

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
<i>AK</i>	<i>RMS</i>	<i>SAL</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>RN Bab</i>

Minutes of the HOD Meeting (7 February 2013)

- 1) **Review of the Last Meeting:** Review regarding following points was taken.
 - i) The remuneration cheques of the experts are issued to the HODs for the workshop on revision of syllabus for Self Study Subjects conducted under funds from TEQIP-II, which may pl. be given to the concerned experts.
 - ii) Student Section will give list of the failed students in one/two subjects in Sem. III/V/VII examination of respective disciplines. HODs should discuss the reason for the failure with these students in separate meeting and give the feedback in next HOD meeting.

- 2) **Report of Academic Committee: (25/1/13 to 31/1/13):** The report of the Academic Committee for the period 25/1/13 to 31/1/13 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 15/1/13 to 19/1/13 & 19/1/13 to 24/1/13.

- 3) **Schedule of Checking of ARB:** All HODs shall take care of making ARB maintained by all faculty members for checking as per the schedule circulated by the Academic Committee.

- 4) **List of GFM who have not submitted the attendance upto 31/01/2013:** The list of the GFMs who have not submitted the attendance upto 31/1/13 is circulated to all. HODs should ensure that all GFMs of the respective department submit the attendance in time to the Academic Committee. Following GFMs have not submitted the attendance record Ms. Prachi Dixit, Dr. S. D. Jadhav, Ms. P. M. Londhe, Mr. N. M. Phadatare, Mr. Rohit Katre, Mr. C. D. Shendkar, Mr. R. H. Jadhav, Ms. S. R. Dikondwar, Mr. D. G. Kumbhar, Mr. P. L. Choudhary, Mr. R. S. Desai, Mr. P. D. Kadam, Mr. S. S. Kadam.

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- 5) **12 (b):** Preparation about the visit of committee from UGC is reviewed and schedule of the visit of the committee will be communicated soon.
- 6) **Launch of TCS Campus Commune:** E-mail has been sent by T & P Dept. to all HODs in this regard. HODs should response to the mail and suitable date shall be communicated to the T & P Dept. for the same.
- 7) **Workshops on Syllabus Reforms:** As discussed in the last HOD meeting workshop for syllabus reforms for UG programmes shall be conducted before end of February 2013. Further, HODs and faculty members should suggest the contents of the common subjects such as M1, M2, M3, Engg. Sc. 1 & 2 to the concerned faculty.
- 8) **Sessions by TCS on 23/2/13:** It is decided to conduct the sessions by TCS on 23 Feb. 2013 for students of Computer & IT on Software Engineering and for faculty members on Machine Learning. HOD (Comp. & UT) will sign the cause factia in this regard.
- 9) **Meeting of GFM and Students:** Though the schedule of meetings of GFM and students was submitted, the minutes of the meetings were not submitted by the HODs except Civil & Electronics dept. Therefore other department should send the same immediately.
- 10) **Placement:** All HODs should contact personally with the various HR Personnel of the industry where students have undergone the inplant training for the campus placement. They should give the feedback in next HOD meeting.