

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
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**Minutes of the HOD Meeting (21 October 2011)**

- 1) **Review of last meeting:** The review of last meeting was taken.
- 2) **Photography for Brochure:** A new college brochure with updated information is to be prepared. A photography session for the same will be started from 31 Oct 2011. All HODs should keep the laboratories ready with latest equipments. Further, care should be taken that no faculty member appears in photograph and few students with college dress code and few students without college dress code are present for photography session.
- 3) **Remedial Courses:** Prof. Mrs. S. S. More, Head, Dept. of Electrical Engg. has conducted some remedial courses in the department. The report of the same was submitted to the Principal, which was discussed in the meeting. It is advised that all HODs may follow the similar activity in the respective department. 31<sup>s</sup>
- 4) **Unit Test II & III for M. Tech.:** As proposed by PG Coordinator, the dates for Unit Tests II & III for M. Tech. was discussed. Accordingly UT – II will be conducted on 7 & 8 Nov 2011 and UT-III will be conducted 14 & 15 Nov 2011 for M. Tech. 6
- 5) **E-learning resources for GATE Exam. (Swift Infocom):** The feedback about the e-learning resources for GATE Examination of Swift Infocom was taken from Heads of Department of Mechanical, Civil & Electrical. They expressed the satisfaction over the contents of the Swift GATE Solution software.
- 6) **Any Other:**
  - i) **NBA preparations:** Prof. Mrs. V. S. Sohoni gave the feedback about the preparations of the NBA. The old reports updated up to academic year 2011-12 were checked by Prof. Mrs. V. S. Sohoni. The Electrical and Computer Engg. Dept. have not yet submitted the same. The Principal advised all HODs to start the preparation of departmental presentation.