

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
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Minutes of the HOD Meeting (7 January 2011)

- 1) **Review of last meeting:** Review of the last meeting was taken.
- 2) **Lectures by Sadguru Vamanrao Pai:** On the occasion of the birthday of **Hon'ble Dr. Patangrao Kadam**, Founder, BV, Chancellor, BVDU, the thought producing and guiding lectures *by Sadguru Vamanrao Pai are organized on 8 and 9th January 2011 in the university campus on Pune-Satara Road Campus.* The topic of his lecture will be **"Key to the Successful Life"**. All faculty members are requested to avail this opportunity along with family members and friends.
- 3) **Blood Donation Camp:** On the occasion of the birthday of **Shri Vishwajeet Kadam**, Secretary, BV, the blood donation camp will be organized on the 13th January 2011. **The Chief Guest for the inaugural function will be Mr. Rajpal Singh, Mayor, PMC and Guest of Honour will be Mr. Sanjay Latkar, Chief of Anti Terrorist Squad (ATS), Pune.** All HODs along with the faculty members should attend the inaugural ceremony at 10am. All faculty members are requested to donate the blood generously and motivate the students and friends to donate the blood.
- 4) **Examination Bills:** All HODs should ensure that the bills of Oral/TW/Pr examinations should be submitted immediately after the completion of the examinations.
- 5) **Purchase of Equipments:** All HODs should ensure the installation and commissioning of purchased equipments and subsequent release of the payments. Further, the equipments which are yet to be received, HODs are asked to get the proforma invoice for the same from the respective vendor and submit it in the Admin. Office.