

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
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Minutes of the HOD Meeting (9 September 2011)

- 1) **Review of last meeting:** Review regarding the following points was taken.
 - i) **Report of Document Verification Committee:** Prof. Dr. S. H. Patil submitted the report of the document verification committee which was discussed thoroughly. The verification of documents of Electronics Dept. is not done. Further, every department is advised to put the goals of the respective department as a document in the corresponding file.
 - ii) **Report of Laboratory Inspection Committee:** Prof. Mrs. V.S. Sohani gave the report about the laboratory inspection. The Inspection of Chemical department is not yet completed because of the colouring work, which will be completed soon.
- 2) **Presentations by HODs:** Principal expressed dissatisfaction over the presentation given by all HODs. However, there are few good slides in each presentation, which the other departments can take note of the same and may be included in their presentation. It is further advised to modify their presentation and ensure that each and every criteria of NAAC is reflected in proper order in their presentation.
- 3) **Document presentation by Dept. NAAC Coordinators:** It is decided to make the group of NAAC coordinators and the schedule of their visit to each department for document verification. All HODs should know the details of the each and every document which is to be presented to NAAC coordinator committee.
- 4) **Any other:**
 - i) **Inauguration of NAAC Cell Room:** The renovation of NAAC Cell Room is completed. The inauguration of the NAAC Cell Room is scheduled on Saturday, 10/9/2011 by the hands of Hon'ble Vice Chancellor, BVDU, Pune. Prof. (Dr.) Uttamrao Bhoite, Prof. (Dr.) S. F. Patil will also grace the occasion. All HODs along with the senior faculty members are informed to attend the inaugural ceremony.
 - ii) **Checking of Time Table:** It is decided to display the time table outside each class room. The printouts of the time tables of respective department are given to all HODs. They are asked to check the time tables and submit the same to Mr. Vishant Chimate immediately.