

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

**Minutes of the HOD Meeting (23 October 2013)**

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **Report of the Academic Committee (5/10/13 to 11/10/13):** The report of the Academic Committee for the period 5/10/13 to 11/10/13 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 21/9/13 to 27/9/13 & 28/9/13 to 4/10/13.
- 3) **Purchase Proposals:** The purchase proposals submitted by all departments are principally approved. All HODs are informed to conduct the meeting of purchase committee for negotiation and submit the revised proposals to the Principal before 30 November 2013 for sanction.
- 4) **Pr / Or Examination:** Backlog and regular PR / OR examinations shall be conducted as per the schedule given. No examination shall be started in absence of the external examiner. The examinations shall not be scheduled on Sundays and holidays.
- 5) **Accreditation by NBA:** The review regarding the progress of preparation for the NBA accreditation was taken. Principal informed that he will be available for any guidance required for the same.
- 6) **Lync:** The Lync Software for Video Conferencing with Principal and all HODs is installed. All HODs were asked to check whether cameras, Mic. and other hardware is installed or not? and report accordingly.
- 7) **Jr. Supervision Duty:** The appointments of the Jr. Supervision duty for the Oct. / Nov. 2013 Examination will be given to respective faculty members.
- 8) **Unit Test – III of Sem. – I:** The UT – III of Sem.-I will be conducted on 12 & 13 Nov. 2013. The notice regarding the additional faculty members provided to the departments is circulated to all HODs.
- 9) **Record of UT Assessment:** The record of assessment of UT – II of Sem.-I was discussed. It is observed that the assessment of the subjects Elements of Civil Engineering and Elements of Mechanical Engineering is not yet completed. The HODs of Civil and Mechanical Engineering are asked to look in to the matter and get the assessment done from the respective faculty members immediately.