students who have filled the examination forms for dissertation stage –II must ensure the completion of their dissertation work with respect to the paper publications and submission of the report in time. The students should also make available the copy of the dissertation stage – I during the viva voce. Marksheets of the students who have submitted examination form for dissertation should be prepared according to the performance in the examination.
- 4) **PR/OR Examination:** All HODs must ensure smooth conduct of Pr/Or examination. No examination should start unless external examiner is present. Further, the internal examiner should make available the record of the continuous assessment of the TW to the external examiner.
- 5) **Supervision duties for theory examinations:** The schedule of the junior supervision duties for the theory examination is already given to all faculty members. It is instructed that no alternative arrangement or absence to the supervision duties with out prior permission of the Principal is allowed.
- 6) **Availability of faculty members for CAP:** It is observed that due to the non completion of the assessment of the papers in time, the results are declared very late and it causes further inconvenience with respect to revaluation results, allotment of examination seat numbers, admit cards etc. to the next semester examination. Therefore all the faculty members are advised to complete the internal assessment and should ensure about the completion of external assessment of the answer books before 30 June 2011. Further, all should be available over cell phone / land line phone for communication in this regard.
- 7) **Purchase:** All the HODs are asked to take the review of the purchases against the sanction amount of the respective department. Further, all HODs are asked to submit the requirement of equipments for the academic year 2011-2012 in all respect on or before 30 April 2011 to the Principal.
- 8) **Inplant Training:** The students who have completed inplant training in the last semester should submit the training report to the respective departments. Prof. N. S. Srinivasan will prepare the standard format for the training report.
- 9) **NAAC:** All HODs are advised to prepare the separate room for NAAC documentation. Further HODs should forward any special achievement of the department which may be included in the presentation by the Principal.