

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
<i>AP</i>	<i>R</i>	<i>pe</i>	<i>U</i>	<i>D. D. D. D. D.</i>	<i>S. J. J. J.</i>	<i>h</i>	<i>blude</i>	<i>R</i>	<i>-</i>	<i>R. Patel</i>

**Minutes of the HOD Meeting (2 July 2015)**

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **Meeting for Paper Setting:** All Chairmen, BOS and HODs were informed to attend the meeting scheduled on Friday, 3 July 2015 for paper setting and submit the panel of paper setters for UG and PG courses.
- 3) **Commencement of Term – I of A. Y. 2015-16:** The term – I of the B. Tech. (Sem. – I III & V) and M. Tech. (Sem. – III) is commencing from 7 July 2015.
  - i) **Registration of first year students and other classes:** Principal conducted the meeting of all GFMs on 1 July 2015. All GFMs were informed to complete the registration procedure as per guidelines given. All HODs were informed to lead the students to the various laboratories and classrooms of the respective departments and share salient features of the department to raise the interest of the students. Further, the respective GFM will lead the students to the laboratories of the first year such as Physics, Chemistry, Survey, Workshop etc. and to the Library. The teaching of the B. Tech. (Sem.-I) will start from 8 July 2015.
  - ii) **Roll No. & PRN:** The RFID card with Roll No. and PRN will be issued to the students of B. Tech. (Sem.-I) on 7 July 2015.
  - iii) **Addresses of Students:** All GFMS were informed to verify and ensure that all required data such as contact no. permanent and local address, e-mail ID etc. is filled by the students at the time of registration.
- 4) **SAR:** All HODs were informed to complete SAR on priority and apply for accreditation by NBA, New Delhi with prior consent from the Principal.
- 5) **Course Structure & Syllabus of B. Tech. (Sem. – III & IV):** All Chairmen, BOS were informed to submit the revised course structure and syllabus of B. Tech. (Sem. III & IV) immediately as it is to be uploaded on the college website.
- 6) **Format for Panel of Examiners for Assessment of PG Thesis:** The Format for Panel of Examiners for Assessment of PG Thesis is sent to all HODs through e-mail. All examiners were informed to submit the panel of examiners as per the format given only.

**Bharati Vidyapeeth Deemed University  
College of Engineering, Pune – 43**

Meeting No.	228
	2015-16

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

- 7) **Website:** All HODs and faculty members were informed to visit the college website and link of the respective department regularly. The respective HOD should communicate the changes and the new information to be added on the website immediately to Mr. G. V. Bhole, Asstt. Prof., Dept. of I. T. on his e-mail ID [gybhole@bvucoep.edu.in](mailto:gybhole@bvucoep.edu.in)
- 8) **ERP:** All HODs should ensure that the faculty members of the respective departments regularly updates their faculty profile, time table, attendance etc. on the ERP software. The faculty profile should be upgraded on or before 13 July 2015.
- 9) **Purchase Proposals:** The sanctions for the purchase proposals for the academic year 2014-15 are awaited. All HODs were informed to confirm the validity of the quotations submitted from the respective vendor.
- 10) **Maintenance of C-403:** The renovation the Seminar Hall (C – 403) has been completed. All HODs were informed to confirm the utilization of the facilities made available in the Seminar Hall with utmost care and responsibility.
- 11) **Rearrangement of ET and E T C Departments:** Rearrangement of laboratories of almost all departments is completed. The rearrangement assures the academic work flow of the respective department on the same floor and provide convenience to the respective HOD to administer the delivery of academic activities qualitatively. However, the rearrangement of laboratories of Electronics and E & Tc Department will be completed very soon.
- 12) **Research Papers and Projects:** The performance of all the faculty members will be based on the quality of research output in the form of research papers published and research proposals submitted.
- 13) **Meeting with all Faculty Members:** The Principal will conduct the meeting of all faculty members on Saturday 4 July 2015 at 10.30 am in Seminar Hall (C-403). All were informed to attend the same. no leave will be granted on this day.