

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.

**Minutes of the HOD Meeting (16 September 2011)**

- 1) **Review of last meeting:** Review regarding the Choice based credit system for PG courses was taken. It is observed that none of the department has submitted the list of self-study subjects. All HODs are asked to prepare a list of the self-study subjects and submit it to the Principal immediately.
- 2) **Report of the Academic Committee (9/9/11 to 15/9/11):** The report of the academic committee for the period of 9/9/11 to 15/9/11 is circulated to all HODs.
- 3) **Topics for M. Tech. CET:** The list of the topics for M. Tech. CET submitted by HODs is not as per the notice circulated. Therefore, all HODs are asked to resubmit the same with proper corrections immediately.
- 4) **Contact with Alumni & Parents:** The review regarding the contact with alumni and parents is taken. All HODs are asked to take a serious efforts and contact personally to alumni and parents to ensure their presence for the meeting with Peer Team of NAAC. The date and time of the meeting will be 27 September 2011 between 11.30 to 12.30 pm. Further, Principal will send a mail to all HODs regarding the "**Changes we have made**" from 2004-05 to 2010-11, Goals & actions taken, Vision and Mission of the college. The same is to be forwarded to each alumni and parents.
- 5) **Time table on college website:** Classroom timetables available on website are different than that of actually executed. Any change in time table should have been communicated to the Principal immediately; however none of the HOD has informed the changes in the time table of the respective dept. Therefore, all HODs must visit the college website regularly and update the information about the department as and when required.
- 6) **Stickers of college logo:** Different size stickers of college logo are prepared and will be supplied to each department, these logos are to be fixed as per their sizes on the equipments, computers, notice boards etc. All HODs will personally monitor the fixing of logos at proper places.
- 7) **NAAC Room at Department:** Each department should have proper NAAC Record Room. Principal will visit each department on Wednesday, 21<sup>st</sup> Sept. 2011 from 2 pm onwards to see the NAAC room and other preparations. The sequence of the visit will be Civil – Comp – IT – ET – Elect. - Chem. - Prod and Mech. Department.
- 8) **Dates of NBA visit:** It is expected that expert committee from NBA will visit in the last week of November for accreditation of programmes in the college. All HODs should keep the department ready for NBA visit.