

Bharati Vidyapeeth Deemed University
College of Engineering, Pune – 43

Meeting No.	214
	2014-15

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.

Minutes of the HOD Meeting (15 January 2015)

1) Review of the Last Meeting:

- a) **Employment Enhancement Programme (EEP):** The review regarding the number of students registered for EEP was taken. HODs were informed to confirm the number of students who have paid the registration fee for the same.
- b) **Registration by Students:** All HODs submitted the data regarding the number of students registered for the Sem.-II of this academic year.
- c) **Assessment of M. Tech. Theory Papers:** Principal gave the list of the examiners who have not yet completed their assessment of M. Tech. theory papers. Respective HODs were informed to look in this matter and ensure the completion of assessment work on priority.

2) **Report of the Academic Committee (7/1/15 to 10/1/15):** The report of the Academic Committee for the period 7/1/15 to 10/1/15 was circulated to all.

3) **Saturday at B. V.:** To making students more employable, mentoring by industry personnel is essential. Hence, it was decided that the activity 'Saturday at BV' is to be started from this semester. Total six Saturdays are available in this semester. Industry people of higher level designation shall be called for this session. HODs should prepare a calendar of this programme for the entire semester. This calendar should include date, name of the person invited, qualification, organization name, designation and should be displayed in the notice board. Awareness among the students about this programme should be created. Information about the speaker and programme reminders shall be sent frequently as SMS to all students.

4) **Meeting of Purchase Committee:** Hon'ble Vice Chancellor, BVU, Pune has given his consent to conduct the meeting of the purchase committee on 13 & 14 Feb. 15 under his Chairmanship for the purchase of equipments in various departments. All HODs and Purchase coordinators of the respective departments shall communicate the date of the meeting to the vendors who have submitted the quotation and shall ensure their presence for the same. The departmentwise schedule of the meeting will be communicated soon.

5) **Extra Efforts for Placement Enhancement:** All HODs and Placement Coordinator of the respective department should take extra efforts to enhance the placement of the students of the respective department. Further, they are requested to mentor the students regarding the placement activities.

6) **Syllabus Booklet of B. Tech. (Sem. I & II):** Syllabus booklet of B. Tech. (Sem. I & II) of respective departments was given to all for proof reading. All BOS Chairmen and Head of respective department shall check the sequence of subjects as per structure, Teaching / Examination scheme and other details as per the instructions given by the Principal. Further, they should submit the final corrected draft immediately.