

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

**Minutes of the HOD Meeting (8 May 2014)**

- 1) **Review of the Last Meeting:** Review regarding the last meeting was taken.
- 2) **Workshops for Finalizing Course Structure & Syllabus:** Review regarding the workshops conducted in various departments for finalizing course structure and syllabus was taken. All departments except Department of Chemical Engineering conducted the workshop.
- 3) **Meetings of BOS:** The meeting of Faculty of Engineering & Technology is proposed to conduct on 20 May 2014. Hence, all BOS Chairmen were informed to conduct the meeting of respective BOS and submit the minutes of meeting immediately after its conduct.
- 4) **Leave Status Report of Faculty Member:** The leave status report of the faculty members was discussed in the meeting. All HODs are informed to consult the Principal before forwarding the duty leaves for long period during the academic session.
- 5) **Placement:** Review regarding the efforts taken by various HODs regarding the placement was taken. More focused efforts are expected from them to confirm the placement of minimum five students. This will be taken as performance of respective Head of the Department.
- 6) **In-plant Training:** Prof. S. S. Kadam, Head, Dept. of Mechanical Engg., was asked to collect the information and original training acceptance forms from all departments and prepare the report and submit the same to the Principal.
- 7) **Summer Vacation:** This point will be discussed in the next meeting.