

Bharati Vidyapeeth Deemed University
College of Engineering, Pune – 43

Meeting No.	196
	2013-14

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
			-		-					

Minutes of the HOD Meeting (30 April 2014)

- 1) **Review of the Last Meeting:** Review regarding the last meeting was taken.
- 2) **Workshops for Finalizing Course Structure & Syllabus:** All BOS Chairmen are informed to conduct the workshop and subsequently meeting of respective BOS to finalize the course structure of B. Tech. (Sem. I to VIII) and syllabus of B. Tech. (Sem. I & II) on or before 15 may 2014.
- 3) **CII – I³ Panel:** Industry-Institute-Interface (I³) Panel of CII has invited Expression of Interest (EOI) from faculty members of Engineering Colleges for engaging faculty members with industry during the ensuing holiday season (June / July). All HODs are informed to resubmit the required information as per the format given on or before 2 May 2014.
- 4) **Non Submission of Final Attendance Record by GFM:** The list of the GFMs who have not submitted the final attendance record is given to respective HOD. HODs are asked to ensure the submission of final attendance record from all GFMs.
- 5) **Academic Record Book (ARB):** Principal has checked ARBs of few faculty members. He shared his observations regarding the maintenance of ARB. He stated that entries in lesson planning, continuous assessment of laboratory work, PRN etc. were not properly made. Hence, all faculty members are informed to maintain their ARB in all respect. Failing to which may lead to the disciplinary action.
- 6) **NBA:** The review regarding the progress of preparation for NBA was taken. Principal expressed his dissatisfaction over the progress. Hence, All HODs and NBA Coordinators to take a cognizance and start the preparation work with proper planning.