

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
<i>Prin.</i>	<i>Absent</i>	<i>m</i>	<i>W</i>	<i>Prin.</i>	<i>Sfhi</i>	<i>h</i>	<i>Alhunde</i>	<i>R</i>	—	<i>RNPatil</i>

Minutes of the HOD Meeting (30 July 2015)

1) Review of the Last Meeting:

- i) **SAR:** Review regarding the completion of SRA was taken. The Principal intimated to take his appointment for approval of the same.
- ii) **ERP:** All HODs should ensure that the information such as time table, students list etc is entered in the ERP by individual faculty member. This should done on or before 7/8/15.
- iii) **Professional Skill Development (PSD):** Review of conduct of PSD I & III for Sem. – I and III was taken. All HODs were informed to motivate the students to attend the sessions and also requested to share their feedback on conduct of the said sessions.

2) **Report of the Academic Committee (20/7/15 to 25/7/15):** The report of the Academic Committee for the period 20/7/15 to 25/7/15 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 13/7/15 to 18/7/15.

3) **Workshops on Virtual Lab.:** Notice regarding the workshop on Virtual Lab. is circulated. The said workshop is scheduled from 25 to 29 August 15 for B. tech. (Sem. – III) students. All HODs were informed to depute one faculty member as Coordinator for the same.

4) **UT – I, II & II: (Time Table, Plan of Conduct, Seating Arrangement):** The time table, seating arrangement to conduct UT I, II and III has been circulated to get any suggestions for execution. All HODs were intimate to give the suggestions.

5) **Revised Course Structure:** All BOS Chairmen were informed to submit the revised course structure of B. Tech. (Sem. I to IV) on priority basis.

6) **Skill Development Programme:** The responsibility of framing the course structure and syllabus was given to the various HODs and faculty members. All the concern programme coordinators should design the detailed structure covering course objectives, eligibility, course duration, scheme of examination etc. in consultation with the experts in the respective field. Prof. R. N. Patil will coordinate this activity.

7) **Engagement of Peoples with Science & Technology Department:** All HODs were informed to submit the proposals regarding creating awareness among people about Science & Technology in the next HOD meeting.

8) **Placement Activity at Departmental Level:** All HODs were informed to submit the list of faculty members of the resepective department and the name of the industry with whom they will pursue for the placement. Further, all HODs were asked to submit the progress of the said placement drive every Saturday to the Principal.