

Prin.	Basic Sc.	Chem.	Civil	Comp.	I.T.	Elect.	Elex.	E & Tc	Mech.	Prod.
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**Minutes of the HOD Meeting (29 January 2015)**

**1) Review of the Last Meeting:**

- a) **Employment Enhancement Programme (EEP):** HODs were informed to interact with the students of B. Tech. (Sem.-VI) and intimate the students interested to join EEP to pay the registration fees before 10 Feb. 15.
  - b) **Meeting of Purchase Committee:** Hon'ble Vice Chancellor, BVU, Pune has given his consent to conduct the meeting of the purchase committee on 13 & 14 Feb. 15 under his Chairmanship for the purchase of equipments in various departments. The departmentwise schedule of the meeting was circulated to all. HOD shall appoint coordinator to coordinate the purchase committee proceedings. Presence of all vendors shall be ensured.
  - c) **Saturday at BV:** Review regarding the conduct of programmes under Saturday at BV was taken. Department of E & Tc, Chemical, Electrical, Electronics, Mechanical and Production have conducted the same. However, all HODs were informed to submit the activity calendar by confirming the industry personnel as per the guidelines given in the previous meeting. 'Saturday at BV' is a programme for mentoring of students. Hence, technical matters are not expected for discussions. It is for discussion with respect to skill development required to establish oneself in professional field based on experience of a mentor. Hence, due care may pl. be taken while selecting mentor and topic for mentorship.
- 2) Report of the Academic Committee (12/1/15 to 17/1/15 & 19/1/15 to 24/1/15):** The report of the Academic Committee for the period 12/1/15 to 17/1/15 & 19/1/15 to 24/1/15 was circulated to all. Further, all HODs submitted the report of the non conduct of lectures / practicals for the period 7/1/15 to 10/1/15.

- 3) ***Seminar on GATE:*** 'VANI Institute' is the well known institute which gives training to the students regarding GATE. The representative from this institute will contact the HOD. All HODs were informed to arrange the demo lecture for the students of the respective department regarding the same.
- 4) ***Seminar on Competitive Examination (GRE / TOEFEL / CAT etc.):*** 'VIEC' is the leading institute which gives training to the students regarding GRE / TOEFEL / CAT and other competitive examinations. The representative from this institute will contact the HOD. All HODs were informed to arrange the demo lecture for the students of the respective department regarding the same.
- 5) ***Alumni Meet:*** The Alumni Meet is organized on Sunday, 1 Feb. 15 in college. All HODs to ensure the presence of maximum no. of alumni from the respective department. Further, all HODs and faculty members are informed to attend the same. HOD shall invite min. 10 alumni in person.
- 6) ***Bharatiyam 2K15 (Photography Exhibition):*** Bharatiyam 2K15 is scheduled on 20 & 21 Feb. 15. All HODs were requested to motivate the students to participate in Bharatiyam in large no. It is planned to arrange Exhibition of Photography and Arts by faculty members and students. All faculty members are informed to submit their exhibits in Bharatiyam Office.
- 7) ***Visit to Library by PG Students:*** All HODs were informed to make the schedule of visit of PG students of respective departments to the library and communicate the same of Library In-charge, Prof. Ms. S. K. Oza.