

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.

**Minutes of the HOD Meeting (11 November 2011)**

- 1) **Review of last meeting:** The review of last meeting regarding the submission of question bank of the M. Tech. CET was taken. All HODs agreed to submit the question bank on or before 3 December 2011.
- 2) **NBA Preparations:** Review regarding the presentation by HODs was taken. The presentations of HODs of Computer, Mechanical, Production and Chemical were completed whereas presentations of other departments will be completed as per the schedule circulated earlier.
- 3) **Introduction of the department to guests:** Whenever the national or international level guests visit the college, HODs are asked to give detail information of the respective departments. Emphasis on information related to no. of faculties, qualifications, their experience, research publications, laboratories, major equipments, grants received, research activities shall be given.
- 4) **Any other:**
  - i) **NBA Documentation:** Discussion regarding documentation for NBA was held. It is decided to use the documents of NAAC record for NBA wherever possible.
  - ii) **NBA report (New format):** Prof. Mrs. V. S. Sohoni reported regarding the preparation of NBA report as per the new format. None of the department has completed the report as per new format. Further, HOD should contact Prof. Mrs. V. S. Sohoni immediately after completion of the report.
  - iii) **Visit of Principal to Departments:** Principal will visit to the departments to see the progress of the NBA preparation. All HODs should keep all laboratories clean and neat and ensure that all equipments are placed in proper manner and are in working condition.
  - iv) **Departmental Meeting regarding NBA preparation:** All HODs should conduct the meeting with faculty of respective department every day at fix time and take the review of the progress of preparation of NBA; discussion on presentation shall also be conducted.
  - v) **Meeting of students, parents, alumni with expert members of NBA:** As a part of the accreditation process, expert members will meet the students, parents and alumni. Each faculty member should be given the responsibility of ensuring the presence of minimum five students, parents and alumni and the record of the same should be submitted to the Principal.