

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
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Minutes of the HOD Meeting (11 September 2014)

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **Report of the Academic Committee (1/9/14 to 6/9/14):** The report of the Academic Committee for the period 1/9/14 to 6/9/14 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 25/8/14 to 30/8/14.
- 3) **SAR:** Feedback on SAR for outcome based accreditation was taken. All departments have partially completed the documents. With the added support from the Admin. Office in completion of Criterion VII & VIII, all HODs assured the completion of the document.
- 4) **Report on Workshop on Outcome Based Accreditation:** All Departmental Coordinators for NBA work were deputed to attend the three day workshop on 'Outcome Based Accreditation' from 26 to 28 August 2014. Feedback on imputes received from the said workshop regarding the completion of SAR and the accreditation process was taken.
- 5) **Employment Enhancement Programme (EEP):** Review of attendance of the students for EEP arranged for the B. Tech. (Sem.-VII) was taken. all HODs were informed to submit the list of students who are not attending the EEP and display the notice accordingly. Further, the said students should be informed to pay the fees of the said programme in the Admin. Office. New batch of EEP will be facilitated for B. Tech. (Sem.-V) students. HODs were asked to submit the list of interested students.
- 6) **URL for Digital library:** The list of the URL for the available resources in the Digital Library has been circulated. HODs are required to motivate the faculty members to avail this facility.
- 7) **Meeting with Eligible Students for Placement at TCS:** TCS has confirmed campus recruitment drive on 29 and 30 Sept. 2014. The Principal will conduct the meeting of all eligible students for the placement at TCS on 15 Sept. 2014 at 3:30 pm in Seminar Hall C-403. All eligible students should attend the said meeting without fail. The student who will not attend the said meeting will not be allowed to appear for the campus drive by TCS.
- 8) **Engineer's Day:** Principal appealed all HODs, faculty members and students to execute innovative ideas to celebrate Engineer's Day on Monday, 15 Sept. 2014 in the respective department. HODs should ensure the participation of all faculty members and students for the same.

- 9) **CV Darjee:** A workshops on 'CV Writing' is arranged for the students of B. Tech. (Sem.-V) as per the schedule given below in Seminar Hall C-403,

S. N.	Department	Date	Time
1	Civil, Chemical & Electrical	17/9/2014	3.30 to 5.30
2	Mechanical & Production	18/9/2014	3.30 to 5.30
3	Computer & IT	19/9/2014	3.30 to 5.30
4	Biomedical, Electronics & E & Tc	20/9/2014	10.30 to 12.30

Respective HODs should display the notice of the said workshop and coordinate this activity.

- 10) **Purchase Proposals:** All HODs were informed to submit the purchase proposals for the Academic Year 2014-15 to the Principal on or before 29 Sept. 2014.