

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
<i>ARS</i>	—	<i>W</i>	<i>W</i>	<i>W</i>	<i>W</i>	<i>W</i>	<i>W</i>	<i>W</i>	—	<i>W</i>

Minutes of the HOD Meeting (15 October 2015)

1) Review of the Last Meeting:

- i) **SAR:** Review of preparation of e-SAR was taken. All HODs were informed to keep the e-SAR ready for online submission before 30 Oct. 2015.
- ii) **Information for AICTE – CII:** Prof. S. Z. Gawali was informed to submit the report regarding the completion of the information and the documentary evidences.
- iii) **Registration for Courses on Competitive Examinations:** The response from students for the courses on Competitive Exam. was not encouraging. However, the course will be continued for this academic year.
- iv) **Skill Development:** Except Graphic Art Design Practice, the proposals for all Skill Development Programmes are ready. Prof. R. N. Patil was informed to compile the proposals and submit the same.
- v) **Registration for EEP:** 48 students from B. Tech. (Sem.-V) have registered for Employment Enhancement Programme (EEP). However, for commencement of the programme during the next semester, all HODs were informed to motivate the students to join EEP.
- vi) **ISTE Students Regional / National Awards 2015:** 29 Nominations for the ISTE Students Regional / National Awards were submitted for the year 2015.
- vii) **Placement at Dept. Level:** The feedback regarding the placement efforts at department level by the specific faculty members was given by the Principal. The list of faculty members not actively participating in this effort was shared with the HODs. All HODs and faculty members were informed to confirm atleast one company for placement individually with focused efforts and follow-ups.
- viii) **M. Tech. Thesis Evaluation Report:** Out of 87 M. Tech. thesis submitted 66 review reports were received and intimated to the respective guides. The information regarding the same has already been circulated. All HODs were informed to display the information. The follow-up of the pending cases is in progress.
- ix) **Engagement of People with Sc. & Tech.:** All HODs were informed to submit the plan of forthcoming activities regarding Engagement of People with Sc. &

Tech. They were informed to continue the interaction with the previous schools by designing creative activities such as Quiz, Essay and Project competitions.

- 2) **Report of the Academic Committee (14/9/15 to 19/9/15, 21/9/15 to 26/9/15, 28/9/15 to 3/10/15 & 5/10/15 to 10/10/15):** The report of the Academic Committee for the period 14/9/15 to 19/9/15, 21/9/15 to 26/9/15, 28/9/15 to 3/10/15 & 5/10/15 to 10/10/15 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 7/9/15 to 12/9/15.
- 3) **UT Administration:** All HODs shared their observations regarding the change made in UT administration and process of this conduct. The new process is well appreciated by the students and faculty members.
- 4) **Academic Calendar:** The proposed academic calendar for the Term – II of academic year 2015-16 was circulated. All HODs and faculty members were informed to communicate their suggestions for the improvement.
- 5) **PR / OR Examinations Nov. 2015:** The backlog / regular Pr/Or Examinations – Nov. 2015 shall be conducted as per the given schedule. No exam. shall be started in the absence of the external examiner. The exam. shall not be scheduled on Sundays and holidays.
- 6) **Submission of TW (Sem.-I):** The schedule of submission of TW of Sem. – I is circulated to all.
- 7) **News, articles, write-ups etc. for the modified version of Vision Bharati:** The notice regarding the submission of articles, news, write-ups etc. for the newsletter Vision Bharati is circulated. All faculty members were informed to act accordingly.
- 8) **Knowledge Incubation Under TEQIP-II at IIT Mumbai:** IIT Mumbai is planning to organize 'Knowledge Incubation Under TEQIP' or MHRD-TEQIP-KITE initiative of the Ministry of Human Resource Development (MHRD). The separate mails regarding the events will be forwarded to all HODs.