

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
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Minutes of the HOD Meeting (29 June 2013)

- 1) **Review of the Last Meeting:** Review of the last meeting was taken.
- 2) **First Year Course Structure:** All HODs and Chairmen, BOS were requested to submit the course structure as per the Choice Based Credit System of the respective UG programmes on or before 4 July 2013.
- 3) **Paper Setting:** The list of the faculty members who have not completed the paper setting work till date was circulated to all. The said faculty members should complete the paper setting work immediately.
- 4) **Commencement of First Term of A. Y. 2013-14:** The first term of the academic year 2013-14 of the B. Tech. (Sem. –III, V) will commence from 5 July 2013 and B. Tech. (Sem.-I) will commence from 10 July 2013. All concerned faculty members shall conduct lectures and practicals from day one.
- 5) **Research Projects:** The BVU has got approval from UGC under section 12 (b) for submission of major and minor research proposals for funding. All HODs are requested to submit at-least three research proposals for the same before end of this semester. Faculty members will proceed for winter vacation after submission of major research projects.
- 6) **E-mail ID & Password:** All faculty members were asked to submit their e-mail ID and password so that the e-mail ID can be transferred on the other server. Till date only 52 faculty members have submitted the same information after repeated notice. Hence, all HODs are asked to take the review of the same and ensure that all faculty members of the respective department submit the same immediately.

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

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- 7) **Schedule of Meetings with Students & GFM:** All HODs are informed to submit the schedule of meetings with students and GFM of the respective department immediately. Further, they are asked to submit the minutes of the said meetings immediately after its conduct.
- 8) **Parking:** The new parking area for the four and two wheelers of the staff members of this college is now developed behind the Chemical Engg. Dept. All staff members are informed to use the same.
- 9) **Purchase:** All HODs are informed to submit the purchase proposals on or before 31 July 2013.
- 10) **AQAR:** All HODs were informed to submit the AQAR of the Department through e-mail on 7 May, 25 and 26 June 2013; ^{Further} ~~They were also~~ informed over telephone on 26 June 2013. It is observed that none of the HOD ^{have} submitted the said information. Hence, all HODs should submit the same before Monday 1 July 2013.