

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
<i>td</i>	Permitted to remain absent	<i>SAL</i>	<i>W. S. S. S. S.</i>	<i>S. S. S.</i>	<i>@</i>	<i>W. S. S. S.</i>	<i>W. S. S. S.</i>	<i>W. S. S. S.</i>	<i>R. N. S. S.</i>

Minutes of the HOD Meeting (24 September 2010)

- 1) **Review of last meeting:** The review of the last meeting was taken regarding following points;
 - i) With reference to academic committee report there is discrimination in the explanation given by the faculty and the report of non conduct, which indicates that either class might be starting late or left early. In such cases a letter should be issued to those faculty members. Next time, in such cases, it will be considered as non conduct of lect./pract. and suitable action will be initiated.
 - ii) The meeting for appointment of examiners is scheduled on 4 Oct. 10. The Chairmen of the respective BOS are advised to give minimum two options for the examiner whose name appeared for more than 3 turn.
- 2) **ISTE Annual Convention:** This issue will be discussed in the next meeting.
- 3) **ISTE Awards Won by Students:** The following students of Department of Mechanical and Civil Engg. has received ISTE award for the Best B. Tech. Project.

S. N.	Department	Names of the students	Project title	Guide
1	Civil	1. Santosh Kumar 2. Santosh Thorat	Utilization of waste plastic in road construction	Mr. N. R. Patil
2	Mechanical	1. Prashant 2. Mandeep Singh 3. Arpan Ghosh	Heat transfer enhancement of a wavy surface tube	Mr. D. G. Kumbhar

The Principal congratulated the students, faculty, guide and HODs for the efforts taken to ^{get} ~~win~~ the award. ^{Principal} [Appreciated efforts taken by Prof. P. R. Devale to compile the projects and submission.

- 4) **Ph. D. Course Work (Faculty & Time table):** The time table for the Ph. D. course work from Chemical, Electronics, Mechanical and Production is not received. Hence, they are asked to submit the Ph. D. faculty and the time table for the Ph. D. course work.

**BHARATI VIDYAPEETH DEEMED UNIVERSITY
COLLEGE OF ENGINEERING, PUNE-43**

Meeting No.	106 20010-11
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- 5) **Mid Term Review:** All HODs are asked to take midterm review with respect to completion of syllabus, completion of practicals, maintenance of academic record, continuous assessment record etc.
- 6) **M. Tech. Unit Test Attendance Record:** It is observed that some of the M. Tech. students have not appeared for the Unit Test – I. The reason for non attendance was discussed, further HODs are asked to take the review at the departmental meeting and report to the Principal. Letters to individuals are to be issued and display notice.
- 7) **Meetings with GFM & Students:** The review of GFM meeting and students meeting was taken. HODs are asked to conduct the meetings of the GFM and students as per the schedule submitted by them.
- 8) **Any Other:** The Principal conducted the meeting with the group leaders and some of the queries raised by the group leaders are discussed. He shared feedback received from students.

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