

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
<i>AB</i>	—	<i>PC</i>	<i>W</i>	<i>S. Ramakrishna</i>	<i>S. G. Joshi</i>	<i>M</i>	<i>Chitambar</i>	<i>R</i>	<i>S. S. More</i>	<i>M. P. Patil</i>

Minutes of the HOD Meeting (6 February 2014)

- 1) **Review of the Last Meeting:** Review regarding the willingness of the faculty to attend Erasmus Mundus Action (EMA), Training Programme on NBA at COEP and Employment Enhancement Programme was taken. No faculty member till date shown interest in EMA programme, Dr. A. L. Ramteke, Prof. Mrs. S. S. More, Prof. S. Z. Gawali and Prof. D. M. Thakore shown willingness to attend NBA training programme at COEP.
- 16) **Report of the Academic Committee (28/1/14 to 3/2/14):** The report of the Academic Committee for the period 28/1/14 to 3/2/14 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 21/1/14 to 27/1/14.
- 2) **Departmental Brochure:** Review regarding the completion of proof reading and printing of departmental brochure was taken. HODs of Civil and E & Tc departments have completed the said work. Remaining HODs are informed to complete the printing of departmental brochure on priority.
- 3) **Placement:** For exploring the placement opportunities for the students of B. Tech. (Sem. – VIII), all HODs are informed to put special efforts by contacting more companies. The first updates of the same shall be communicated to the Principal before next HOD meeting and subsequently every week.
- 4) **Heritage Walk:** A Heritage Walk on 15 February 2014 from Shaniwar Wada, Pune is organized to celebrate the Golden Jubilee Year of Bharati Vidyapeeth, Pune. All HODs were asked to communicate exact no. of faculty members attending the same. Till date 66 faculty members from the department of Electrical, Electronics, Civil, Mechanical, Computer and Chemical shown willingness to participate in heritage walk. Faculty members can invite their friends and faculty member for the programme.
- 5) **Alumni Meet:** The 10th Alumni Meet was organized on Sunday, 2 Feb. 2014. The review regarding the same was taken. Few HODs were absent for the programme. All HODs are informed to attend such type of programmes without fail.
- 6) **GATS – Training in Automation:** M/S GATS has submitted the proposal to conduct the training in Automation for practicing in Industry for the students of Mechanical, Electrical, Electronics, E & Tc and Production. Principal has sent e-mail regarding the same. The concerned HODs are informed to act accordingly and update the Principal.

Bharati Vidyapeeth Deemed University
College of Engineering, Pune – 43

Meeting No.	190
	2013-14

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

- 7) **Meetings of BOS:** It is proposed to conduct the meetings of the various BOS on 13 or 14 Feb. 2014. All Chairmen, BOS are informed to circulate the notice of the meeting.
- 8) **International Trade Fair at Germany:** M/S De Aventura has submitted the proposal for the students of the final year to participate in the international trade fair 'Hannover Messe 2014' at Germany. Principal has sent e-mail regarding the same. All HODs are informed to act accordingly and update the Principal regarding the same.
- 9) **Submission of Attendance Report by GFM:** Review regarding the submission of the attendance report by GFM for the month of January 2014 was taken. Few GFMs have not submitted the attendance report. The respective HODs are informed to ensure that the attendance report is submitted on scheduled date.
- 10) **Shifting from Zimbra to Microsoft Office 365:** It is proposed to shift the e-mail accounts of all faculty members from Zimbra to Microsoft Office 365. For this some information is required. The format of the required information is sent through e-mail to all HODs. They are asked to get and submit the required information of all faculty members on or before Saturday, 8 Feb. 2014.
- 11) **ERP – Faculty Profile:** The review regarding the completion of filling up of faculty profile in ERP software was taken. HODs raised difficulties faced by the faculty members of the respective department and same was discussed.
- 12) **Employment Enhance Programme (EEP):** Discussion regarding the finalization of the schedule for conduct of EEP was conducted.