

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
ARB	Abs - SA	SA	SA	SA	SA	SA	SA	SA	SA

Minutes of the HOD Meeting (27 April 2012)

- 1) **Review of last meeting:** Review of the last meeting was taken.
- 2) **Documents for NAAC / NBA:** Record of documents related to the NAAC / NBA for the **academic year 2011-12** are to be updated. All HODs should submit the authentic documents on or before 5 May 2012 to Mr. V. H. Patil. It is further decided to circulate the notice for the students to bring the feedback from their parents and submit the same to the respective GFM at the time of registration for the next academic year. GFM shall not register student to the new semester without feedback. Similarly the feedback from the students of all classes should be collected online in consultation with Mr. S. Z. Gawali.
- 3) **Self Appraisal Form:** The hard and soft copy of the Self Appraisal Form is circulated to all HODs. The same was discussed in detail and accordingly the same should be duly filled and submit to the Principal immediately.
- 4) **Changes in ARB:** The proforma of the existing Academic Record Book was discussed. Some of the faculty members have suggested that there must be extra provision for the remarks by HOD on last page. It was decided to make necessary changes in the ARB.
- 5) **Summer Vacation Slots:** All HODs should prepare the two slots for the summer vacation and submit it to the Principal. It is suggested to ensure that the faculty members required for counseling for the admissions to the B. Tech. (Sem-I) should join the college before 17 June 2012.
- 6) **TW/OR/PR Exam. April/May 2012:** As decided earlier, the TW/OR/PR examinations should be conducted as per the schedule prepared by the department and there should not be any examination on Sunday / Holiday / 10 May. Examination shall be started only when both the examiners are present. The Chairman of the respective subject should take prior permission of the Dean for change of examiner. In case of unavailability of the examination number, the marks should be entered as per the PRN of the student.