

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
ARB	ABS	SAL	_____	ABS	CH	Mr	_____ 27/08/10	J	SP

Minutes of the HOD Meeting (27 August 2010)

- 1) **Review of last meeting:** The review of the last meeting was taken. The academic committee report of all department was discussed and HODs are asked to critically examine the various reasons given by the faculty members for non conduct of the lectures and practicals.
- 2) **Report of academic committee: (20/8/10 to 26/8/10):** Report of the academic committee was circulated to all HODs.
- 3) **Issue of admit cards:** HODs are asked to check the completion of the term work by the student before issuing the admit card.
- 4) **CL form:** It is observed that the CL applications forwarded by the HODs is not completed in all respect. Therefore it is advised to check the CL form carefully and then only forward it.
- 5) **Microsoft IT Academy:** It is proposed to have long term association with Microsoft IT Academy. Presentation regarding the same is arranged on Saturday, 28/8/10 at 10.30 am in A-V Hall. Prof. D. Thakore is coordinating this activity. All HODs and faculty members of Computer & IT department are asked to attend the presentation
- 6) **PG Lectures:** Attendance of the PG students for the semester – III was discussed and it is observed that some of the students have attendance less than 50%. Therefore it is advised to display the attendance record and notice stating non-granting of the term work of students having attendance less than norms. Further, it is advised to send the letters to such students.
- 7) **Purchase proposals:** HODs are asked to review the respective purchase proposal which may be discussed in the next HOD meeting.
- 8) **DELNET:** Digital library consisting of 83,69,299 books, 33,541 current periodicals, 20,235 catalogues of periodicals, 9,12,042 periodical articles, 5,000 CD-ROM, 748 Thesis and Dissertations, 44,304 Video Recordings and 1,613 Sound Recordings in e-form are available to facilitate and promote **research**. The College has obtained membership of DELNET for this purpose. It is informed to all HODs to make aware all the faculty members about the DELNET facility available in the library
- 9) **Research Development Activities:** Letter from Hon'ble Vice Chancellor, BVDU, Pune regarding the R & D activities and the guidelines for publications of research papers by Professors and faculty members is given to all HODs. Contents of the letter are discussed in length in the meeting. HODs shall give copy of this letter to all faculty members of respective department.
- 10) **Printouts:** It is advised to take prints on both sides of the paper and make use of blank side of used paper.
- 11) **In-plant Training:** All HODs are asked to take every day review and followup of the in-plant training response from the various industries and should try to place all the students for the in-plant training. HODs should contact HR Department of the respective companies in person for the same.