

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
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Minutes of the HOD Meeting (3 November 2011)

- 1) **Review of last meeting:** The review of last meeting was taken.
- 2) **NBA Preparations:** Prof. Mrs. V. S. Sohoni presented the progress of the preparation of the NBA. It is informed to all to prepare two different reports for the period of academic year 2007-08 to 2010-11 and 2011-12 separately.
- 3) **Biometric Attendance Record (October 2011):** The biometric attendance record of the all staff members for the month of October 2011 was given to all HODs.
- 4) **Workload of faculty members:** The teaching workload of all faculty members was discussed. It is decided that every HOD should teach atleast one theory subject and Professors shall engage minimum workload of 12 hrs. / week.
- 5) **QIP Short Term Course at IIT Mumbai:** IIT, Mumbai has organized QIP Short Term Course on Innovation and Optimization using TRIZ and Taguchi Methods from 19 to 23 December 2011. The photocopies of the pamphlet of the same were circulated to all HODs.
- 6) **PR/OR Examinations:** Review regarding Pr/Or examinations was taken. It is observed that some of the students have not filled the examination form, their term may be granted in the interest of students.
- 7) **CAP:** Theory examination of the Oct./Nov. 2011 season are starting from 19 November 2011 and will end by 17 December 2011. Respective HOD should inform all faculty members about the timely assessment of the answer books. Subject Chairman should contact the external examiners and should ensure that the assessment is started on the next day of the conduct of the examination of the particular subject.