

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
<i>AR</i>	<i>R</i>	<i>ad</i>	<i>ad</i>	<i>for Hi</i>	<i>P. S. S. S. S.</i>	<i>h</i>	<i>J</i>	<i>R</i>	<i>J</i>	<i>R. N. Patel</i>

Minutes of the HOD Meeting (8 August 2013)

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **IQAC Calendar:** IQAC Calendar for the academic year 2013-14 is circulated to all HODs and NAAC Coordinators were informed to conduct the activities as per the scheduled given and submit the activity report to the Principal.
- 3) **Unit Test – I of B. Tech. (Sem.-I):** Unit Test – I of B. Tech. (Sem.-I) is scheduled on 19 & 21 August 2013. The seating arrangement and the time table has been circulated. All HODs are informed to adjust the supervision duties such that all lectures and practicals of B. Tech. (Sem. III, V and VII) are conducted as per time table. The list of faculty members from Basic Sc. & Hum. is given to all who will support the respective department to conduct the Unit Test. Appropriate communication from the respective HOD about the work related to the said Unit Test assigned to these faculty members is expected.
- 4) **Employment Enhancement Programme for Students under TEQIP-II:** For improvement of employability of the students under TEQIP-II Employment Enhancement Programme for the students of B. Tech. (9Sem.-VII) has been organized from 19 August 2013. The training will be given by the external experts. It is expected to give 2 to 3 hours per day in time table for this training programme. Heads of the respective department and representative from concerned agency shall prepare schedule of training programme. HODs shall monitor the programme rigorously for its success. Feedback from students in appropriate format shall be collected at the end of the programme.
- 5) **Workshop on NBA & NAAC at Engg. Staff College of India:** Engineering Staff College of India, Hyderabad is organizing Workshop on ‘Quality Initiative in Technical & Higher Educational Institutions’ (in compliance with NBA & NAAC Accreditation) from 16 to 18 September 2013. It is proposed to depute 3 to 4 faculty members to attend the said workshop. Faculty members who can contribute in accreditation process of University / College / Department may apply for the same. Separate notice in this regard will be circulated to all departments.