

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
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**Minutes of the HOD Meeting (7 January 2012)**

- 1) **Review of last meeting:** Review of the last meeting was taken .
- 2) **Procurement Plan for TEQIP-II:** The procurement plan for TEQIP-II, which was circulated to all HODs was further discussed and the equipments to be purchased in the quarter phase of the first year were reconfirmed.
- 3) **Data for MHRD Report:** All HODs should submit the data required for MHRD report before 10 January 2012 and keep the necessary supported documents ready.
- 4) **Blood Donation Camp:** On the occasion of birthday of Hon'ble Dr. Patangrao Kadam, Chancellor, BVU and Hon'ble Dr. Vishwajeet Kadam, Secretary, BV, blood donation camp is organized on 13 January 2012. All HODs and faculty members are requested to attend the inaugural ceremony at 10.30 am and donate the blood generously. Further, GFM should ensure that the students of the respective class donate the blood.
- 5) **13<sup>th</sup> Convocation of BVU:** The 13<sup>th</sup> convocation of BVU is scheduled on 14 January 2012 at 10.30 am. Dr. Ved Prakash, acting Chairman of UGC will be the Chief Guest and address the convocation. All faculty members are requested to attend the said programme and be seated well before the time.
- 6) **Biometric Attendance Record (November & December 2011):** The biometric attendance record of the all staff members for the month of November & December 2011 was given to all HODs
- 7) **Golden Jubilee of BV:** The Golden Jubilee of the BV will be celebrated in the year 2013-14. As a part of the celebration the various activities will be organized throughout the year. For the proper planning and execution of various activities, committee comprising young faculty members will be constituted and a committee of senior faculty and HODs will work as advisory committee.