

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	ET	E & Tc	Mech.	Prod.

Minutes of the HOD Meeting (2 March 2017)

1) Review of the Last Meeting

i) **NAAC: Visit of expert committee of NAAC** scheduled from 10th March to 12th March 2017. The detail notice regarding schedule of expert visit will be circulated shortly. All Heads of the departments shall prepare documentation and laboratories in good condition also prepare for visit plan A, B & C. Faculty members who have applied for the FDP / training programme during this period shall continue with their plans. All Heads of the Department shall select 30 students for the meeting with expert committee and instruct them personally. Also all Heads of the Department shall invite minimum 10 alumni (preferably Entrepreneur) for the meeting with expert committee.

ii) **Use of Software:** Every department has procured certain software under TEQIP – II, but it is observed that these softwares are not utilized to its full extent. Hence all Heads of the Departments shall discuss the usage of softwares purchased at department level with principal at the earliest.

iii) **Access Control System:** The report of access control of individual faculty members till 1st March 2017 is shared with the Heads of the Departments. It is expected that HoD shall discuss this report individually with each faculty member.

2) **Report of the Academic Committee (13/02/17 to 25/02/17):** The report of academic committee for the period (13/02/17 to 25/02/17) was circulated to all Heads of the Departments. Further; all HODs shall submit the report of the non-conduct of lectures / practicals for the period (16/01/17 to 21/01/17 & 23/01/17 to 28/01/17).

3) **FTP on High Impact Leadership Certificate Programme and Padagogy to Synergogy:** An Innovation Approach to Progressive Education: - All Heads of the Departments shall nominate atleast 3 faculty members for the above training pogramme. The College is going to pay the registration fees for the shortlisted faculty members.

4) **Two Days Workshop on Train The Trainer:** Two Days Workshop on Train The Trainer is organized by TeamLease Skills University Office, Kormangala, from 17th to 18th March 2017. The detail mail regarding same is already circulated to all Heads of the Departments. Interested HoDs / Training coordinator of skill development programme may apply through TEQIP – II.