

Bharati Vidyapeeth Deemed University
College of Engineering, Pune – 43

Meeting No.	200
	2014-15

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
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Minutes of the HOD Meeting (11 July 2014)

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **Report of the Academic Committee (3/7/14 to 5/7/14):** The report of the Academic Committee for the period 3/7/14 to 5/2/14 was circulated to all.
- 3) **GFM – Student Meeting:** All HODs were informed to submit the schedule of the meetings with students and GFMs. Further, they were asked to conduct the said meetings as per schedule and submit the minutes of the meetings to the Principal immediately after its conduct.
- 4) **Attendance Record:** The schedule of the submission of attendance record and checking of ARB was circulated to all. All faculty members were informed to observe the dates meticulously.
- 5) **Work Load:** Principal took the review of the allocation of work load for all courses. HODs were informed to ensure the conduct of lectures and practicals accordingly.
- 6) **Project Work:** The new method of assessment of UG project work was discussed. HODs were informed to form the committee of 5 to 6 senior faculty members for examination of project work.
- 7) **Commencement of B. Tech. (Sem. – I):** The Sem. – I of B. Tech. (All Programmes) will commence from the 15 July 2014. The course structure and syllabus of B. Tech. (All Programmes) (Sem. – I & II) will be uploaded on the college website on 14/7/2014.
- 8) **GFM Meeting:** Principal will conduct the meeting of all GFMs of B. Tech. (All Programmes) (Sem. – I) to brief about the new course structure and syllabus.
- 9) **Arrangement of Classrooms:** The intake of E & Tc and Mechanical course was increased by 60 seats each. To accommodate the increased students, arrangements of additional classrooms have been made. The time table of the B. Tech. (All Programmes) (Sem. – I) has been circulated to all departments.
- 10) **Submission of M. Tech. Thesis:** The new format for submission of M. Tech. thesis has been circulated and discussed. All HODs were informed to follow the new process of submission of thesis.