

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
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Minutes of the HOD Meeting (30 October 2014)

- 1) **Review of the Last Meeting:** Review regarding following points was taken,
 - i) **EEP:** HODs were informed to conduct the meeting of the students interested in enrolling for EEP. Further, they were asked to confirm the time slot to conduct the EEP sessions from next semester.
 - ii) **Re-conduct of UT-I:** The UT-I for the students of B. Tech. (Sem.-I) who were late admitted and those were given branch change was re-conducted on 11 Oct. 2014.
 - iii) **NANOCON 014:** The Third International Conference on Nanotechnology NANOCON 014 was conducted on 14 & 15 Oct. 2014 successfully. Principal appreciated the efforts taken by the all committee members and especially members of the core committee for the successful organization of the NANOCON 014.
- 2) **SAR:** The discussion on this point will be conducted in the next meeting.
- 3) **Time Table & List of GFM:** All HODs were informed to submit the time-table and list of GFM for the next semester to the Principal before proceeding for the vacation.
- 4) **Workload Distribution & Visiting Faculty:** All HODs were informed to confirm the allotment of teaching workload of next semester to all teachers. Appointment of visiting faculty members for the next semester shall also be completed before proceeding for the vacation.
- 5) **TEQIP Survey:** The feedback about the submission of information by the faculty members and students for the TEQIP survey was taken. All HODs were informed to ensure that the information of the faculty members, staff members and students of the respective department is submitted for the same.
- 6) **Data about Research Papers:** All HODs were informed to confirm the data regarding the research papers published by the faculty members of the respective department is submitted to R & D Department.
- 7) **Institutional Interaction:** The letter regarding the Institutional Interaction with CME, Khadaki was circulated. All HODs were informed to initiate the appropriate interaction with CME.
- 8) **Winter Vacation:** All eligible faculty and staff members can avail the winter vacation in any one of the slots given below subject to approval from the Principal.
 Slot - I: 24/11/2014 to 18/12/2014
 Slot - II: 5/12/2014 to 30/12/2014