

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

Minutes of the HOD Meeting (17 February 2012)

- 1) **Review of last meeting:** Review regarding the following points was taken.
 - i) **BOS Meetings:** Review regarding the meetings of various BOS was taken. The Chairman of the respective BOS should submit the minutes of the meeting immediately.
 - ii) **Meetings with GFM & Students:** HODs are asked to submit the minutes of meetings with GFM and students with the attendance report. Chemical, Electronics, I.T., Mechanical and Production have not submitted the minutes of the meetings.
 - iii) **Training Programme of 'Time Management':** The training programme on 'Time Management' was conducted on 11/2/12 by Mr. Sharyu Rangnekar. The feedback about the training programme was discussed.
- 2) **Report of Academic Committee:** The report of the academic committee for the period from 27/1/12 to 3/2/12 and 4/2/12 to 11/2/12 is circulated to all.
- 3) **Ph. D. Programme 2012-13:** Review regarding the Ph. D. programme and the course work to be started in the Civil and Electrical Department was taken. Further, HODs are asked to submit the suggestions / opinions about the various aspects of the admission process of Ph. D. Programme 2012-13 as stated in the notice on or before 22/2/12.
- 4) **Purchase Proposals:** The meetings regarding the purchase in Civil and Production Department was held with Principal and Professor Incharge of the respective laboratories. HODs of these departments have proposed 23 March 2012 as a date of purchase committee meeting with vendors. HODs will complete the administrative formalities for the same.
- 5) **Effective Use of E-Mails:** It is observed that most of the faculty members are keeping the mails received on the server. This leads to overuse of memory of the server and server remaining under maintenance frequently. Hence, all faculty members shall configure 'Outlook Express' on their desktop / PC and use mailing facility through Outlook Express. Further, there are faculty members who are not using college e-mail ID. List of such faculty members will be communicated. They shall keep their e-mail ID in operative mode.
- 6) **Submission of Attendance Record for Checking:** It is observed that few of the faculty members have not submitted their attendance record for checking. HODs are asked to bring this point to the notice of the respective faculty members.

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- 7) **Self Appraisal:** A format of the self appraisal form will be circulated to all the faculty members shortly. All the faculty members are informed to fill and submit it on or before 15 April 2012.
- 8) **Revision of Syllabus:** It is proposed to organize a brain storming session for overall course structure and change in first year syllabus with reference to Credit System to be implemented from academic year 2012-13. Further, it is advised to conduct a preliminary meeting in the respective department in this regard and will be discussed in the next HOD meeting.
- 9) **Post NBA Visit Planning:** The post NBA visit planning submitted by the various HODs is not satisfactory. Therefore, all HODs must discuss this issue with the Principal in person.
- 10) **Any Other:**
- i) **Revised list of self study subjects for PG:** All HODs should submit the revised list of self study subjects of PG. The subjects should of more generic nature instead of self disciplined focus. The list should be submitted to Prof. P. R. Devale.
 - ii) **SMS to students having less attendance:** HODs can submit the roll numbers and contact numbers of students who are having less attendance and their parents in excel sheet to Mr. Vishant Chimate for sending SMS to them.
 - iii) **Less attendance of students to lectures / practicals:** The meeting of HODs regarding the less attendance of students to lectures and practicals will be held on 22/2/2012 at 3.30 pm. HODs should bring the attendance record till 31/1/12 of the students.