

Prin	Engg. Sc.	Chem	Civil	Comp	IT	Elect.	Elex	Mech	Prod.
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Minutes of the HOD Meeting (9 July 2010)

- 1) **Review of last meeting:** The review of the last meeting was taken regarding the following points.
 - i) ERP Modules: All HODs are asked to submit the suggestions regarding the ERP module up to Monday.
 - ii) Research Projects: It is advised that HOD, Professors and Asstt. Prof. should write one research proposal to DST / AICTE or other funding agencies.
 - iii) Question Papers: HODs are asked to collect the question papers of recent examination and discuss the same in the next meeting.
 - iv) Registration for B. Tech. (Sem. – III, IV & VII): The review regarding the registration of students for B. Tech. (Sem. – III, IV & VII) was taken.
- 2) **Report of academic committee:** Report of the committee was circulated to all HODs and asked to discuss about the non conductance of the classes / practicals in the departmental meeting.
- 3) **Counseling and admissions to B. Tech. (Sem.-I) (All programmes):** The counseling and admissions to B. Tech. (Sem.-I) (All programmes) is starting from 12 July 2010. The Principal gave the information about the same.
- 4) **Purchase Committee Meeting:** The purchase committee meeting was held on 8 July 2010 at university office. HODs are asked to prepare the new comparative statement considering the discount offered by the vendor and submit the same by Monday.
- 5) **GFMS Meeting:** All HODs are asked to conduct the separate meeting of all GFMS including GFMS of the B. Tech. (Sem.-I) once in a week. Further, it is asked to keep the record of the same.
- 6) **Class Meeting:** Meeting of the students of all classes should be conducted once in a month and discuss the problems regarding teaching-learning process, equipments, practicals, lecture delivery, class room, toilet and drinking water facility. The report of the meeting shall be sent to the Principal's Office.

**BHARATI VIDYAPEETH DEEMED UNIVERSITY
COLLEGE OF ENGINEERING, PUNE-43**

Meeting No.	99 20010-11
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- 7) **Time Table:** HOD are asked to convey any change in the time table to the administrative office immediately.
- 8) **Casual Leave:** New format of the CL & DL applications is available on college portal. However it is observed that still old formats are in use. All HODs are asked to forward the CL applications of the staff members in the new format only. Further, HOD should not recommend CL more than 2 days/month except in emergency cases.
- 9) **Biometric Attendance Recorder:** It is informed that new Biometric Attendance Recorder is installed in the administrative office for recording arrival and departure time. It is mandatory for all the staff members to record their arrival and departure time on it. The detail notice regarding the same is circulated to all departments.
- 10) **Paper setting for Unit Tests:** The date for setting & submitting the question paper for unit test has been extended on request of HODs. The same should be now submitted on or before 17 July 2010. It is also instructed that HOD should ensure the papers are deleted from the PCs immediately after its printing.