

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

Meeting No.	202
	2014-15

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
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Minutes of the HOD Meeting (24 July 2014)

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **Report of the Academic Committee (14/7/14 to 19/7/14):** The report of the Academic Committee for the period 14/7/14 to 19/2/14 was circulated to all.
- 3) **UG & PG Syllabus:** Review regarding the preparation of UG and PG syllabus booklet was taken. All BOS Chairmen were informed to confirm the completion of 2014 course structure and syllabus with the note for design and execution of assignments. Further, All HODs were informed to check and finalize the syllabus booklet for PG programmes as discussed.
- 4) **Training Programme on Smart Faculty:** All HODs were informed to submit the nominations to attend the training programme on 'Smart Faculty' which is scheduled on 13 August 2014.
- 5) **List of Group Leaders:** All HODs were informed to ensure the submission of list of group leaders and list of subject teachers by respective GFM.
- 6) **Documentary Film by Delhi Doordarshan:** A team from Delhi Doordarshan will visit the college on Saturday, 26 July 2014 for preparation of documentary film. All HODs were informed to prepare the plan of visit and select 4 to 5 students for the interaction.
- 7) **Professional Skill Development:** Syllabus of Professional Skill Development subject included in 2014 course will be designed and executed in association with Dale Carnegie Training Institute. The details regarding the same will be communicated before 31 July 2014.