

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
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Minutes of the HOD Meeting (13 March 2014)

- 1) **Review of the Last Meeting:** Review regarding the last meeting was taken.
- 2) **Placement:** Review regarding the efforts taken by various HODs regarding the placement was taken. More focused efforts are expected from them to confirm the placement of minimum five students. This will be taken as performance of respective Head of the Department.
- 3) **Employment Enhancement Programme (EEP):** Notice regarding the training of students of B. Tech. (E & Tc, Electrical & Electronics) Sem. – VI under Employment Enhancement Programme (EEP) was given to respective HODs. the said programme will be commencing from 10 March 2014. Respective HODs are informed to monitor the programme efficiently and collect the feedback from the students about the progress, quality and necessary changes required in the schedule.
- 4) **Result Analysis:** Review regarding the result analysis was taken. Few HODs presented the analysis. The subjectwise result analysis, justification for the low result of the specifics subject and action plan for the improvement of the same is to be presented in the next meeting. Heads of the Department should discuss this issue with the students failed in the subjects and respective teacher.
- 5) **Nominations for TCS Award:** All HODs are informed to submit the nominations for Best Project and Best Students Awards by TCS to Prof. R. M. Khaire, Head, E & Tc Dept. on priority.
- 6) **In-plant Training:** Feedback regarding the letters to be send to the various industries for the In-plant Training was taken. All HODs to initiate the process immediately.
- 7) **Industrial Directory of Pune (MCCIA):** The soft copy of the Industrial directory of Pune prepared by MCCIA is made available to all HODs. All are informed to identify good industries and make liaison with them for in-plant training and placement.
- 8) **Report of Visit to TCS – SPANDAN:** The report of visit to TCS was presented in the meeting and discussed thoroughly. The professional interaction regarding the submission of research projects, training to final year students and inviting the experts from TCS for guest lectures should be initiated immediately. Research projects from faculty members pursuing Ph. D. shall be submitted to the TCS. Prof. Dr. A. A. Shinde, Head, Electronics Engg. Dept. and Dr. A. L Ramteke, Head, Mechanical Engg. Dept. will coordinate this activity.

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- 9) **Installation of Softwares:** Review regarding the installation of various softwares was taken. All HODs are informed to submit the report regarding the same to the Principal.
- 10) **Memorabilia of B. V.:** On the occasion of the Golden Jubilee of Bharati Vidyapeeth, Pune, it is proposed to publish the Memorabilia of BV. In this articles based on the BV and Hon'ble Dr. Patangrao Kadam, Founder – Chancellor, BVU, Pune will be included. Further, the experience and views of the prominent alumni regarding the institute will also be included. All HODs are informed to bring this to the notice of all staff members and collect the articles from interested staff members and submit the same to the Principal. Further, they are asked to contact at least two prominent alumni of the department and get their views/experiences and submit it to the Principal on or before 18 March 2014.
- 11) **Non Submission of Academic Record Book (ARB):** The list of the faculty member who has not submitted their ARB for checking was given by the Principal. All HODs and faculty members were intimated to submit their ARB for checking as per the schedule.
- 12) **Meeting of Hon'ble V. C., BVU, Pune with International Students:** Notice regarding the meeting of Hon'ble Vice Chancellor, BVU, Pune with the international students is circulated to all. The meeting is scheduled on Saturday, 15 March 2014. All HODs are asked to contact the international students of the respective department and shall ensure that all international students attend the said meeting.
- 1) **Scholarships for Disabled Students:** Maharashtra State Handicapped Financial and Development Corporation, Mumbai provides scholarships schemes and education loan for the students with disability. Notice regarding the same is already circulated to all. All HODs are informed to bring this to the notice of students with disability of the respective departments and ensure that the applications of these students are submitted.