

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
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Minutes of the HOD Meeting (30 January 2014)

- 1) **Review of the Last Meeting:** Review regarding the willingness of the faculty to attend Erasmus Mundus Action (EMA), Training Programme on NBA at COEP and Employment Enhancement Programme was taken. no faculty member till date shown interest in EMA programme, Dr. A. L. Ramteke shown willingness to attend NBA training programme at COEP.
- 2) **Report of the Academic Committee (21/1/14 to 27/1/14):** The report of the Academic Committee for the period 21/1/14 to 27/1/14 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 14/1/14 to 20/1/14.
- 3) **Weekly Report by HOD:** All HODs were informed to submit the weekly report of the conduct of lect./PR as per the prescribed format. However, only Heads of E & Tc, Electrical, Civil and Chemical Engg. Department submitted the same. Others are informed to submit the said report in every weekly HOD meeting.
- 4) **Submission of API:** HODs were informed to submit the soft copy (CD) of the API of all faculty members of the respective department on or before 31 Jan. 2014.
- 5) **Mentorship Program with NES:** College is organizing Mentorship Programme with Natarajan Education Society on Saturday, 1 Feb. 2014 from 10 am onwards for B. Tech. (All Programmes) (Sem. – VI & VIII). All HODs are informed to ensure that the selected no. of students are present for the programme. HODs and Faculty members who are not having any teaching load shall attend the same.
- 6) **Alumni Meet:** 10th Alumni Meet is organized on Sunday 2 Feb. 2014. All HODs are informed to invite the alumni of the respective department and attend the programme along with faculty members.
- 7) **Minutes of Meetings with Students:** All HODs are informed to submit the minutes of the meetings with the students immediately its conduct. They are asked to discuss the issues related to academics and other requirements such as coverage of syllabus, conduct of practicals, industrial visit etc. of the students in the meeting and include the same in the minutes of the meeting.
- 8) **GATE Practice Questions:** M/S Sofitech International has submitted the proposal to conduct Server based GATE Practice Question Papers for the students of Mechanical, Civil, Electronics, Computer and I. T. The Heads of the said departments are informed to discuss the said issue with students of the final year and accordingly arrange the demo of the same.

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- 9) **Departmental Brochure:** The draft copy of the Departmental Brochure is given to all for proof reading. All HODs are asked to get the corrections done from the Bharati Printing Press and take follow-up till the printing of the brochure. The final printing of the brochure will be the responsibility of the respective HOD. To carry out this task HOD may appoint one faculty member for the same.
- 10) **Heritage Walk Programme:** A Heritage Walk on 14 February 2014 from Shaniwar Wada, Pune is organized to celebrate the Golden Jubilee Year of Bharati Vidyapeeth, Pune. The detail notice will be circulated soon. All HODs are informed to motivate faculty members and students to participate. Further, they are asked to communicate exact no. of faculty members attending the same on or before 4 Feb. 2014 to Mr. Vishant Chimate.
- 11) **IQAC Calendar:** The review regarding the conduct of activities till date mentioned in IQAC calendar for the year 2013-14 was taken. All HODs are asked to keep ready the report of the activities conducted and the supporting documents for the same. The committee from University may visit all departments and check the same.
- 12) **Placement:** All HODs are informed to make liaison with the industries where the students of the respective department completed the In-plant Training and try to call them for the campus placement.
- 13) **Feedback from the Students:** All HODs are informed to design the feedback form on various points such as course structure, syllabus, coverage of syllabus, laboratories, faculties, infrastructure etc. The same should be collected from the students and alumni. The same is required for the NAAC and NBA.
- 14) **Result Analysis:** The results of B. Tech. (All Programmes) (Sem.-I, III, V and VII) are declared. All HODs are asked to make the result analysis. The same will be discussed in the next HOD meeting.
- 15) **Use of A-4 Size Papers for Journals:** It is proposed to use A-4 size papers for journals. All HODs should inform the same to all students of the respective department.