

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

Minutes of the HOD Meeting (4 July 2013)

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **First Year Course Structure:** All HODs and Chairmen, BOS finalized the common subjects for all the branches as Engineering Sc.-I & II, Engg. Mathematics I & II, Engg. Graphics, Elements of Mechanical Engg., Elements of Civil Engg., Elements of electrical Engg. Two additional branch specific subjects will be added in the new structure. The finalization of these subjects and the teaching and marking scheme as per the credit system will be finalized in the next meeting scheduled on Saturday 6 July 2013 at 10 am.
- 3) **Accreditation (NBA):** The various courses are accredited from 15-3-2012 to 14-3-1015 for three years. The report for the reaccreditation is to be prepared and submitted in 2014. Review regarding the same is taken. It is observed that none of the department has started the preparation for the same. Hence, HODs and NBA Coordinators are asked to start the preparations immediately. Prof. (Mrs.) V. S. Sohoni was appointed as Incharge for the same. However, it is observed that no work regarding accreditation by NBA has been initiated by her. Prof. (Mrs.) V. S. Sohoni will now communicate the progress of the said work to the Principal on every Saturday through e-mail.
- 4) **E-mail ID & Password:** The list of the faculty members who have not communicated their E-mail IDs and password is given to respective HOD. Concerned faculty members should communicate the same on or before Saturday 6 July 2013. All data available on college server will be deleted on Saturday and new server will be activated from Onday. Hence, if e-mail / password from all faculty members is not received by Saturday, college will not be responsible for loss of data. From Monday 8 July 2013 the process of transfer of e-mail accounts on new server will be initiated.
- 5) **Time Table:** The time table of the all classes is uploaded on the college website. HODs should check the same and confirm. No change in time table is permitted without the permission of the Principal.