

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
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**Minutes of the HOD Meeting (20 January 2012)**

- 1) **Review of last meeting:** Review regarding the importance of MHRD and Tandon Committee Report was taken. All HODs are requested to furnish the data as and when required regarding the same as top priority.
- 2) **Report of Academic Committee:** Report of the academic committee is given to all HODs. It is advised to submit the changes made in time table if any to the Academic Committee immediately.
- 3) **Research activities:** A letter from Hon'ble Vice Chancellor, BVU regarding the research activities in the institute is circulated to all HODs. As per the guidelines it is mandatory to publish minimum two research papers by Assc. Prof. / Asst. Prof. and minimum four research papers by Professors per year in a peer reviewed journals. All HODs are asked to motivate the faculty members especially who are guiding Ph. D. and M. Tech. students.
- 4) **Budding Innovators Award 2011 by (NRDC):** The National Research Development Corporation (NRDC) has called the nominations for Budding Innovators Award 2011. All HODs should bring this to the notice of all students of the respective department and apply accordingly. The last date for the submission is 31/1/2012. Prof. P. R. Devale will coordinate this activity.
- 5) **ASSET Award by Thermax:** Thermax has called the applications for the Thermax-ASSET Awards for the Best M. Tech. and Ph. D. Thesis. All HODs are asked to bring it to the notice of M. Tech. and Ph. D. candidates to apply for the same. Prof. P. R. Devale will coordinate this activity.
- 6) **Conduct of Lectures and Practicals:** A letter from Hon'ble Vice Chancellor, BVU has been received regarding the complaints by students about non conduct of lectures and practicals by the faculty members. A copy of the letter is circulated to all HODs. It is advised to discuss such serious matter in the departmental meeting and ensure the regular conduct of lectures and practicals.

**BHARATI VIDYAPEETH DEEMED UNIVERSITY  
COLLEGE OF ENGINEERING, PUNE-43**

Meeting No.	141 20011-12
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7) **Alumni Meet:** The alumni meet is scheduled on 5<sup>th</sup> February 2012 in the college premises. It has been decided to felicitate few prominent alumni. Therefore all HODs should submit names of two prominent alumni of the respective department to Mr. S. S. Chavan.

8) **Training Programme:** The training programme for the faculty members is organized on 21/1/2012 by the Nimble Foundation on the topic "Emotional Intelligence and Communication". The listed faculty member should attend the programme from 9.30 am to 5.30 pm. All HODs are requested to attend the inaugural programme at A-V Hall at 9.30 am. One more training programme for Professors and Associate Professors on "Time management" is organized on 11/2/2012. HODs shall recommend three names of eligible faculty members for the same.

9) **Details of Equipments:** All HODs are asked to submit the yearwise list of the equipments purchased from the inception of the department as per the MHRD Report format. The last date for the submission of softcopy is 25/1/2012.

**10) Any Other:**

- i) **BOS Meeting:** All BOS Chairman should conduct atleast two meetings of respective BOS in each semester. The names of the co opted members should be submitted to Prof. S. H. Patil immediately.
- ii) **Purchase Committee Meeting:** Principal will conduct the meetings of the Incharge Professors of Laboratories from 23 to 28 January 2012 at 12.30 to 1.30pm. notice regarding the same is circulated to all departments.