

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
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**Minutes of the HOD Meeting (13 August 2011)**

- 1) **Review of last meeting:** Review of the last meeting was taken. The explanation from the faculty members for non conduct of classes and practicals for the period 27/6/11 to 5/8/11 are collected.
- 2) **Biometric Attendance Record:** Biometric attendance record for the period of 5/8/11 to 11/8/11 is circulated to all HODs. They are asked to bring it to the notice of the teaching and non teaching staff that everyone should follow the reporting and departure timing as per the notice circulated. It is informed that reporting late for the duty for three times in month would be considered as one CL.
- 3) **Report of Mock Visit of Expert Committee for NAAC:** Report of the mock visit of expert committee for NAAC was discussed. It is observed that the information regarding the college and university is not percolated in a proper way to all staff members of the department. Therefore, HODs should continue the preparation for the NAAC and the fulfillment of the shortfalls pointed out by the committee.
- 4) **Programme of Independence Day (15 August 2011):** All staff members are requested to attend the flag hoisting ceremony on the occasion of 65<sup>th</sup> Independence Day of the nation on Monday 15 August 2011 at 8 am.
- 5) **Any Other:**
  - i) **PG Credit System Manual:** Credit system for the PG courses is formalized and the same will be circulated to all very soon.
  - ii) **Visit to Library:** All HODs are informed to prepare a group of three to four faculty members who will visit to library in rotation every day and sign the visitor's muster in the library.