

**MINUTES OF THE HOD MEETING HELD ON 04.10.2016 AT 12:00 NOON AT
CONFERENCE ROOM**

AGENDA:

1. Accreditation
2. Academics
3. Research
4. TEQIP
5. PTA General Body
6. MoU with KOOKMIN University
7. Faculty Visit to Universities
8. Infrastructure – General Facilities for NBA
9. Alumni Support
10. AOCB

Members present:

1. Dr. S. Ayooob - Principal
2. Dr. Gopakumar K.
3. Dr. Abdul Rasheed K.K.
4. Dr. Radhakrishnan K.B.
5. Dr. Mohammed Sajid N.K.
6. Dr. Jose Prakash M.
7. Prof. Sreekumar C.S.
8. Dr. Annie John
9. Prof. Beena P.
10. Prof. Shaila K.A.
11. Prof. Ansamma John
12. Dr. Ushadevi Amma C.
13. Dr. Shahul Hameed T.A.
14. Dr. Dileep P.N.
15. Dr. Nadera Beevi S.
16. Dr. Imthiaz Ahammed T.P.
17. Dr. Suresh S.

The meeting started with a silent prayer. Minutes of the previous meeting was approved.

Action Taken:

1. Dr.PN Dileep, coordinator, NBA executive committee, contacted NBA Delhi Office. They have suggested 18th, 19th and 20th for all 7 programmes. Principal informed the meeting of the recent mail from NBA for early submission of the eSAR of Production & Chemical Engg. HODs of these two departments are requested to submit the eSARs within few days.
2. External auditing went well. Documentations in all the departments were reported perfect. Good initial feedback from the external auditor.
3. HODs assured the meeting that S3/S5 university exam result analysis will be made available in the standard format within few days.
4. It was observed that certain departments have allocated faculty for language lab. Other HODs are requested to allocate at least one faculty to language lab.

MINUTES

Meeting resolved the following:

1. All marks of internal exam (series test) must be uploaded in EAZY Campus before 12th October, 2016. HODs are to inform all faculty members.
2. Make up tests be given only after 2nd series test.
3. HODs of Physics, Chemistry & Mathematics are requested to depute few faculty members to visit NAAC good graded institutions like Farooq College and St. Joseph College, Devagiri etc.
4. Dr. Shahul Hameed T.A. presented an overview of points to be discussed in the preparation of initial Development plan (IDP) in connection with TEQIP.

5. PTA Secretary Dr. Mohammed Sajid N.K. informed details of PTA General Body meeting on 15th. It is suggested to convene stakeholders meet in the departments also on this date.
6. HODs are requested to search and identify NBA Experts for assessing the eSARs of respective departments and seek technical suggestions related with the department at the earliest.
7. Principal requested the Dean, Research to initiate programmes to depute few faculty members from each department to prestigious research labs/institutions to have a first-hand idea about the ongoing researches.

The meeting came to an end at 1:05 PM.

Dr. S. AYOOB
PRINCIPAL