

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

**Minutes of the HOD Meeting (15 February 2013)**

- 1) **Review of the Last Meeting:** It was decided in the last meeting that HOD should talk to the HR Personnel of the various industries regarding the placement of the students of the respective department. The review regarding the same was taken. The HOD (Chemical) contacted 40 out of 50 industries, HOD (Civil) contacted 25 out of 30 industries, HOD (IT) sent e-mail to 8 industries and awaiting for their response, HOD (Prod.) contacted 12 out of 22, HOD (Mech.) contacted 11 out of 21, HOD (Comp.) contacted 24 out of which 6 to 7 have shown interest for campus placement, HOD (ET) contacted five industries namely Bright Star Electronics, HCL, Honeywell Automation, Bits Advanced Processing Units Pvt. Ltd., ARD Technologies who have shown interest to recruit 6 to 7 students from the campus placement. HOD (E & Tc) not yet contacted any industry. Action by HOD (Elect.) in this regard needs to be enhanced.
- 2) **Report of Academic Committee(1/2/2013 to 8/2/2013):** The report of the Academic Committee for the period 1/2/2013 to 8/2/2013 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 15/1/13 to 19/1/13 & 19/1/13 to 24/1/13.
- 3) **Result Analysis:** The list of the students failed in one subject was given to all HODs. They were asked to discuss the reason of their failure by calling those groups of students. Accordingly respective HOD conducted the meeting with the concerned students and got the feedback and same was discussed in the HOD meeting. Principal elaborated the action as study will give us information about difficult subjects and reasons for failure. Similar workout can be conducted after UT also.
- 4) **In-plant Training Letters:** All HODs should write the letter to the various industries for in-plant training for the students of the Sem. – VII of the academic year 2013-14.

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- 5) **Bharatiyam 013:** A meeting of the students regarding the attendance during the Bharatiyam was conducted by Principal. It is decided that max. 10 students selected by respective HOD from each department will be allowed for marketing work and the relaxation up to 30 % in attendance for those students will be considered from 1 to 14 March only if they have attendance of min. 50 % in entire semester. The department staff coordinator should maintain the attendance record of the said students.
  
- 6) **Attendance Record by GFM:** The schedule of the submission of the attendance record by the GFM was circulated earlier, however some of the GFMs have not followed the schedule and submitted late. All HODs should ensure that the GFMs of the respective department submit the attendance record as per schedule. Attendance record upto 28 feb. 2013 shall be submitted meticulously by 4 March 2013 without fail.
  
- 7) **STTP at GCOE, Amravati:** Govt. COE, Amravati is organizing STTP on environment in month of March 2013 under TEQIP-II. the brochure of the same is e-mail to the concerned HODs. Many institutes are organizing such type of training programmes / workshops / STTP under TEQIP-II. All HODs are informed to respond to the same by deputing one or two faculty members so that similar response may be obtained while organizing workshops / training programmes in the institute.
  
- 8) **Efficient Time Management:** Principal sent e-mail to all HODs about the time to visit him for various administrative work (which is up to 1.30 pm on Monday to Friday). However, HODs and faculty members can meet the Principal with prior appointment for urgent work.
  
- 9) **UT Results:** All HODs should take the review of result of UT-I and call the students those who have secured less than 10 marks in particular subject. Respective HOD should discuss the reasons for less scoring and try to impart remedial measures to improve the results in successive UT.