

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
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Minutes of the HOD Meeting (27 July 2013)

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **Review of Attendance of all Classes:** GFMs of all the classes need to take the review of absence of the students and communicate the same to the parents of the defaulter students.
- 3) **Review of Conduct of Lectures and Practicals:** HODs of the respective departments are informed to monitor the conduct of lectures and practicals and need to discuss their observations in the next HOD meeting. Heads of the Department shall submit the weekly report of the conduct of lectures and practicals observed during their visits to the classroom section.
- 4) **Result Analysis:** Result analysis of April / May 2013 examinations was discussed. Branchwise overall passing of all students was discussed in detail. HODs were informed to conduct meeting of the students who are failed and plan additional academic sessions / activities to solve the difficulties of these students. All the teaching faculty members were appealed to put focused efforts such as arranging extra lectures on difficult concepts / contents of the syllabus, practice sessions for understanding of experiments, generating question bank for practical / oral examinations to improve the result and number of students passing with first class and distinction.
- 5) **Accreditation:** The various courses are accredited from 15-3-2012 to 14-3-2015 for three years. The report for the reaccreditation is to be prepared and submitted in 2014. Review regarding the same is taken. All HODs are informed to start the preparations on priority basis.