

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

Minutes of the HOD Meeting (10 April 2013)

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **Report of Academic Committee (28/3/13 to 4/4/13):** The report of the Academic Committee for the period 28/3/13 to 4/4/13 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 15/3/13 to 21/3/13 and 22/3/13 to 28/3/13.
- 3) **Nominations for Awards by BVU:** Nominations for various awards by BVU forwarded by various HODs were reviewed. It was observed that recommendations for award were in shabby format. It was suggested by the Principal that the nominations should be submitted with the bio-data and credentials of the nominee at the work place.
- 4) **List of Paper Setters and Examiners:** The list of examiners for TW/OR and TW/PR examinations to be hold in May/June 2013 is circulated. HODs shall prepare the time table of the said examinations and shall submit copy of the same to the Principal. Standard format for appointment of examiners was also circulated. Principal suggested to conduct mock OR/PR examinations to improve the results.
- 5) **Meeting of Faculty Members of B. Tech. (Sem.-II):** The meeting of all faculty members including visiting faculty members who are teaching to B. Tech. (All Programmes) (Sem.-II) is scheduled on Saturday 13/4/2013 at 12.30 pm in Seminar Hall (W-306). The attendance for the said meeting is compulsory. No leave will be granted on that day.
- 6) **Visit of Performance Auditor from TEQIP-II:** Dr. T. K. Basu is appointed as Performance Auditor of TEQIP-II by the DTE, Govt. of Maharashtra to carry performance audit of TEQIP-II activities of this college. For this purpose he will visit the college on 12, 13 and 14 April 2013. He will conduct the meeting with faculty members, staff members and UG & PG students. All HODs are informed to make necessary preparations.
- 7) **Grant Received under MODROB from AICTE:** Grant of Rs. 13 Lakhs is received from AICTE under MODROB Scheme to the research project titled 'Modernization of Metrology & Quality Control Laboratory' in the Department of Production Engg. Principal and all HODs congratulated Head, Department of Production Engg. for the same.