

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

Meeting No.	192
	2013-14

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.	
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**Minutes of the HOD Meeting (26 February 2014)**

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **Report of the Academic Committee (11/2/14 to 19/2/14):** The report of the Academic Committee for the period 11/2/14 to 19/2/14 was circulated to all.
- 3) **Bharatiyam 2014:** The presentation of all techno cultural events in Bharatiyam 2014 was professionally organized and it was excellent. The involvement and efforts of students, faculty members and HODs were appreciated by the Principal.
- 4) **Placement:** The review regarding the efforts made by all the HODs for the placement was taken. More focused efforts are required to put forth for providing placement opportunity. Till date it is observed that HOD (Chemical) has taken concrete action in this regard.
- 5) **Departmental Brochure:** Feedback regarding the completion of departmental brochure was taken. The brochures of Department of Civil, Chemical, Electrical, Electronics, Biomedical and Mechanical Engineering are ready. HODs of the other departments are informed to complete the printing of the brochure on priority basis.
- 6) **Reporting Late / Early Departure from College:** In spite of the continuous efforts by the college authorities regarding the timely reporting and leaving the institute and actions taken thereof, still few faculty members are not observing the scheduled time. All HODs need to discuss this issue in the departmental meeting.
- 7) **Employment Enhancement Programme (EEP):** The EEP will be started from 5 March 2014. Training organizations namely M/S SMART, IEF and SCOUT are hired for the same. The detailed notice will be circulated in due course of time. All HODs are informed to bring this to the notice of concerned students. Further, HODs are informed to submit the periodic feedback regarding the programme to the Principal.
- 8) **Result Analysis:** Review regarding the result analysis was taken. Few HODs presented the analysis. The subjectwise result analysis, justification for the low result of the student in specific subject and action plan for the improvement of the same is to be presented in the next meeting.
- 9) **Feedback from Students:** HODs were informed to design the feedback form to be collected from the alumni. All HODs are informed to collect the feedback form at the time when the students approaches for the clearance.

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- 10) Use of A-4 Size Papers in Journals:** Feedback regarding the use of A-4 size papers in journals was taken. As per the availability of the papers, students can use either plain or ruled papers.
- 11) Meeting with Students:** The meetings with the students should be conducted as per the schedule and the minutes of the same shall be submitted immediately. It is observed that few HODs are not following the schedule of the meeting.
- 12) Proposal for Chair Professor:** All HODs were informed to submit the draft of the proposal for Chair Professor on or before next meeting.
- 13) Shifting of E-mail accounts from Zimbra to Office 365:** The process of Shifting of E-mail accounts from Zimbra to Office 365 is in progress. However, it is observed that few faculty members have given the wrong passwords of their e-mail accounts. The list of the same is given to respective HODs. They are asked to submit the correct password on or before 3 March 2014, failing to do so, official e-mail ID will not be provided to the concerned faculty members.
- 14) License Copies of the Software:** The Paper Licenses of the various softwares were issued to all HODs. They are informed to keep the same as a record for the NAAC/NBA.