

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
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**Minutes of the HOD Meeting (18 November 2011)**

- 1) **Review of last meeting:** Review of the last meeting was taken.
- 2) **NBA Preparations:** Review regarding the NBA preparation was taken with respect to the following points.
  - i) **Quality Policy:** All HODs are asked to frame the Quality Policy of the respective department under Departmental Quality Assurance Cell (DQAC) and same should be included in the presentation.
  - ii) **List of prominent alumni:** All HODs are asked to submit the list of prominent alumni of the respective department in the given format. They should communicate these alumni personally and ensure that they are present for the meeting with NBA expert committee on 25 November 2011.
  - iii) **Details of faculty/students development initiatives:** All HODs are asked to submit the information regarding the faculty / students development initiative taken by the department in the given format immediately.
- 3) **Postponement of PR/OR Examination:** In view of visit of members of expert committee of NBA to the college, the PR/OR examinations of Oct./Nov. 2011 season are postponed and will be conducted after the theory examinations. All HODs are asked to submit the revised timetable of the same.
- 4) **Updating of MHRD report:** The information required to update MHRD report was received from all departments except IT and Electronics. They should submit the same immediately.
- 5) **List of students and alumni for meeting:** All HODs should submit the list of students and alumni who will attend the meeting with the expert members of the NBA committee. The students who are beneficiaries of various welfare schemes of the BV and BVDU are to be selected for the same. Further, the list of alumni with their contact details, e-mail ID, cell nos. should be submitted to Principal's Office maximum late by Monday, 21/11/2011.
- 6) **Presentation by HOD:** All HODs should keep the three copies of spiral bound handouts of their presentation ready for members of the expert committee from NBA. Further, they must also prepare the single page handout of the highlights of the department, which may be given to the members of the expert committee during their visit. During the presentation, two faculty members can assist HOD to give documents such as academic record book, academic calendar etc. which are supporting to the points mentioned in the presentation.