

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
<i>ABD</i>	—	<i>MC</i>	<i>is</i>	<i>RNPatel</i>	<i>Szelli</i>	<i>W</i>	<i>Alkudo</i>	<i>B</i>	—	<i>RNPatel</i>

Minutes of the HOD Meeting (9 July 2015)

1) **Review of the Last Meeting:** Review of the last meeting was taken.

i. **Registration of Students (B. Tech.) (Sem. – I, III, V):**

	Chem.	Civil	Comp.		I.T.	Elect.	ET	E & Tc		Mech.		Prod.
			I	II				I	II	I	II	
Sem. – I	49	49	49	50	50	44	72	47	47	51	49	61
Sem. – III	51	68	47	61	55	65	69	60	64	53	54	53
Sem. – V	30	74	60	64	90	61	68	66	66	57		43

- 2) **Panel of Examiners for Assessment of PG Thesis:** All faculty members teaching to M. Tech. were instructed not to repeat the external examiners in the Panel of Examiners for Assessment of PG Thesis.
- 3) **M. Tech. Internal Assessment:** Feedback on M. Tech. internal assessment executed for last year was given by the Principal. All HODs, PG Coordinators and faculty members were informed to confirm the satisfactory attendance of the students meticulously throughout the academic term.
- 4) **'SPARSH' BY TCSL:** All HODs were informed to give prompt response to all activities / communications forwarded by TPO and confirm the participation of the students.
- 5) **Faculty Members Absent for Meeting with Principal:** Review of Faculty Members Absent for Meeting with Principal was taken. The names of the faculty members absent for the said meeting were given to respective HOD. Due attention in observing the presence to all important meetings should be given by all faculty members.
- 6) **Unit Tests:** Feedback on the assessment of UT papers was taken. all the examiners assessing the UT papers should thoroughly be checked with neat assessment indications.
- 7) **Addresses For Mailing List:** All HODs were informed to submit the details of the persons from industries with whom liaison is made for the Inplnat training. The details shall contain name, designation, name of the company, postal address, e-mail ID, contact no. etc.